

Window & Glass Association NZ

Complaint Form

Please provide the information requested as accurately and completely as possible. All information provided will be held in confidence and only used to assist in the resolution of the issue.

Please attach any additional information.

1. Request

Are you seeking;

Advice?

To lay a complaint?

Date;

2. Complainant

Please provide your contact details;

Name

Email

Phone No.

As the complainant, are you a;

Member of the Association

Non-Member

Building Authority

Another Association (please name)

Other

3. Site

Site address / description / consent no.;

4. Complaint

Please provide a description of the complaint / fault; *Please attach any additional information.*

Please provide a description of any actions taken by you, the complainant...

continued...

Which law / regulation / Code / Standard do you believe has not been met?

What is your expected outcome?

5. Defendant

Please provide the defendants contact details;

O Name / Company

O Email

O Phone No.

Is the defendant a;

Member of the Association

Non-Member

Building Authority

Another Association (please name)

Other

Please provide a description of any actions taken by the defendant...

6. Additional Information

Are there other parties involved?

Name / Company

Email

Phone No.

Are you contracted to this party?

O Name / Company

O Email

O Phone No.

O Are you contracted to this party?

O Name / Company

O Email

O Phone No.

O Are you contracted to this party?

Please provide any other relevant information...

Once completed, please forward this form and any additional information to;

Window & Glass Association NZ
Complaints
brett.francis@wganz.nz

A copy of our Complaints policy can be viewed on-line at xxxxx
