

## Request details

I would like to: (Select one or more options) Required

- Make a request
- Provide a suggestion
- Offer a compliment


Date of the request

D	D	M	M	Y	Y	Y	Y
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Location of the request Required

Enter your comments

Please attach any supporting documentation that may assist Council to investigate the matter.

 Please attach all files to the end of this form before submitting it.

How would you prefer us to contact you? (Select one or more options)

- Email
- SMS
- Phone
- Post
- No response necessary

## Contact details

If you require a response, contact details are necessary. Normally, you may expect either a written or verbal response within 7 working days; however there are times when it is not possible to meet this deadline. For further information see the Customer Service Charter.

**First name:** Required

**Surname:** Required

**Postal Address:** Required

**Email address:** Required

**Daytime telephone number:** Required

**Mobile number (if different to above):**

**Signature:**

**Date:**

D	D	M	M	Y	Y	Y	Y
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**Privacy statement**

The City of Hobart is collecting your personal information for the purposes of managing, assessing, advising on and determining a relevant application and/or to update and maintain Council's customer information records and so we may contact you if required. Your information is managed in accordance with the Personal Information Protection Act 2004 and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. To view Council's Privacy Policy please visit [www.hobartcity.com.au/privacy](http://www.hobartcity.com.au/privacy).

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*End of form*

*Don't forget to attach all files before submitting this form*