
COMPLAINTS FORM



(FOR COMPLAINTS ABOUT THE QUALITY OF COUNCIL'S SERVICES)

www.derwentvalley.tas.gov.au
(03) 6261 8500

P.O. Box 595
New Norfolk TAS 7140

Note: This form is to be used specifically for complaints about the level or quality of service provided by Council, or behaviour of a Council employee or Agent.

*This form is **not to be used** for a request for service (eg. to repair a section of road or for action to be taken about barking dogs). Refer to Complaints Management Policy for more information.*

Date: _____

Name: _____

Address: _____

Phone: Home Business Mobile
 _____ _____ _____

Email: _____

DETAILS OF COMPLAINT

(Please include all relevant dates and events, including additional pages if required. Attach any supporting documents if relevant.)

ACTION SOUGHT

Signature

Date

RETURN COMPLETED FORM TO COUNCIL

IN PERSON

Council Chambers
Circle Street
New Norfolk

MAIL

Customer Service
Derwent Valley Council
PO Box 595
New Norfolk TAS 7140

EMAIL

dvccouncil@dvc.tas.gov.au

OFFICE USE ONLY

Name and Position
of Council Officer receiving complaint:
(if applicable)