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| Written Directions Notice  Part 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 Notice  Part 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** | | | |