



Building Control Department

Complaints Form

Title	Mr		Mrs		Ms		Miss	
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First Name

Surname

Your Address	Number & Street	<input type="text"/>
	City/Town	<input type="text"/>
	Townland	<input type="text"/>
	Postcode	<input type="text"/>

Telephone	Day time	<input type="text"/>
	Evening	<input type="text"/>

E-mail Address

Which Building Control service is your complaint about?	Please tick
Building Regulation Service	<input type="checkbox"/>
Licensing Service	<input type="checkbox"/>
Development Naming & Postal Number Service	<input type="checkbox"/>
Property Certificate Response	<input type="checkbox"/>

What do you think the service did wrong or did not do?

How have you been affected?



What do you think the Council should do to put things right?

Have you raised this matter with staff concerned?

Yes	No
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If there is anything that makes it difficult for you to pursue your complaint, for example if English is not your first language or you have a disability, please use the space below to tell us how we might help.

We will send you acknowledgement within 5 working days of receiving your communication and tell you who will be dealing with it and how long it will take to send you a full reply. We try to respond quickly and reply within 15 working days.

Signed

Date

Written Correspondence to: -
Fulton Somerville
Building Control Department
Newry & Mourne District Council
Council Offices
Monaghan Row
Newry
BT35 8DJ

Tele: 028 3031 3000

Fax: 028 3031 3020

Email:

buildingcontrol@newryandmourne.gov.uk

Newry & Mourne Building Control ... working for you