

# By Law Services Request Form

## CONFIDENTIAL

*This form represents a request to resolve an alleged By-law infraction within the Town of Pelham. In order for the Bylaw Enforcement Officer to proceed with an investigation, it is required that you complete this form in **FULL** including your signature and date. By signing this form, depending on the nature of the complaint, you hereby grant consent for an Investigating Officer, if necessary, to enter upon your property as part of this investigation.*

### **Complainant Information:**

Your Name: \_\_\_\_\_

Your Street Address & Mailing address (if different):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Email \_\_\_\_\_ Your Telephone Number: \_\_\_\_\_

### **Violation Information:**

Location of Offence (Street Address): \_\_\_\_\_

Name of Property Owner/Tenant (if known): \_\_\_\_\_

Nature of Complaint (What violation is taking place): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Confidentiality will be maintained between the complainant and the alleged offender, **except** where disclosure is necessary in a Court of Law or when subject to the provisions of the Freedom of Information and Protection of Privacy Act noted below. Should this complaint proceed to Court, you may be required to give evidence as a witness, and your name filed complaint will become a matter of public record.*

**Disclaimer:** The personal information requested on this form is being collected for the purpose of conducting a Bylaw Enforcement investigation and may be shared with the applicable departments and agencies for the purpose of initiating action. Collection of personal information is governed, authorized, and protected by the Freedom of Information and Protection of Privacy Act. By providing this information, you consent to its use for the above purposes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE:** This fully completed AND Signed form must be dropped off either in person at the By-Law Services Department located at **FONTHILL FIRE STATION ONE, #177 Highway 20 West, Fonthill ON L0S 1E0**, by email at **cgenesse@pelham.ca.**, or by fax **905.892.8499**. Partially completed forms will not be accepted.