

# Building Complaints

Internal Council Use only – Please Record in Trim Folder 13/05/07

Contact Building Department t 9581 4130 e info@kingston.vic.gov.au



City of  
**KINGSTON**

PLEASE PRINT

## Complainant Contact Details

Tick box if you do NOT wish to be contacted via email:

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

M: \_\_\_\_\_

P: \_\_\_\_\_

E: \_\_\_\_\_

## Subject Property Address:

Number: \_\_\_\_\_

Street/Road: \_\_\_\_\_

Suburb: \_\_\_\_\_

Lot/s: \_\_\_\_\_

PS/LP: \_\_\_\_\_

Vol: \_\_\_\_\_

Fol: \_\_\_\_\_

## Current Complaint Status:

Has this matter been previously reported to the Building Commission of Victoria?  Yes  No

## Nature of Complaint

Please state the basis of the concern in the space below.

To visually illustrate the nature of the complaint, please attach either;

- (a) a photograph/s or;
- (b) a clear sketch on an A4 size sheet of paper

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Privacy Statement

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer. A full copy of our Privacy Policy may be obtained from the Kingston website: <http://www.kingston.vic.gov.au> or from one of our Customer Service Centres and Libraries.

community inspired leadership

PAGE 1