**Complaint form for children and young people**

When you make a complaint we will try and help you, be kind to you and tell you how long it will take. If you need help when using this form, you can call QCAT on 1300 753 228.

**1: Tell us about you**

First name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

![home[1]]()Last name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

![Clipart-Cartoon-Design-27[1]]() Home phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

![Logo_Email[1]]() Mobile phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2: Tell us about your complaint**

**Who or what are you unhappy with?** Tell us what happened.

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![reloj-1008[1]]()**When did it happen?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What would make you happy?**

Tell us what you would like to happen.

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**We might need to talk to you to help fix your problem. Are you okay with this?**

![thumb-down-silhouette[1]]()![thumb-up-silhouette[1]]()**Circle your answer (or delete the
other answer)**

**Yes**

**No**

![15357-illustration-of-city-buildings-pv[1]]()**You can post or email this form to us. Our contact details are:**

Post to: ![Logo_Email[1]]()Executive Director, Queensland Civil and Administrative Tribunal
GPO Box 1639
Brisbane QLD 4001

 Email to enquiries@qcat.qld.gov.au

![Computer-cartoon[1]]() Phone our client services officers on 1300 753 228 (8.30am to 5.00pm weekdays, excluding Tuesdays 9.00am to 5.00pm)

 Visit our website at [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au)

**Your privacy**

QCAT asks for some personal information (like your name and how to contact you) so we can deal with your complaint. Asking for this information is part of our complaint policy. We won’t use or disclose your personal information for any other reason than dealing with your complaint.