



Complainant Contact Details Please

Name of Person Registering Complaint _____

Postal Address (including suburb) _____

_____ Postcode _____

Daytime Contact Phone Number _____

Mobile Phone Number _____

Subject Property Details

Subject Property Address i.e. where the matter regarding the complaint is located

Postal Address (including suburb) _____

_____ Postcode _____

CURRENT COMPLAINT STATUS

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

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. **Continued Over Page >>>>>>>>**

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** _____

Submitting this Form to Council

By Mail Municipal Building Surveyor City of Kingston PO BOX 1000 Mentone 3194	By Email Municipal Building Surveyor info@kingston.vic.gov.au	By FAX 9581 4500 Att: Municipal Building Surveyor
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Please note that complaints will be responded to in writing

Any queries may be directed to Kingston Building Surveying on 1300 653 356