

Your Name and Address

Current Date:

Dear Sir/Madam [state name of site manager if known]

Premises: [business premises name and address]

I wish to make a complaint about noise from construction work outside the "approved hours" being undertaken at the above site.

Specifically, [state details of the problem and times and dates you are being disturbed]

Having looked at Elmbridge Borough Council's website at www.elmbridge.gov.uk/noise, I see that noise from construction should be contained within the approved hours. You can see from my complaint that I/we am/are being disturbed by noise outside these hours. I would be grateful if you could ensure that noisy works are contained within the approved hours.

If after two weeks from the date of this letter there has been no improvement, I will have no option but to involve the Environmental Health & Licensing Division at Elmbridge Borough Council.

If you would like to contact me to discuss this matter, my number is
[delete if not appropriate].

I/we look forward to your co-operation in this matter.

Yours sincerely

c.c. (consider sending a copy of this letter to the registered office of the building company)