

# Notification of failure to lodge returns and errors and omissions in lodged returns

Use this form to notify the Local Government Inspector of a relevant person's failure to lodge a primary or annual return, or if you believe there are errors and omissions in a lodged return.

This is a requirement under section 5.87AA of the *Local Government Act 1995*.

The form must be submitted by the Mayor, President or CEO within 14 days of becoming aware of the failure to lodge or forming the belief that the lodged return is incomplete or incorrect.

## Your details

**Full name:**

**Local Government:**

**Position:** ☐ CEO

☐ Mayor or President

## Details of the notification

### Relevant person

**Full name:**

**Position:**

### Type of return

☐ Primary return

☐ Annual return

### Allegation

☐ Failure to lodge return

☐ Error in lodged return

☐ Omission in lodged return

**Please provide details:**

**Date you became aware of failure to lodge or believed there were errors or omissions:**

## **Supporting documentation**

**For 'Designated Employees', please provide:**

- Instrument of Delegation required under Section 5.44(2) of LG Act; or
- Evidence of nomination by the local government under Section 5.74, item (d) definition of 'designated employee'.

**Please list below and attach any documents which support your notification.**

Pursuant to section 5.87AA(3) of the Act, if your notification is in relation to errors or omissions in a primary or annual return, you must attach a copy of the return in question.

## **Declaration**

I declare that the information provided is true and correct to the best of my knowledge.

**Full name:**

**Position:**

**Date:**

**Signature:**

## Submitting

Please email this completed notification and attachments to:

**[compliance@lginspector.wa.gov.au](mailto:compliance@lginspector.wa.gov.au)**

You can also complete, print and post the notification with attachments enclosed to:

**Local Government Inspector**

**Locked Bag 14**

**Cloisters Square Perth WA 6850**