

Name:			
Business Name (if applicable):			
Postal Address:	Street/Road Name:		
	Town:	Postcode:	
Telephone - Business Hours		<b>Mobile:</b>	
Email:			

<p><b>Details of complaint:</b> (please attach all information relevant to your complaint)</p>

<p><b>What is your preferred outcome from this complaint? :</b></p>

<p><b>Customer's Signature:</b></p>	<p><b>Date:</b></p>
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<p><b>Glenelg Shire Council contact details:</b></p>		
Postal:	PO Box 152, Portland Vic 3305	
Telephone:	1300GLENELG (1300 453 635)	National Relay Service: 13 36 77
Email:	<a href="mailto:complaints@glenelg.vic.gov.au">complaints@glenelg.vic.gov.au</a>	Website: <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a>

**The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 1989*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy and Freedom of Information Officer via email [enquiry@glenelg.vic.gov.au](mailto:enquiry@glenelg.vic.gov.au) or by telephone 03 55222305.**