

## Controlled Activity/Construction Occupations Complaint Form

This form is to be used should you believe that there has been a breach by a licensee or former licensee under the *Construction Occupations (Licensing) Act 2004* (COLA), or an operational Act; and/or a person is conducting or has conducted a controlled activity under the *Planning and Development Act 2007* (PDA). Fields marked with an (\*) must be completed.

Before completing this form please read the fact sheet on [Development and Construction Occupation Complaints](#) which provides information about breaches of COLA and Controlled Activities. All reasonable steps will be taken to investigate your complaint.

Please note:

- You may be required to provide further information as part of the investigation process.
- Complaints are prioritised based on the risk to public safety.
- Investigation and action on your complaint may take a significant amount of time to be completed. You will be kept informed of the progress of the investigation.

The completed form can be submitted by email to [actplalru@act.gov.au](mailto:actplalru@act.gov.au) or posted to **the EPD Investigation Unit, PO Box 158 Canberra City ACT 2601.**

### Lease/Site Details – Subject of the Complaint

Block	<input type="text"/>	Section	<input type="text"/>	Suburb	<input type="text"/>	Unit No.	<input type="text"/>
Street Address	<input type="text"/>						

### Applicant Details *Please Print*

Surname	<input type="text"/>	First Name	<input type="text"/>
Postal Address	<input type="text"/>		
Phone Number Business Hours	<input type="text"/>	Mobile	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>		

### Summary of Complaint - please tick

#### UNLAWFUL DEVELOPMENT

- Development without approval  
 Development Not in accordance with an approval

#### BREACH OF LEASE

- Unclean leasehold  
 Unlawful Use

#### CONSTRUCTION WORK

- Building  
 Electrical  
 Plumbing  
 Gas

#### LICENSEE

- Unlicensed  
 Licence Breach  
 Building Certifier  
 Works Assessor

