



### Notice of Proposed Complaint

#### *Building Services (Complaint Resolution and Administration) Regulation 2011*

Take notice that,

**Complainant's name**

proposes to make a complaint against:

**Respondent's name**

to the Building Commissioner regarding:

**Please provide a brief description of the complaint.**

The complainant proposes to seek the following remedy from the respondent:

**Please provide a brief description of the remedy that you will seek.**

In making this complaint, the complainant will rely on the following evidence, copies of which are attached.

**List of evidence to be relied upon by the complainant**

#### **IMPORTANT NOTES**

- Serving documents on a party is important to the complaint resolution process because it ensures that each party understands the case put by the other. This enables the complaint to be dealt with efficiently by reducing the number of adjournments brought about by parties surprising one another with information or requests that cannot be dealt with at the time. Adjournments can and do add months, and in some cases years, to the time it takes to resolve a matter.
- You may either serve documents yourself or you can engage someone else to serve the document on your behalf. Process servers serve documents professionally. The Building Commission cannot recommend process servers.
- Service costs are the responsibility of the party serving the documents.