### **Environmental Complaints 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, Shannon Town Council, Kilkee Town Council) responsibilities, it is preferable to make your complaint in writing.

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 form. 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 not 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.

### Our offices may be contacted by telephone on:

•	Anti-Litter Hotline	1800 606 706
•	Clare County Council	065-6846331
•	Ennis Town Council	065-6828040
•	Kilrush Town Council	065-9051039
•	Shannon Town Council	061-362319
•	Kilkee Town Council	065-9051047

Clare Local Authorities will endeavour to keep your records confidential however, Clare Local Authorities are subject to the Freedom of Information and the Data Protection Acts.

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

#### Please forward to:

Environmental Complaints Co-ordinator Environment & Water Services Directorate Clare County Council Áras Contae an Chláir New Road Ennis Co. Clare

Thank you for your assistance in completing this form.

# Clare County Council Environment and Water Services Directorate

## **Environmental Complaint Form**

Complainant Name:		
Contact Details:	Address:	
Tel:		
Email:		
Location of Complaint:		
<b>Details of Complaints:</b>		
Directions:		
		Tick One Only
Confidentiality Requested:	Yes	No
Signature:	Date:	
Reference Number:		For Office Use Only
Date Received:		For Office Use Only
Complaint Taken By:		For Office Use Only
Complaint Assigned To:		For Office Use Only
Date Complaint Acknowledged:		For Office Use Only
Complaint referred To:	State Section/Other Agency	For Office Use Only

Please use additional pages to provide extra information or to sketch map of the location.