



**BYLAW ENFORCEMENT COMPLAINT FORM**

This complaint form may be submitted by delivering it or mailing it to the office of the Regional District (at the address indicated above). It may also be scanned and then emailed to [bylaw@rdffg.bc.ca](mailto:bylaw@rdffg.bc.ca). Alternatively, you can choose to submit complaints online: <http://www.rdffg.bc.ca/services/development/bylaw-enforcement/online-complaint-form>

File #
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**Please tell us your name and contact information:**

Failure to provide your name or contact details may result in your complaint not being investigated or acted on.

Your Full Name:	Your Full Address:
Your Phone Number:	Your Email:

**Please tell us the type of contravention you are reporting:**

Please check all that apply.

- Building Bylaw Contravention (Construction or demolition without permits, etc.)
- Zoning Bylaw Contravention (Illegal use of property, etc.)
- Unightly Premises Regulation Bylaw Contravention (Collections of derelict vehicles, rubbish, etc.)
- OCP Bylaw Contravention (Altering land in a lake protection area without permit, etc.)
- Hazardous Conditions Contravention (Unsafe buildings or openings in the ground, etc.)
- Other (please explain): \_\_\_\_\_

**Please tell us the location of the contravention:**

If you do not know the exact location, please give the closest address known.

Address:	City:
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**Please tell us the date and time of the contravention:**

If you do not know the exact date and time, please estimate. If the contravention occurred over a period of multiple days, please tell us the date and time you last are aware that it was still occurring.

Date:	Time:
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**Please tell us about the persons involved:**

If you do not know all the information, that is alright. Just include what you do know.

Name of Contravener:	Address of Contravener:
Phone Number of Contravener:	Email of Contravener:
Name of Property Owner:	Address of Property Owner:
Phone Number of Property Owner:	Email of Property Owner:

**Please describe the contravention and how it impacts you:**

**Once a dated and signed complaint form is submitted (by one of the methods indicated on the front of this form) it will be assessed and/or investigated. You may be contacted and asked for more information to assist in assessing and/or investigating your complaint. You will also be contacted at the end of the complaint assessment and/or investigation to be advised of the outcome.**

Date:	Signature:
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By signing and submitting this form you are acknowledging that you understand that you are submitting a complaint regarding the contravention of one or more Regional District bylaws, or other enactments which the Regional District has authority to enforce, and that you agree that you may be contacted in the future regarding this complaint if required for clarification, follow up or additional evidence. Any information you submit in this form, or by any other means, becomes part of the investigation and will be kept confidential unless disclosure is authorized or required by law. You acknowledge that you may be requested to swear an affidavit or stand as a witness in legal proceedings and that, if you decline, this may result in the investigation being closed. You further acknowledge that, in the event an investigation results in legal proceedings, the Regional District may need to disclose your information as part of the legal process.

The personal information on this form is collected and distributed in strict accordance with the Freedom of Information and Protection of Privacy Act and regulations thereto. The personal information collected on this form will only be collected, used and disclosed for the purposes of enforcement of Regional District of Fraser-Fort George bylaws or other enactments the Regional District has authority to enforce. Questions with respect to the collection, use and disclosure of the personal information being collected on this form may be directed to the Regional District of Fraser-Fort George General Manager of Legislative and Corporate Services at 155 George Street, Prince George, BC V2L 1P8 or kjensen@rdffg.bc.ca or (250) 960-4444.