

# BYLAW VIOLATION REPORT

Please completely fill out the following form (both sides) to report a bylaw violation in the Town of Ladysmith.

Complainant information is considered confidential by the Town and will not be released to the person whose property is under complaint, or the public, unless an order has been made by the Provincial Freedom of Information Commissioner or a court of competent jurisdiction.

Often complaints are resolved amicably between neighbours. As a result, and if possible, it is recommended that each party attempt to resolve their issues before contacting a Bylaw Officer for assistance.

Part 1 - Contact Information		
First Name:	Last Name:	
Address:		
City:	Province:	Postal Code:
Telephone Number:	Email Address:	
Part 2 - Details of Bylaw Violation (must have taken place in Ladysmith)		
Type of Violation (check one): Building Related (illegal occupancy, illegal construction, fence issues, zoning issues) Private Property (unsightly or nuisance property, graffiti, improper sprinkling, etc.) Noise (any noise related issue) Animal control. Parks (any violation taking place in a Town park or public place that is not a street, sidewalk or boulevard) Business (anything related to the operation of a business or other commercial activity) Street (any violation related to Town streets, sidewalks or boulevards including human activities) Other (fully describe the violation in "Incident Description")		
Location of Violation (check one): Street Address (Identify address in "Location Information") Park or other public place (Identify specific location in "Location Information") Other private property in the Town of Ladysmith (fully describe in "Location Information")		
Location Information:		

(Please complete other side)



Part 2 - Details of Bylaw Violation (continued)

Date and Time of Violation:

Date: (YYYY/MM/DD)\_\_\_\_\_ Time: (hh - mm)\_\_\_\_\_ A.M. P.M.

Is the violation ongoing?

Yes

No

Incident Description: (Please include a description of how you are affected by the alleged violation)

If you wish to provide additional documentary information to the Town that cannot be attached to this form, please contact a Bylaw Officer via [bylaw@ladysmith.ca](mailto:bylaw@ladysmith.ca) to make arrangements for this information to be submitted.

Part 3 - Certification

I certify that the information provided in this report is correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

While the Town makes every effort to quickly follow-up on complaints, please note that bylaw compliance staff do not work every day of the week. You should contact a Bylaw Officer at 250.245.6446 or 250.245.6443 if you have any questions in regard to your violation report.

The personal information on this form is collected under the general authority of the **Community Charter** and **Freedom of Information & Protection of Privacy Act (FOIPPA)** and is protected in accordance with **FOIPPA**. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at [foi@ladysmith.ca](mailto:foi@ladysmith.ca).