



# LAND USE MANAGEMENT PUBLIC COMPLAINTS

A	DETAILS OF COMPLAINANT								
NAME & SURNAME									
STREET ADDRESS									
CONTACT TELEPHONE NO									
E-MAIL ADDRESS									
B	PARTICULARS OF COMPLAINT								
DATE OF COMPLAINT					TIME				
NATURE OF LODGMENT		TELEPHONIC			EMAIL			IN PERSON	
NAME OF OFFICIAL WHO RECEIVED COMPLAINT									
NATURE OF COMPLAINT (eg illegal construction/noise etc)									
BRIEF DESCRIPTION OF COMPLAINT									
DATES AND TIMES OF WHEN TRANSGRESSION OCCURED									
ADDRESS WHERE TRANSGRESSION OCCURRED									

# INVESTIGATION OF COMPLAINT

<b>C</b>	<b>PARTICULARS OF TRANSGRESSOR</b>						
NAME & SURNAME							
ERF NO							
STREET ADDRESS							
CONTACT TELEPHONE NO							
E-MAIL							
<b>D</b>	<b>INVESTIGATION INFORMATION</b>						
DATE COMPLAINT RECIEVED							
DATE OF SITE INSPECTION							
NATURE OF CONTRAVENTION		DEV CONTROL		BUILDING CONTROL		OTHER	
<b>FINDINGS :</b>							
BUILDING INSPECTOR			Signature				
TOWN PLANNER			Signature				
<b>C</b>	<b>RECOMMENDATION</b>						
<b>ACTION TAKEN :</b>							
WRITTEN WARNING DMS REF NO.							
FINE ISSUED. FINE NO							
OTHER							
Was the complainant satisfied with outcome				YES		NO	
Was the complainant satisfied with the handling of the complaint				YES		NO	
<div style="display: flex; justify-content: space-between;"> <div>_____ Signature</div> <div>_____ Date</div> </div> <b>LAND USE MANAGER</b>				<div style="display: flex; justify-content: space-between;"> <div>_____ Signature</div> <div>_____ Date</div> </div> <b>BUILDING CONTROL MANAGER</b>			