



Laois County Council
Environmental Complaint Form

If you have a complaint about environmental matters that fall within the remit of Laois County Council, you should contact the Environment Section. 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, it is in your interest to provide as much information as possible.

The provision of your name and address is desirable as otherwise Laois County Council will not be in a position to report back to you. Moreover, we might need further information or assistance from you, especially if we need evidence in any proceedings that might be taken as a result of your complaint.

If you do wish your details to be kept confidential, this must be specifically indicated in your written complaint. Laois County Council will respect your wishes in this regard within the powers provided under the Freedom of Information Act, 1997.

Having completed this form, please also send copies of any correspondence or other supporting information such as photographs and maps to the Environment Section at the address given on this form.

PLEASE COMPLETE THIS FORM IN BLOCK LETTERS

1. Your Name: _____

2. Address: _____

3. Telephone Number: _____

4. Fax: _____

5. E-mail address: _____

6. Name and Address of the industry, site, facility, river, or individual to which the complaint relates: _____

7. Fullest possible account of facts giving rise to the complaint (INCLUDING DATE, TIME AND DURATION OF OCCURRENCE). The description should be as specific as possible and concentrate on the facts surrounding the issue being complained about: Specific details are of particular assistance in complaint investigation: e.g. vehicle registration numbers of any vehicle involved in the incident :

8. Has this matter been reported to nay other public authority e.g. Garda Siochana, Fisheries Board:

I _____ request/do not request that my identity is kept confidential
(delete as appropriate)

Signature of Complainant: _____

Date: _____

Please forward to:

Environment Section
Laois County Council
Aras an Chontae
JFL Avenue
Portlaoise
Co. Laois.

Tel: 057 8674318
Fax: 057 8674382
environmentadmin@laoiscoco.ie

For Office Use Only:

Date Received: _____ Entered in DB: _____

Query being dealt with by: _____