



## 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  
PO Box 208  
Scone NSW 2337

[council@upperhunter.nsw.gov.au](mailto:council@upperhunter.nsw.gov.au)

Fax: 02 6545 2671

**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:			
<b>Is this a Complaint?</b>			
<b>Is this a request for an Action and/or a Service?</b>			
<b>Do you require feedback from Council regarding your request? *</b>			
<b>If Yes, please indicate method of response required</b>			
<b>Please provide details of your complaint/action request below</b>			
<b>Address of premises that Request is directed at</b> (please provide clear details regarding the location)			
Street or Road Number			
Street or Road Name			
Town or Location			
<b>Details of Complaint/Request</b>			
Your signature <i>(not necessary 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 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.

Enquiries concerning this matter can be addressed to the Public/Privacy Officer.