Non-compliance notification

Licensees to complete and submit this non-compliance notification form to IPART as soon as the Licensee has identified the non-compliance(s) or submit the same information annually through the Licensee’s Annual Compliance Report – Schedule A.

Licensees are to complete and submit this form in accordance with the *Reporting Manual for* *licensed operators and retailers under the Water Industry Competition Act 2006* (**Reporting Manual**).

Licensee details

|  |  |
| --- | --- |
| Licensee business name |  |
| Licence number |  |
| Licence type | Choose an item. |
| Scheme name/s, if relevant | List any schemes the Licensee is the registered operator or retailer for, if relevant to the non-compliance |
| Scheme number/s, if relevant |  |

|  |  |  |
| --- | --- | --- |
| Contact person | Primary contact | Alternative contact |
| Name |  |  |
| Position |  |  |
| Phone |  |  |
| Email |  |  |

Non-compliance description

#### The obligation with which the Licensee is non-compliant

Describe the obligation including details of the relevant section, clause or condition (including the number) of the WIC Act, WIC Reg or licence or approval instrument that the licensee has contravened.

If the Licensee has failed to comply with a condition of an approval, please include details of the approval number and condition in the approval that has not been complied with (e.g., operational approval 25\_046OA, condition D3.1) and the licence condition contravened (see WIC Act s 8H(1)(a)).

Click or tap here to enter text.

#### Date or period of non-compliance

Click or tap here to enter text.

#### Nature and extent of non-compliance

Click or tap here to enter text.

#### How many customers are affected?

Click or tap here to enter text.

#### How many other licensees or stakeholders are affected?

Click or tap here to enter text.

#### Describe the results of any monitoring (where applicable)

Click or tap here to enter text.

#### Reasons for the non-compliance

Click or tap here to enter text.

#### Corrective or remedial action taken to rectify the non-compliance and mitigate the effects of the non-compliance

Click or tap here to enter text.

#### Preventative actions taken/ proposed to prevent reoccurrence of the non-compliance

Click or tap here to enter text.

#### Actual/ anticipated date of full compliance

Click or tap here to enter text.

Next steps

* Submit this non-compliance notification form to IPART via WILMA. Use the notification category “Notification – Non-compliance”.
* Submit this form as soon as the self-identified non-compliance(s) has been identified or submit the same information annually through Licensee’s Annual Compliance Report – Schedule A.