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| Written Directions NoticePart A – Written direction(Section 6.31 of the *Environmental Planning and Assessment Act 1979*) |
|  | **Date WDN Issued:** |  |
| **DA/CDC No:** |  | **Construction Certificate No:** |  |
| **Name:** *(of person responsible for the aspect of development)* |  |
| **Address:** *(of person responsible for the aspect of development)* |  |
| **Address:** *(of development site)* |  |
| **Name** *(of the land owner on whose land the non-compliance occurred)* |  |
| **Council or consent authority name:** |  |
| **Description** **of the non-compliance:** |  |
| **Steps to be taken to remedy the non-compliance:** |  |
| **Date by which the person responsible for the aspect of development must demonstrate they have remedied the non-compliance:**  |  |
| **Date principal certifier proposes to conduct an inspection:** |  |
| **Note: *If the non-compliance is not remedied by the inspection date, a notice will be provided to the council and property owner within 2 days after inspection*** |
| **Name of principal certifier:** |  | **Registration number:** |  |
| **If the certifier is acting on behalf of a council or body corporate, name of council or body corporate:** |  |
| **Postal address of principal certifier:** |  | **Mobile phone number:** |  |
| **Email address:** |  |
| **Signature:** |  |
| **KEEP PARTS A AND B TOGETHER** |

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| Written Directions NoticePart B – Inspection Record(Section 6.31 of the Environmental Planning and Assessment Act 1979) |
| **Date of Inspection:** |  |
| **Has the WDN been complied with?** | Yes | No |
| **If no, please describe the failure:**  |  |
| **Name of certifier conducting inspection:** |  |
| **Registration number:** |  |
| **Postal address of certifier:** |  |
| **Email address:** |  |
| **Mobile phone number:** |  |
| **Signature:** |  |
| **Note: *On completion of the inspection, provide the inspection record to the Principal Certifier*** |
| **Note: *If the responsible person did not comply with the WDN, the Principal Certifier will forward the WDN to the consent authority, land owner and owner’s corporation, as required***  |
| **KEEP PARTS A AND B TOGETHER** |