



MAKE A REQUEST

OFFICE USE ONLY:
REQUEST NUMBER _____

Collection Notice

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our [Privacy Policy](#) or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.

Fields marked with a red asterisk (*) must be filled out

Customer Details:

Full Name*:

Address:

Phone Number*:

Email*:

Date*:

Request Details*

Road, footpath, tree,
or drain

Animal Issue

Unsafe food or hospitality
premises

Other

Details*:

Location*:

If your issue relates to a road, please include nearest intersecting roads.

Upon receipt of your form, the relevant department will investigate your request. If you would like to be contacted with the outcome of the issue, please select your preferred correspondence option below:

Call

Email

Letter

No Response required

If no option is selected; Council will assume you would not like an update on your request.

I would like to remain anonymous.