**COMPLAINT ABOUT NON-COMPLIANT SIGNS**

**[Your name]**

**[Address]**

**[Phone]**

**[Email]**

**[Date]**

**[your local] Council**

**[Council Address]**

Dear Sir/Madam

**Subject: Complaint about signs and advertisements at [licensed premises]**

I am writing to raise concerns about signs at **[licensed premises]** located at **[address]**. Below is a list of signage and advertising that may breach the Council’s **[signage bylaw and/or District Plan]**.

The below signs and advertisements may be non-compliant: **[list probable breaches, be specific]:**

* **[Signs above the veranda]**
* **[Sandwich boards obstructing footpath access]**
* **[Window signs oversized]**
* **[Wall mounted signs oversized]**

Please see the log below (including photos) detailing the compliance issues.

I would appreciate Council thoroughly investigating the compliance issues raised in this complaint and providing a detailed response on the outcomes.

Yours sincerely,

**[Signature]**

**[Name]**

**[Contact email/phone]**

**LOG OF NON-COMPLIANT SIGNAGE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date & Time**  | **Trading name of premises** | **Address**  | **Photos** | **Details of non-compliance** |
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