



CUSTOMER ACTION REQUEST FORM

Please complete the details of your action request below and forward this form to Upper Hunter Shire Council for investigation.

Upper Hunter Shire Council
P O Box 208
Scone NSW 2337

council@upperhunter.nsw.gov.au

Fax 02 65452671

To enable the form to be processed ALL sections must be completed.

Date:		Time:	
Your Full Name:			
Your Address:			
Your Phone No:		Fax No:	
Your Email:			
Is this a Complaint?	Yes	No	
Is this a request for an Action and/or a Service?	Yes	No	
Do you require feedback from Council regarding your request? *	Yes	No	
If Yes, please indicate method of response required	Phone/Email/Fax/Letter		
Please provide details of your complaint/action request below			
Address of premises that Request is directed at (please provide clear details regarding the location)			
Street or Road Number			
Street or Road Name			
Town or Location			
Details of Complaint/Request			
Your signature:	<i>(Unnecessary when emailing)</i>		

*** Feedback will not be provided for minor works (e.g. potholes) or those requests involving routine maintenance**

PRIVACY STATEMENT

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are officers within Council; data service providers engaged by the Council from time to time; and any other agent of the Council.

The supply of the information is/is not voluntary. If you cannot provide or do not wish to provide the information sought, Council may be unable to process your request. You may make application for access or amendment to information held by Council. You may also make a request that Council suppresses your personal information from a public register. Council will consider any such application in accordance with the Act. Council is the agency that holds the information.