



**DEPARTMENT PLANNING AND DEVELOPMENT
BUILDING CONTROL: COMPLAINTS FORM**

DATE	
COMPLAINANT'S NAME	
COMPLAINANT'S ADDRESS	
COMPLAINANT'S CONTACT DETAILS	
TRANSGRESSOR'S DETAILS	
ADDRESS *	
NAME/ CONTACT NUMBER (IF AVAILABLE)	
<p>Kindly note the following:</p> <ol style="list-style-type: none">1. Complaints will only be officially lodged once both sides of this form are completed correctly and information verified by the Building Control Official.2. The statement on the rear of this page should include the date when this transgression took place and the dates / actions taken by the Complainant to remedy the matter prior to reporting it to the Drakenstein Building Control Office.3. Contact details of the Complainant are required as, should the matter go to prosecution, the Complainant may be summonsed to appear in Court. It is the Complainant's responsibility to ensure that the relevant Building Inspector is notified of any change in particulars.4. Should the matter include a property boundary encroachment, it is the responsibility of the Complainant to provide a Land Surveyors' Certificate indicating the extent of the encroachment, should no Erf boundary pegs be visible on the property. <p>Complete statement on rear of page...</p>	

