



Town of Stavelly
Bylaw Enforcement Complaint Form

Please PRINT information below and answer all questions to the best of your ability.

The following information was supplied and received in confidence.

This form represents a request to resolve a bylaw enforcement issue. In order for the Municipal Enforcement Officer to proceed with an investigation and follow-up of your complaint it is mandatory that you give your full name, current address and phone number along with signature below. (Anonymous complaints will not be accepted.)

Complainant Information

Name of Complainant: _____

Residential Address: _____

Mailing address (if different): _____

Email address: _____

Phone number (day): _____ (evening): _____

Incident information (please be specific)

Location of incident or alleged offence: _____

Street address: _____

Other description (if needed): _____

Name of Registered owner (if known): _____

Address of owner (if different from location of incident or offence): _____

Detailed description of Alleged Bylaw Violation (How it affects you, how long it's existed, as much detail as possible, providing names of witnesses if available): _____

NOTE: Anonymity will be maintained between the complainant and the alleged offender, except where necessary in a court of law. However should this complaint proceed to Court, you may be required to give evidence as a witness and your name and your filed complaint will become a matter of public record.

PERSONAL INFORMATION: This information is being collected for the purpose of conducting a Bylaw Enforcement Investigation. The information may be shared with applicable Town departments and agencies for the purpose of initiating appropriate action relative to this report. The collection of personal information on this application is authorized and protected under the Freedom of Information and Protection of Privacy Act, Section 33(c). By providing this information, you have consented to its use for the above purposes. If you have questions about the collection and use of this information, you may contact the Bylaw Enforcement Officer.

Date: _____ Signature of Complainant: _____

Forward to the Town of Stavelly when completed

Town of Stavelly Administration Office: 5001 – 50th Avenue

Fax:403-549-3743 or email: stavelly@platinum.ca

