

## **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 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.

### **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.

