KNYSNA
Municipality
Munisipaliteit
uMasipala

BUILDING CONTROL

BUILDING REGULATIONS - COMPLAINT FORM

Please note that all complaints must be submitted in writing on the attached form and emailed to the below email address. Anonymous complaints will not be investigated and further information may be requested in the form of a sworn affidavit in relation to the activities witnessed on site.This may lead to evidence being given in court.

COMPLAINANT'S INFORMATION (Please complete)

NAME & SURNAME:					
ADDRESS:					
				POSTAL CODE:	
CONTACT DETAILS:	CELL:		HOME:		
	WORK:		OTHER:		
EMAIL ADDRESS:			ADDITIONAL:		

All Correspondence regarding any progress of your complaint will be sent by email (preferred) or registered post. Please provide at least one telephone number on which the Municipality will be able to reach you.

Signature: ……..…….. **Date**: ……Y……Y……Y……Y……M……M……D……D……

ALLEGED CONTRAVENTION INFORMATION (S)

NAME/SURNAME OF OFFENDING PARTY:	
ADDRESS WHERE ACTIVITY IS TAKING PLACE:	
ERF NUMBER: (IF KNOWN)	
FREQUENCY OF ACTIVITY:	
NATURE OF ALLEGED CONTRAVENTION:	
IMPACT OF ACTIVITY ON YOU/SURROUNDINGS:	

Note: You may attach further information such as photos, letters and/or petitions to this complaint form. Please indicate if you have added additional information to this complaint form by marking the appropriate box below. The completed form can be emailed to **building@knysna.gov.za**	Y	N

FOR OFFICE USE ONLY:

DATE RECEIVED | Y | Y | Y | Y | M | M | D | D |

OFFICIALS NAME _____

OFFICIALS TITLE _____

HAVE COMPLAINT BEEN INVESTIGATED BY BUILDING INSPECTOR | Y | N |

HAVE COMPLAINANT BEEN UPDATED BY BUILDING INSPECTOR | Y | N |

ON | Y | Y | Y | Y | M | M | D | D |

ACTION TAKEN _____

For queries you may contact the Building Control Office at Tel: (044) 302 6325 or (044) 302 6533