

**FORM 1 – COMPLAINT
TOWN OF HEPBURN**

The Town has bylaws relating to animal control, noise, parking, nuisance, etc. Understanding that it is important for individuals to be clear with respect to the concerns raised that relate to town bylaws or legislation, we would ask that you identify the type of concern and the time frame in which it occurred. No action will be taken unless a form is completed. It may be necessary to share this information with other individuals, Council or Enforcement Agencies.

Name: _____ Phone: _____

E-mail: _____

Address: _____

Please check applicable box(s)

Noise Animal Nuisance Parking

Other (Specify) _____

Date & Location of Infraction: _____

Concern: _____

Any Suggestions you may have:

Signature: _____ Today's Date: _____

For Office Use Only:

Date Concern Received: _____

Staff Member Receiving Concern: _____

Received by phone Delivered in Person Emailed / Mailed

Comments: _____

Action Taken: _____

Signature of Staff Member: _____
