

## **Environment Complaint Form**

If you have a complaint about environmental protection matters within the remit of Clare Local Authorities (Clare County Council, Ennis Town Council, Kilrush Town Council) responsibilities, it is preferable to make your complaint in writing.

Note that in emergency or out-of-hours situations, there are specific contact telephone numbers for Clare Local Authorities and other statutory agencies that you should use.

In order to assist you, this standard complaint form is provided. You are not obliged to use this form. However, as it is in your interest to provide as much information as possible, it is wise to use the complaint forms. Whatever written method you use (letter, email, complaint form), it is advisable to keep a copy of whatever correspondence you send so as to facilitate any necessary follow up.

Please note that the provision of your name and address is desirable as otherwise Clare Local Authorities will not be in a position to report back to you regarding the matter complained about. Moreover, Clare Local Authorities may need to contact you in order to obtain information or to clarify some points.

If you do wish your details to be kept confidential, this must be specifically indicated in your written complaint. Clare Local Authorities will respect your wishes in this regard within the powers provided under the Freedom of Information Act 1997 - 2003.

Having completed this form, please also send copies of any correspondence or other supporting information such as photographs and maps to us.

(Please complete this form in block letters)

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Name and address of the industry, site, facility,  
waterbody, river or individual to which the complaint relates:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Location address and sketch map.**

**Please use space below to give directions to this location and to draw a sketch map of the location in question. The use of recognisable landmarks as reference points would be helpful e.g. main road, hotel, garage, signposting, map co-ordinates if possible. Please use another page if necessary.**

