



Australian Government

Office of the Australian Building and  
Construction Commissioner

## WRITTEN RECORD OF FAILURE TO COMPLY WITH REQUIREMENT OR NOTICE TO PRODUCE UNDER SECTIONS 59(5)(e) OR 59(6) BCII ACT

Date of completion of this written record: [insert date]

### DETAILS OF REQUIREMENT OR NOTICE TO PRODUCE

59(5)(e) Requirement

59(6) Notice

Name of ABC Inspector who issued the requirement or notice: [insert name]

Date of requirement/notice: [insert date]

Date of Service: [insert date]

Address of Service: [insert address]

Requirement/Notice addressed to: [insert name & company]

Documents sought but not produced:

- [cut and paste list from Requirement/ Notice]
- [ <<>> ]
- [ <<>> ]
- [ <<>> ]

Period given for compliance: [insert days]

Documents due: [insert date]

Specified place for production: [insert premises/place/address]

### DETAILS OF FAILURE TO COMPLY WITH REQUIREMENT/NOTICE

[insert details of attempts to collect documents, relevant conversations, phone calls, etc]

### RATIONALE FOR REQUESTING TO USE A 'NOTICE TO PRODUCE'

[If not compliance with a Requirement insert reasons for request to serve a Notice to Produce;  
delete if not applicable]

**APPROVAL**

Team Leader name: .....

Team Leader signature: .....

Date: .....