



District of Lantzville
 7192 Lantzville Road
 PO Box 100
 Lantzville, B.C. V0R 2H0

Tel 250.933.8091
 Fax 250.390.5188
bylaw@lantzville.ca
lantzville.ca

BYLAW COMPLAINT FORM

Anonymous submissions are not accepted. Incomplete bylaw complaint forms are not accepted. Completed forms may be e-mailed to bylaw@lantzville.ca or submitted to Municipal Hall.

The information on this form is subject to the Freedom of Information and Protection of Privacy Act. A complainant's identity will remain anonymous except as required to be released pursuant to legal proceedings or as required under the Freedom of Information and Protection of Privacy Act. For further information, contact the Director of Corporate Administration at 250.933.8082

COMPLAINANT INFORMATION	
First & Last Name:	
Street Address:	
Mailing Address:	
Telephone:	
E-mail Address:	
Do you grant permission for communications by email about this complaint? Yes No <i>(Permission is requested as emails are not secure and may contain personal information)</i>	

COMPLAINT DETAILS																					
Location of Alleged Infraction:																					
Date of Alleged Infraction:																					
Type of Alleged Infraction:	<table border="0"> <tr> <td>Business Licence</td> <td>Drainage</td> <td>Encroachment RoW</td> <td>Graffiti</td> </tr> <tr> <td>Home Business</td> <td>Idling Vehicle</td> <td>Illegal Dumping</td> <td>Illegal Suite</td> </tr> <tr> <td>Littering</td> <td>Noise</td> <td>Noxious Weeds</td> <td>Occupying RV/Camping</td> </tr> <tr> <td>Panhandling</td> <td>Parking</td> <td>Signs</td> <td>Tree cutting</td> </tr> <tr> <td>Unsightly</td> <td>Zoning</td> <td></td> <td></td> </tr> </table>	Business Licence	Drainage	Encroachment RoW	Graffiti	Home Business	Idling Vehicle	Illegal Dumping	Illegal Suite	Littering	Noise	Noxious Weeds	Occupying RV/Camping	Panhandling	Parking	Signs	Tree cutting	Unsightly	Zoning		
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Other, please specify type:																					
Complaint Description:																					

COMPLAINT DETAILS CONTINUED

Complaints are often resolved amicably between neighbours. If possible, it is recommended that each party attempt to resolve the issue before contacting Bylaw Enforcement for assistance.

What action(s) have you taken to resolve this concern?	
Have you spoken with the person alleged to have carried out the infraction?	
Have you reported this issue before?	
How are you impacted by the alleged infraction?	
What action would you like the Municipality to take?	
What is your expected outcome?	

ACKNOWLEDGEMENT

I, _____ CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

Date Received:	
Time Received:	
Received By:	
Property Folio:	
Property PID:	
Existing File:	