

HAMILTON CITY DEVELOPMENT MANUAL

Opportunity For Improvement (OFI) Form

Submitted By: of

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Date:/...../.....

Suggested amendment to :

Volume No. Part No. Clause No. Page No.

Description of Problem:

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(continue on separate page if necessary)

Suggestion for improvement:

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Fax this form to : Document Controller: 07 838.6650 (Design Services Unit, HCC, Private Bag 3010, Hamilton)

(for office use only)

OFI No.

Received by Document Controller Date :

Forwarded to Unit Manager Date :

Unit Manager Recommendation:

- Amend manual as requested (for simple amendments)
or
I have passed this to for review / action.

Expected date of completion :

Unit Manager

Return copy to : Document Controller, Design Services as soon as possible.

Amendments made to Document (where appropriate): [] Date :

Submitter informed of outcome: [] Date :

Amended pages posted to copy holders [] Date :

Signed:
(Development Manual Manager)

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(Document Controller)