**NOTICE OF ENTRY**

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| Full name of entry permit holder: | | |  | | | | | | |
| Name of union represented: | | |  | | | | | | |
| Name of workplace being entered: | | |  | | | | | | |
| Lot/street No: | |  | Street name: |  | | | | | |
| Suburb: | |  | | | State: |  | Postcode: | |  |
| Date of entry or proposed\* entry: | | |  | | | | | | |
| ***\*For entry under section 120 or 121: 24 hours – 14 days notice must be given*** | | | | | | | | | |
| **Purpose of entry:** | | | | | | | | | |
| **Section 117** | To inquire into a suspected contravention of the WHS Act. | | | | | | |  | |
| **Section 120** | To inspect employee records held by the relevant PCBU or employee records and other documents held by another person that are directly relevant to a suspected contravention of the WHS Act. | | | | | | |  | |
| **Section 121** | To consult and advise relevant workers on health and safety matters. | | | | | | |  | |
| Additional – for entry under **sections 117 and 120** | | | | | | | | | |
| Details of the suspected contravention to which this notice relates:  *(e.g. what are the concerns, how do they contravene the WHS Act and what area of the workplace is affected)* | | | | | | | | | |
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| Additional – for entry under **section 120** to inspect employee records held by the relevant PCBU and documents held by another person | | | | | | | | | |
| List of the employee records or other documents directly relevant to the suspected contravention which are proposed to be inspected: | | | | | | | | | |
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| **Declaration:** | | | | | | | | | |
| Entry under Sections 117 and 121 only: | | | | | | | | | |
| The above union is entitled to represent the industrial interests of relevant worker/s at this workplace who are or are eligible to be a member of the union. | | | | | | | |  | |
| The provision in the union’s rules that entitles the union to represent the industrial interests of these worker/s is: | | | | | | | |  | |
| Entry under Sections 117 and 120 only: | | | | | | | | | |
| The suspected contravention relates to worker/s that the union is entitled to represent. | | | | | | | |  | |
| Entry under Sections120 only: | | | | | | | | | |
| The records or other documents proposed to be inspected relate to worker/s the union is entitled to represent. | | | | | | | |  | |

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| WHS entry permit holder signature: |  | Date: |  |

The legislation provides for civil penalties of up to $10,000 for individuals and $50,000 for a body corporate relating to breaches of right of entry laws.