

Planning and Development Act 2007, s425 Construction Occupations (Licensing) Act 2004, s128

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 <u>Development and Construction Occupation Complaints</u> 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 or posted to the EPD Investigation Unit, PO Box 158 Canberra City ACT 2601.

Lease/Site Details – Subject of the Complaint						
Block	Section Sub	ourb		Unit No.		
Street Address						
Applicant Details Please Print						
Surname		First Name				
Postal Address						
Phone Number Business Hours		Mobile				
EMAIL ADDRESS						
Summary of Complaint - please tick						
UNLAWFUL DEVELOPMENT ☐ Development without approval ☐ Development Not in accordance with an approval		BREACH	I OF LEASE Unclean leasehold Unlawful Use			
CONSTRUCTION WORK Building Electrical Plumbing Gas		LICENSE	Unlicensed Licence Breach Building Certifier Works Assessor			

Approved form AF2014-62 approved by Dorte Ekelund, Director-General, Environment and Planning Directorate on 28 August 2014 under section 425 of the Planning and Development Act 2007 and revokes AF2008-98

Details of Compla	nint
Please provide a full	description of your complaint and attach any technical reports or associated material
Applicant Acknow	vledgment
I/we the undersigned	d acknowledge:
that thi ACT Go law;	e read and understood the details outlined on this form. s complaint, including the personal information provided on this form, may be referred to another vernment agency or ACT Policing for the purposes of investigating the complaint or a breach of another the information given on this form and its attachments is true and correct.
Applicant Name(s)	the information given on this form and its attachments is true and correct.
Applicant Signature (s)	Date
collection of personal info some of the personal info Directorate reasonably be behalf of, an enforcement	on this form is provided to the Environment and Planning Directorate (EPD) to enable the processing of your application. The rmation is authorised by the <i>Planning and Development Act 2007 and the Construction Occupations (Licensing) Act 2004.</i> If all or rmation is not collected EPD cannot process your application. The personal information you provide may be disclosed where the lieves that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on body. EPD's Information Privacy Policy contains information about how you may access or seek to correct your personal and how you may complain about an alleged breach of the Territory Privacy Principles. The EPD Information Privacy Policy can be

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8 Darling Street Mitchell, ACT 2911 16 Challis Street Dickson ACT 2602

Phone: (02) 6207 1923

Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)

TTY: (02) 6207 2622 Email: epdcustomerservices@act.gov.au Website: www.environment@act.gov.au