

Building Services complaint registration form




Merri-bek
City Council

Who is making the complaint?			
Given name		Family name	
Email		Phone	
Street address			
Postal address (if different from street address)			
Do you want Council to keep you informed about your complaint's progress? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Details of the complaint
<i>Please supply detailed information, as this will help Council investigate your complaint.</i>
What street address is this complaint about?
Tell us about your complaint
<i>Provide as much detail as you can, including attaching supporting documents such as photos, if relevant. If you need more space, attach additional pages to this form.</i>
When did you first become aware of the issue or concern?
What is the building you're complaining about used for?
Is your query about building works that have begun? <input type="checkbox"/> Yes <input type="checkbox"/> No

- If **yes**, have you contacted the private building surveyor responsible for the works? (A sign at the site entrance should specify the building surveyor responsible for the project.) Were they able to assist you?

Submission checklist





 Ensure you have the following supporting documents, if relevant:

- An additional sheet with further details.
- Additional supporting information (such as photos).

Signature and declaration

Signature			
Name		Date	

For more information & lodgement

-  Email this completed form to info@merri-bek.vic.gov.au for lodgement.
-  Phone Merri-bek City Council on 9240 1111.
-  Visit the Merri-bek Civic Centre at 90 Bell Street, Coburg, Vic 3058.
-  Mail Merri-bek City Council, Locked Bag 10, Brunswick, Vic 3056.

Privacy notice

Merri-bek City Council is committed to protecting your privacy in accordance with the *Privacy and Data Protection Act 2014 (Vic)*. The personal information requested on this form is being collected by Merri-bek City Council to consider and determine the application pursuant to the *Building Act 1993* and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). The personal information may also be used by Council for related purposes. The information may be shared with the Victorian Building Authority for the purposes of managing building data and/or collection of levies. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided, your application may not be accepted or may be refused. You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on 9240 1111 or e-mail at Privacyofficer@merri-bek.vic.gov.au.
PLEASE NOTE: Information associated with this submission might be provided electronically and unless otherwise stated, Council takes the completion of this form as consent to use electronic communication. Further Council may use your electronic details for other Council communication.

Merri-bek Language Link

Italiano	Italian	9280 1911	Türkçe	Turkish	9280 1914	普通话	Chinese (Simplified)	9280 0750
Ελληνικά	Greek	9280 1912	Tiếng Việt	Vietnamese	9280 1915	National Relay Service:		
عربي	Arabic	9280 1913	ਪੰਜਾਬੀ	Nepali	9280 0751	13 36 77 or relayservice.com.au		