**Advertising & Sponsorship**

**COMPLAINT ABOUT NON-COMPLIANCEWITH SIGNAGE BYLAW(S)**

**Name:**

**Address:**

**Telephone No:**

**Email:**

**Date:**

**Attn: XXX Council**

**Address:**

**Email**

Dear Sir/Madam

**Subject: Complaint about non-compliance with the Signage Bylaw(s) of XX Council**

I am writing to raise my concern about **XX Liquor Store** **(Address )** in my community. Below is a list of signage and advertising that may breach the XX Council Signage Bylaw(s) and/or XX District Plan.

**Signage and advertising which may breach the Signage Bylaw(s):**

* Advertising on top of the veranda
* Sandwich boards being placed on the verge of XX street that obstruct footpath access
* More than one board outside the store
* Boards over 1.2m high and 0.0.6m wide [relate this to your Council’s bylaw requirements]

I have also attached the incident log (including photos) that I maintain to keep a record of alcohol-related issues in my community.

Yours sincerely,

Signature

**INCIDENT LOG FOR POSSIBLE NON-COMPLIANCE WITHSIGNAGE BYLAWS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date & Time**  | **Premises** | **Address**  | **Name of alcohol product** | **Details of possible non-compliant signage**  | **Seen by who**  | **Other details**  |
| ***Example*** ***5 July 2016, 10am***  | **XXLiquor Store**  |  |  | **Sandwich board** | **John S.** **Contacts:****1234567**  |  |
| **4 July 2016, 9am**  | **XX Liquor Store**  |  |  | **Rooftop sign**  | **Emily W.** **Contacts:** **7654321** |  |
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