



THE DEVELOPMENT CONTROL AND PLANNING BOARD

P O Box 597
Church Street
Basseterre, St. Kitts

Phone:869-465-2277
Fax:869-465-5842
Email: phyplskb@caribsurf.com

CODE ENFORCEMENT COMPLAINT RECORD FORM

OFFICER RECEIVING COMPLAINT _____ DATE _____

NAME OF INSPECTOR _____

NAME OF COMPLAINT (OPTIONAL) _____

COMPLAINT _____

PROPERTY LOCATION _____

PROPERTY OWNER _____ ADDRESS _____

OFFENDER (IF DIFFERENT) _____ ADDRESS _____

DATE REFERRED TO CHIEF PHYSICAL PLANNER _____

DATE	ACTION
_____	REVIEW OF RECORDS _____
_____	_____
_____	_____
_____	SITE INSPECTION #1 (TIME _____)
_____	_____
_____	_____
_____	WARNING LETTER ISSUED TO _____
_____	WARNING LETTER DEADLINE _____
_____	SITE INSPECTION #2 (TIME _____)
_____	_____
_____	REFERRAL TO DCPB
_____	DCPB DECISION (DCPB # _____ DECISION _____)
NOTES: _____	

DATE

ACTION

COMPLIANCE NOTICE ISSUED

EXPIRE DATE OF NOTICE

SITE INSPECTION #3 (TIME _____)

REFERRAL TO MINISTER OF FINANCE, DEVELOPMENT AND
PLANNING (NOTES)

FINAL DECISION BY MINISTER

APPEAL OF OFFENDER TO APPEALS TRIBUNAL

APPEAL TRIBUNAL REVIEW _____

CASE CLOSED

REASON _____
