

# Complaint form

## Section 78 Planning Act 1999

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 approved form.

This document has been prescribed as the “approved form”. 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.

Fields marked with an asterisk (*) are required in order to be considered by the consent authority.				
<b>Your details*</b>				
First name		Last name		
Residential address				
Suburb		Postcode		
Email				
Daytime contact number		Mobile number		
<b>Details of the person allegedly contravening the Act (if known) – select one</b>				
Classification	Land user	Yes / No	Land developer	Yes / No
If other, specify				
First name		Last name		
Residential address				
Suburb		Post code		
Email				
Daytime contact number		Mobile number		
Their relationship to you (if applicable) for example, neighbour				

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*			
<p><b>Evidence in support of your complaint.</b> Ensure relevant evidence is enclosed with your completed form. This should be as extensive as possible and include photos where possible.</p>			
Your interest in the alleged contravention			
<p><b>Explain your interest in lodging your complaint to the consent authority.</b> You may wish to include any impact that the alleged contravention has had on you.</p>			
Your declaration and signature			
<p>I understand that by signing and dating this form, I:</p> <ul style="list-style-type: none"> <li>• Declare that the contents of this form are true and correct.</li> <li>• Give the consent authority permission to contact the person complained about and provide them with written notice of the substance of my complaint.</li> <li>• Give the consent authority permission to contact anyone else they reasonably require in order to verify my identity and consider my complaint.</li> <li>• Acknowledge the privacy notice appearing below.</li> </ul>			
Signature*		Date	

## How to submit

Send your complaint to the consent authority by email to [DASComplaints.DIPL@nt.gov.au](mailto:DASComplaints.DIPL@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 by emailing: [foi.dipl@nt.gov.au](mailto:foi.dipl@nt.gov.au) or calling 08 8924 7930.