

Making a complaint

This form is designed to help you make a complaint to Te Taiwhenua o Heretaunga.

If you decide to use this form, please check that you have answered all the questions marked with an asterisk, as we need this information to help us review your complaint.

COMPLAINT FORM Part A — About You *Your details (The complainant) Name: **Physical or Postal Address: Home Phone: Business:** Mobile: Fax: Email: Part B — *The Complaint Name of Te Taiwhenua o Heretaunga service you are complaining about:

Date of incident you are complaining about (or period if applicable):

Please explain what happened? e.g. time, date, who was involved, location	
(Please attach additional sheets if required).	
What are your expectations or desired outcome	es?
INTERNAL USE ONLY	
How was the complaint received:	
Waea (Phone) □ Kanohi ki te Kanohi (face to face) □	Mēra (Mail) □ Īmēra (Email) □
Received By:	Date received:
Complaint forwarded to:	Date sent:

Please post to: Te Taiwhenua o Heretaunga 821 Orchard Road, PO Box 718 Hastings