Please complete this form and return it to local.authorities@nt.gov.au or to your regional office. Contact details available at [www.localgovernment.nt.gov.au](http://www.localgovernment.nt.gov.au)

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| Please enter your contact details below |
| Name: |  | Position: |  |
| Phone: |  | Email: |  |

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| Has a designated senior officer in the council been notified and supported this request? Yes [ ]  No [ ]  |
| Who was notified: |  |
| Date and method of notification: |  |

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| How was this request initiated?  |
| [ ]  Local authority meeting at *(location)* on *(date)*.  | [ ]  Regional council meeting at *(location)* on *(date)*. |

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| Issue  |
| (*Include as much background on the topic as possible, including any prior action taken to raise this issue)* |

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| Who is being asked to provide the information? |
| *(Include the department, area and/or contact name if known)* |
| Has this issue been raised with the relevant department before? Yes [ ]  No [ ]  |

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| When is a response required?  |
| *(Please indicate the preferred timeframe for a response i.e. next meeting, as soon as possible)* |

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| What is requested in response?  |
| [ ]  Letter | [ ]  Presentation from relevant department | [ ]  Update by a regional staff member  | [ ]  Other  |

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| Other comments  |
|  |