

COMPLAINT FORM



A complaint should only be lodged if you have been unable to resolve your issue or concern informally. Complainants may be contacted and asked to provide additional information to support their complaint.

Please attach any documentation that supports your complaint.

YOUR CONTACT DETAILS

Name:

Residential address:

Postcode:

Postal address:

Postcode:

Telephone:

Mobile:

Email:

Preferred contact method: Telephone Mobile Letter Email

COMPLAINT DETAILS

Have you lodged a complaint about this issue before?

Yes

No

If yes, when?

Have you lodged your complaint with another agency?

Yes

No

If yes, to whom?

When did it happen?

Where did it happen?

Who was involved?

What happened (details of your complaint – if insufficient space, attach extra pages):

What would you like to happen to resolve your complaint?

ACKNOWLEDGEMENT

I confirm all the information provided above is true and correct to the best of my knowledge.

Tick to sign:

Date:

Privacy notice

We will only use the information collected on this form to resolve your complaint and access will only be provided to authorised employees of Shire of Mundaring.