

ODOUR / SMOKE / FUMES COMPLAINT RECORD FORM



Promoting City, Coast & Countryside

To assist us when investigating your complaint please keep a record of the problem that is troubling you. We need you to describe the problem, where and when you experience it, and how it affects you

IMPORTANT NOTES

- Please remember that any action taken by the Council might result in Court proceedings. If formal action is taken your record is likely to be used in evidence. You must be prepared to give evidence in person to support your allegations.
- It is important that your records are always accurate and specific about the problem. Please keep your notes on this form brief and to the point. Avoid using phrases such as “all the time” and “every day”, or make any angry remarks. Refer to Notes A & B overleaf before completing this form.

Your details

Name

Address

.....Postcode

Telephone Email

Source of Odour / Smoke / Fumes (delete as appropriate)

Name

Address

.....

Date	Time		Wind		Description of Problem	Strength <small>Note B</small>	Continuous/ Intermittent	Where and how it affects me
	Start	Finish	Speed <small>Note A</small>	Direction				

I certify that the above record is a true statement of my experiences of the problem. SignedDated.....

Date	Time		Wind		Description of Problem	Strength <small>Note B</small>	Continuous/ Intermittent	Where and how it affects me
	Start	Finish	Speed <small>Note A</small>	Direction				

I certify that the above record is a true statement of my experiences of the problem. SignedDated.....

NOTE A

Wind Speed – choose from:


- Calm - *no wind*
- Very Light - *just discernable*
- Light - *leaves moving*
- Moderate - *branches moving*
- Strong - *trees swaying*

NOTE B

Strength of problem – choose from:

- Faint
- Moderate
- Strong
- Very Strong

If you need any advice about how to complete this form please telephone us:

 01524 582935

PLEASE COMPLETE AND RETURN TO:

Lancaster City Council
 Environmental Health Department
 Health & Strategic Housing Services
 Town Hall
 Morecambe
 LA4 5AF