

COMPLAINTS FORM

To: Relevant Building Surveyor

From: **Owner** ☐ **Adjoining Owner** ☐ **Other** ☐

Name _____

Postal address _____ Postcode _____

Telephone _____

Email _____

Property details (site subject to building works)

Number _____ Street/Road _____

City/suburb _____ Postcode _____

Adjoining Property details (only applicable if complaint from adjoining owner)

Number _____ Street/Road _____

City/suburb _____ Postcode _____

Building permit details (if known)

Permit no. _____

Nature of complaint (attach further information, e.g. photos, reports, where available)

Signature _____ Date _____