



**(ANNEXURE A)**

**TOWN PLANNING LAND USE COMPLAINT FORM**

16 Paterson Street / PO Box 20  
**HERMANUS**, 7200  
 Tel: 028 313 8900 Fax: 028 313 2093  
 Helgaardt Boshoff  
 hboshoff@overstrand.gov.za

**IMPORTANT:** Please note that all complaints must be submitted in writing on this form. Anonymous complaints will not be investigated. However, complainants shall remain anonymous when the matter is investigated. **THIS FORM MUST BE ACCOMPANIED BY A SWORN AFFIDAVIT IN RELATION TO THE ACTIVITIES WITNESSED ON SITE**, which may/will serve as evidence should the matter be referred to court.

**COMPLAINANT'S INFORMATION (To be completed in full – Compulsory)**

<b>Name &amp; surname:</b>			<b>Erf nr:</b>	
<b>Residential address:</b>				
<b>Postal address:</b>				
<b>Contact details:</b>	<b>Cell:</b>		<b>Home:</b>	
	<b>Work:</b>			
<b>E-mail address:</b>				

*All correspondence regarding any progress of your complaint will be sent via email (preferred) or registered post. Please provide at least one telephone number on which the Municipality will be able to reach you.*

<b>Signature:</b>		<b>Date:</b>	
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**ALLEGED CONTRAVENTION**

<b>Name &amp; surname of offending party:</b>	
<b>Address where activity is taking place:</b>	
<b>Erf number:</b>	
<b>Description of alleged contravention:</b>	
<b>When the alleged activity was first noticed / Frequency of activity:</b>	
<b>Impact of activity on you / surroundings:</b>	

**NOTE:**

You may attach further information such as **photos, letters and/or petitions** to this complaint form. Please indicate if you have added additional information to this complaint form by marking the appropriate box below.

<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
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**For noise nuisance and other general law enforcement complaints please contact Law Enforcement on 028 – 313 8980**