

NORTHERN TERRITORY OF AUSTRALIA

Planning Act 1999 – section 78

Complaint Form

Anyone who believes a person has contravened the *Planning Act 1999* or the regulations may lodge a complaint with the consent authority. Section 78 of the *Planning Act 1999* requires that complaints be made in writing using the prescribed form. This document has been prescribed as the “prescribed form”. Fields marked with an asterisk (*) must be completed in order to be considered by the consent authority. If there is insufficient space on this form for you to provide any information or evidence, you may attach additional information or documents when lodging this form.

1. YOUR DETAILS

Your name: *		
Your contact details * (this information may be used by the consent authority to verify your identity and communicate with you)	Your address:	
	Your telephone number:	
	Your email:	

2. DETAILS OF THE PERSON ALLEGEDLY IN CONTRAVENTION (IF KNOWN)

Classification of alleged contravener	Land user [<input type="checkbox"/>] Land developer [<input type="checkbox"/>] Other [<input type="checkbox"/>] If “Other” please specify:	(please select)
Their name:		
Their address:		
Their telephone number:		
Their email:		
Their relationship to you (if applicable), for example “neighbour”:		

3. DETAILS OF THE ALLEGED CONTRAVENTION

Section of the Act or regulations you believe the person has contravened:	
Location where you believe the contravention occurred:	
Dates when you believe the contravention occurred:	
Your grounds for believing the contravention occurred: *	
Evidence in support of your complaint:	<i>Insert details and ensure relevant evidence is enclosed with your completed form</i>

4. YOUR INTEREST IN THE ALLEGED CONTRAVENTION

Explain your interest in lodging your complaint to the consent authority. You may wish to include any impact that the alleged contravention has had on upon you.

5. YOUR DECLARATION AND SIGNATURE

I understand that by signing and dating this form I:

- (a) Declare that the contents of this form are true and correct
- (b) Give the consent authority permission to contact the person complained about and provide them with written notice of the substance of my complaint
- (c) Give the consent authority permission to contact anyone else they reasonably require in order to verify my identity and consider my complaint
- (d) Acknowledge the privacy notice appearing below.

Signature *

Date

6. LODGEMENT

Please send your complaint to the consent authority by email to das.ntg@nt.gov.au

Alternatively, you may send your complaint to the consent authority by post to:

Compliance Officer
Development Assessment Services
Department of Infrastructure, Planning and Logistics
GPO Box 1680
DARWIN NT 0801

PRIVACY NOTICE: The information which you provide on this form will be held on behalf of the consent authority (including any delegate) for the relevant land or development by the Department of Infrastructure, Planning and Logistics (“DIPL”). The consent authority is collecting the information on this form to decide whether to investigate your complaint.

The substance of your complaint, including your grounds for complaint and evidence relied upon, may be given to the person complained of, in accordance with procedural fairness requirements.

This information may also be used in taking enforcement action under the Act. You may be required to give evidence in Court or tribunal about the information collected.

The information collected may be requested by other government agencies which have certain powers to request this information or disclosed by order of a Court or Tribunal.

All information held by DIPL and the consent authority may be subject to application for access under the *Information Act 2002*. Information which you provide in this form may be released in accordance with that Act. Generally, when releasing information under that Act, DIPL and the consent authority will aim to keep your personal information confidential.

You can apply to access or amend documents held by DIPL and the consent authority emailing: foi.dipl@nt.gov.au or calling 08 8924 7930.