



Reference: Building Contravention Complaint Form

**DEPARTMENT: TOWN PLANNING & BUILDING CONTROL**

Directorate: Technical & Planning Services  
2A Voortrekker Street / Private Bag X2, Clanwilliam, 8135

T: +27 27 482 8000 F: +27 27 482 1933

E: [boubeheer@cederbergraad.co.za](mailto:boubeheer@cederbergraad.co.za) / [admin@cederbergraad.co.za](mailto:admin@cederbergraad.co.za)

**BUILDING REGULATION CONTRAVENTION COMPLAINT FORM**  
**BUILDING CONTROL SECTION**

**COMPLAINANT'S DETAILS**

Name Of Complainant : \_\_\_\_\_

Address Of Complainant : \_\_\_\_\_

Contact Details: Home : \_\_\_\_\_ Work : \_\_\_\_\_

Cell : \_\_\_\_\_ Fax : \_\_\_\_\_

Email Address : \_\_\_\_\_

Signature Of Complainant : \_\_\_\_\_ Date Of Complaint : \_\_\_\_\_

**DETAILS OF OFFENDING PARTY AND PROPERTY**

Name and contact numbers of the owner and further details of the property where the alleged contravention is taking or has taken place:

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**DETAILS OF COMPLAINT OR ALLEGED CONTRAVENTION**

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**FREQUENCY OF OCCURRENCE AND HOW DOES THIS IMPACT YOU**

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Where possible, further information should accompany this form. Please indicate if you have attached such information. **YES NO**

**PLEASE NOTE: WE WILL NOT INVESTIGATE ANONYMOUS COMPLAINTS**

Rig alle korrespondensie aan die Munisipale Bestuurder / Address all correspondence to the Municipal Manager

**Clanwilliam** Tel: (027) 482 8000 | **Citrusdal** Tel: (022) 921 2181 | **Lambert's Bay** Tel: (027) 432 1112

**Elands Bay** Tel: (022) 972 1745 | **Graafwater** Tel: (027) 422 1108 | **Algeria** Tel: (027) 482 2082