

# Neighbourhood Hall - Operating Change Notice Brief

Prepare the information needed to tell affected people about a practical operating change. Setting: Neighbourhood Hall.

## Contact and reference

Name or team reference \*

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Reply email, if needed

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Date of record \*

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## Operating Change Notice Brief

Operating change and effective session \*

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Previous arrangement and new arrangement \*

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People affected and actions they need to take \*

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Proposed communication channel and correction contact

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## Neighbourhood Hall

Room booking and community activity reference \*

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**Tables, chairs or shared hall supplies involved \***

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**Neighbouring activities, noise limits or key-return arrangements**

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## Ownership and follow-up

**Team or role responsible for the next action**

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**Target follow-up date**

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**Current state of this record \***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

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## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want this form tailored to your organization? Klarstig's professional services are included at no additional service charge.**

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