

<b>FORM</b>	<b>VERSION</b>
<b>NCF</b>	<b>02</b>



## Appendix E – Non-Conformance Form

### Section 1: Notice

- 1.1 This document is written notification that GHVDC consider you are not in compliance with your obligations as detailed in Section 2.
- 1.2 **YOU MUST ACT NOW: DO NOT DELAY.**

### Section 2: Details of Non-Conformances

<b>Part A</b>		<b>General Details</b>	
<b>1.</b>	<b>Notice Date:</b>		<b>Reference:</b>
<b>2.</b>	<b>Plot Number, or other Location:</b>		
<b>3.</b>	<b>Nominated Person:</b>		
<b>4.</b>	<b>GHVDC Representative:</b>		
<b>Part B</b>		<b>Details of Non-Conformance</b>	
<b>5.</b>	<b>Details of Non-Conformance:</b>		
<b>6.</b>	<b>Source of Obligation:</b>	<i>(e.g. CPP, FRCP)</i>	
<b>7.</b>	<b>If Applicable, Person(s) already spoken to or emailed:</b>	<i>Date:</i>	<i>Time:</i>
		<i>Name of Person:</i>	
		<i>Position:</i>	



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<b>8.</b>	<b>Details of Immediate Action Taken and Why:</b>	<i>(e.g. asked NP to stop activity, or GHVDC action taken)</i>	
<b>9.</b>	<b>Costs Incurred:</b>	<i>(Explain what costs have been incurred by GHVDC and why)</i>	
<b>Part C</b>		<b>Remedial Measures</b>	
<b>10.</b>	<b>Remedial Measures to be undertaken by Nominated Person:</b>		
<b>11.</b>	<b>Date by When Remedial Measures are to be taken:</b>		
<b>Part D</b>		<b>Close out</b>	
<b>12.</b>	<b>Date of Re-inspection:</b>		
<b>13.</b>	<b>GHVDC Representative:</b>		
<b>14.</b>	<b>Action Taken?</b>	<i>Yes:</i>	<i>No:</i>
<b>15.</b>	<b>Further Action:</b>		



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### Section 3: Completion Notes - Non-Conformance Form (NCF)

- 3.1 You must take such steps as necessary to comply within the stipulated time.
- 3.2 You must immediately inform GHVDC if either (a) Full compliance will not be achieved in timespan stipulated, or (b) you wish to discuss any matter relating to this Notice.
- 3.3 GHVDC will exercise their powers in the Development Rules should any non-conformance not be rectified within time to our satisfaction.
- 3.4 Health, safety and maintaining logistical control are paramount at Graven Hill. It is your sole responsibility to ensure compliance with your Construction Phase Plan (CPP), Fire Risk Control Plan (FRCP), Development Rules and any statutory or other legal requirements. GHVDC provide guidance only, seek professional advice if necessary to advise on how to comply with this Notice.

