

HAMILTON CITY DEVELOPMENT MANUAL

Opportunity For Improvement (OFI) Form

Submitted By: Of
Date:/..../....

Suggested amendment to:

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

Description of Problem:

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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) (Document Controller)