



NDLAMBE MUNICIPALITY
MUNICIPAL MANAGER
 P.O.BOX 13
 PORT ALFRED
 6170

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EMAIL: building@ndlambe.gov.za
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BUILDING CONTROL SECTION

RESPONSE TO COMPLAINANT

DETAILS OF PERSON DEALING WITH THE MATTER

Name and surname	
Contact number	
Email address	

DETAILS OF THE PERSON WHO SUBMITTED THE COMPLAINT

Name and surname	
Contact number	
Email address	

DETAILS OF THE COMPLAINT

SUBJECT:

Communication pertaining to the above refers.

Your complaint was investigated by

[What was found]

.....

.....

[Actions taken]

.....

.....

.....

[Way forward]

.....

.....

.....

Yours faithfully

.....

SignatureDate

Receiver

SignatureDate

Ndlambe Municipality incorporating Port Alfred, Bathurst, Kenton-On-Sea, Boesmansriviermond, Alexandria, Seafield, Boknes, Cannon Rocks, and surrounding Rural areas