



# COMPLAINT FORM

**Note:**

1. The complainant should follow the format of this form as far as possible and should provide detailed and accurate descriptions of the environment issue in concern.
2. Information provided in this form will be strictly confidential and use only for investigation purposes.
3. For any clarifications, contact the Department of Environment, **Suva Office on Tel: 3311699 | Western Division Office on Tel.:6645055/9906492 | Northern Division Office on Tel.:8818 015/9906 491.**

**Part A: General Information**

1. Name:.....
2. Tel No.:.....Mobile No.:.....Facsimile:.....
3. Email address:.....
4. Business/Residential  
Address:.....  
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.....
5. Postal  
Address:.....  
.....  
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**Part B: Complaint Information**

6. Please tick where appropriate.  
 Phone Call Complaint     Face to Face Complaint     Email Complaint  
 Facsimile Complaint     Postal Complaint
7. Date of Complaint:.....
8. Location of  
Complaint:.....  
.....
9. Brief on the Complaint (*Please state day and time of the incident, if possible*).

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*(Please use extra sheet of papers if needed and attach it with this form).*

**10. Is there any sort of evidence provided with this form?**

Yes       No

**If yes please specify (e.g. photographs, soil and water sample, etc).**

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**11. (i) Is this your first complaint to the Department of Environment on the above issue?**

Yes       No

**(ii) If your answer to the above is no, what was the department's response to your previous complaint.**

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**12. Have you reported the complaint to any other organization?**

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**PART C: Office Use Only**

**13. Received by:**

**Signature:**

**Date:**

**14. Responsible Unit (Please tick):**

**WPC Unit**

**EIA Unit**

**RMU Unit**

**ODS Unit**

**Awareness Unit**

**15. Checked by Immediate Supervisor:**

**Signature:**

**Date:**

**Action to be Undertaken:**

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**Recommendations for Director of Environment Approval:**

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