

## Planning / Building Compliance Investigation Request

### Customer Details:

NAME/S:	
POSTALADDRESS:	
CONTACTNUMBER:	
EMAILADDRESS:	
ADDRESS OF INCIDENT:	

### Nature of Complaint:

- Unauthorised land use
- Development not in accordance with approved plans
- Development occurring without the required approval
- Other

### Brief description of activity taking place:

### Name of person/s undertaking activity (if known):

Have you discussed this issue with the person/s undertaking the activity? Yes  No

Did the situation improve after discussing the incident with the person/s involved? Yes  No

If no, did the situation escalate? Yes  No

Provide a brief description of the discussion and how the activity escalated:

### Please note:

- All your details will be kept confidential and the details of the source of a complaint are not provided to the person/s or company that is being investigated however, the City of Busselton is subject to the Freedom of Information Act 1992 (WA).
- The City's Planning Compliance Officers may need to consult with other departments within the City or seek outside legal advice, in which case, your details may be passed on.
- The City receives a large number of complaints relating to a number of various matters. The City's planning Compliance Officers will endeavor to attend to your complaint as soon as possible. Due to the nature and legal complexity of some complaints a resolution may take some time to achieve.
- Should a matter proceed to the City taking legal action an Officer will contact you for a written statement. You may also be required to attend court to give evidence in relation to the information provided in your statement.

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

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

Please email this form to [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au) or post to City of Busselton, Locked Bag 1, BUSSELTON WA 6280.