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| **Notice ID** | <XXXXX> |
| **Date of issue** | DD/MM/YYYY |
| **Notice issued by** | **Name** <Choose one>  <First and last name of litter enforcement officer> Litter enforcement officer of <name of litter authority> or  <First and last name of litter authority representative> of <name of litter authority>  **T** <phone number>  **E**<e-mail address> |
| **Notice issued to** | **Name** < name of notice recipient e.g. natural person or legal company name>  **Address** < notice recipient address e.g. residential, business or registered address> |
| **ACN** | <ACN of notice recipient if applicable> |
| **Place or premises** | <place or premises address where notice applies> |
| **Legal reference** | Environment Protection Act 2017 (the Act), s. 121 |
| **Service method** | <postal service; electronic communication; delivered in person; left at the recipient’s residential, business or body corporate address><Choose one> |

For the purpose of this notice ‘you’ means the recipient of this notice or your authorised representative and ‘place or premises’ means the site at which the notice applies, as identified above.

# Grounds for issuing this notice

The <Choose one> <litter authority> or <litter enforcement officer> reasonably believes that <name of notice recipient>

<Choose one from the following – where more than one applies choose most relevant. Delete others.>

has deposited waste or any other object or thing in or on premises or a place that causes risks of harm to human health or the environment.

has deposited waste or any other object or thing in or on premises or a place in such a way as to make these premises or place disorderly or detrimentally affect its proper use.

has engaged in or proposes to engage in an activity that causes or is likely to cause the deposit of waste in contravention of part 6.3 of the Act.

has engaged in or proposes to engage in an activity that causes or is likely to cause the deposit of waste in a way that makes, or is likely to make, a premises or place disorderly or detrimentally affect its proper use.

has deposited waste in contravention of part 6.3 of the Act.

is the occupier of a place or premises on which waste has been deposited in contravention of Part 6.3 of the Act and the person who deposited the waste cannot be located.

<Add details of why reasonable belief is held: e.g. observations, evidence collected etc. This free text section is required to establish the grounds for issuing the notice>

# Requirements

You are required to:

<list numbered requirements, including any of the following>

1. By <insert date> you must:

* remove or dispose of the <insert description of waste, or the object or thing> <in a specified manner>.   
  (Instruction to issuing officer: If the person who deposited waste cannot be found, and this notice is issued to the occupier of the place or premises where waste was deposited pursuant to section 121(6), this is the sole requirement which can be imposed under the notice. Delete this instruction)
* restore the premises or place affected by the < insert description of waste, or the object or thing, or activity> as close as practicable to the state it was in immediately before the <insert description of waste, or the object or thing> was deposited or the activity was engaged in.
* modify the way in which you engage in <insert activity>.
* do or not do <specified things> to ensure compliance with part 6.3 of the Act <in a specified manner>.
* take <insert any other action in relation to the waste or the object, thing or activity> specified in this notice <in a specified manner>.

You must report to *<Choose one>* <name of litter authority> *or* <litter enforcement officer>:

2. *<This section is optional - insert any reporting requirements e.g. By <insert date> you must provide a report in writing, that a) specifies and demonstrates how compliance with this notice has been achieved, b) is signed by you, or a person authorised to sign on behalf of the notice recipient. >*

This waste abatement notice takes effect from the date of service.

<Litter enforcement officer’s signature or signature of litter authority representative. Keep signature with prior text.>

<Choose one>

<First and last name of litter enforcement officer> Litter enforcement officer of <name of litter authority>

or

<First and last name of litter authority representative> of <name of litter authority>

# Support to comply

<This section is optional - Compliance examples should be discretionary and proportionate, e.g. to support an outcome. They are not mandatory but may assist the notice recipient in complying with the notice. This space may also include supporting guidance or information which can be added as needed, e.g. EPA or council guidance about location of waste disposal facilities>

# Detailed grounds

<This section is optional – it allows you to add further information that will form part of the notice. It can be used to capture additional observations that support your reasonable belief or other elements of the contravention. Where the ‘detailed grounds’ section is used, the ‘grounds for issuing this notice’ section should be used as an executive summary.

This section is useful where there is a significant volume or complexity of objective evidence that is relevant to the grounds and requirements of the notice.>

# Penalty

If you fail to comply with this waste abatement notice you may be guilty of an offence and liable to pay a penalty of up to 40 penalty units (for an individual) or 200 penalty units (for a body corporate).

## Right of review

You may apply to the Victorian Civil and Administrative Tribunal for an external review within 15 business days from the date on which this waste abatement notice first came to your notice. For VCAT applications, contact VCAT on 1300 01 8228 or go to vcat.vic.gov.au.

## Amendment

You may apply for an extension of time for any requirement in the notice before its due date. Your notice remains legally binding until the litter authority or litter enforcement officer advises you of any change.   
*<Add contact details of litter authority>*

## Additional information

Under section 123 of the Act, a person who is the occupier of a place or premises where waste has been deposited may be eligible to recover reasonable costs in complying with this notice, against any person who deposited the waste or the object or thing.

If you fail to comply with this waste abatement notice, the Authority may remove or dispose of waste and recover any reasonable costs incurred in taking this action.

## Accessibility

Contact us if you need this information in an accessible format such as large print or audio. *<Add contact details of litter authority>*

## Interpreter assistance



*<Add information about the litter authority’s interpreter service>*

# Appendix

<This section is optional and may include images such as a plan of the premises, locality map, photographs etc.>