Non-compliance notification

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

Licensee details

|  |  |
| --- | --- |
| Licensee business name |  |
| Licence number |  |
| Licence type | Choose an item. |

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

Non-compliance description

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

Refer to *Reporting Manual for Network Operators and Retail Suppliers under Water Industry Competition Act 2006* (**Reporting Manual**) Appendices A and B for the lists of licence obligations.

Click or tap here to enter text.

#### Obligation number

Refer to Appendices A and B of the Reporting Manual for the number allocated to each of the licence obligations. For example, Network Operator #8 or Retail Supplier #6.

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

Click or tap here to enter text.

#### Preventative actions taken/ proposed to minimise 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.