

Notice of proposed complaint

The Building Services (Complaint Resolution and Administration) Regulations 2011 require that, at least 14 days before making a complaint to the Building Commissioner, the complainant provides the respondent with written notice of the proposed complaint, including the remedy the complainant proposes to seek and the evidence on which the complainant proposes to rely. This template may be used by a complainant for this purpose. Proof that the notice has been served will be required. If served by email, a copy of the sent email will suffice.

COMPLAINANT	
Name	Address
Contact number	Email

RESPONDENT	
Name	Address
Contact number	Email

The complainant proposes to make a complaint against the respondent to the Building Commissioner in relation to the below matters

Item no.	Location (e.g. bed 3) and/or contract issue	Description of issue	Remedy sought	Evidence relied upon

If the number of items in dispute exceeds the space available above, please continue in the table on the next page, starting at the next number.

Property address: (The address where the building service was carried out or was intended to be carried out)	
Signed:	Date:

NOTES
<ul style="list-style-type: none">– Should a satisfactory response to this notice not be received, the content of this form may be utilised by the complainant as the complaint schedule in any subsequent complaint made to the Building Commissioner.– Further information about the dispute resolution process is available at www.commerce.wa.gov.au/building-and-energy/building-service-and-home-building-work-contract-complaints

Continuation of complaint items (if required)

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