

**Complaint Record Form**

**Complaint ref no:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| To: | Environmental Protection Officer | | | |  | From:  (complainant) | |  | |
|  |  | | | |  |
|  | County Hall | | | |  |  | |
|  | Dorchester  Dorset  DT1 1XJ | | | |  |  | |
|  |  | | | |  | Source Address: | |  | |
|  |  | | | |  | Please insert the address of the source of the nuisance in the space here: | |
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|  |  | | | |  |
| This sheet is intended as a formal record of the events about which you are complaining. Care in its completion and accuracy (of times etc.) is essential since it could form the basis of formal evidence, which you could be required to sign as evidence in the event of legal proceedings being taken. | | | | | | | | | |
| **Day & Date** | | **Times**  **(Please use 24h or am/pm)** | | **Nature of Occurrence**  **(Please indicate source or origin)** | | | **Effect upon Complainant (Indicate how the occurrence affects you)** | | **Signature** |
| **From** | **To** |
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| **Day & Date** | **Times**  **(Please use 24h or am/pm)** | | **Nature of Occurrence**  **(Please indicate source or origin)** | **Effect upon Complainant (Indicate how the occurrence affects you)** | **Signature** |
| **From** | **To** |
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*Signed: …………………………………………………………………. Date: ………………………………………*