



Request for Works or Services OR Report an issue

Details of Person making the request or reporting the issue

Name: _____ Date: _____

Address: _____
(Residential / Property Address including postcode)

Phone (H): _____ Email: _____

Are you a current resident or ratepayer? Yes - Resident Yes - Ratepayer No
 Other (specify) _____

Location and Description provided in regard to works requested or reporting of an issue:

Location: _____

Description: _____

RECORDS USE ONLY

RMS Record No.: _____ Assessment No.: _____
(if applicable)

Request forwarded to: _____ Date: _____

Technical Officer Maintenance

Works allocated to: Parks and Gardens Building Reserve

Other (specify) _____

Contact made with Person making the request or reporting the issue

Contacted by: _____ Date: _____
(Name of Officer, and Department)

Contact made through: Phone In person Email Outgoing correspondence

The person was informed that: _____

SIGN OFF DETAIL

Works completed by: _____ Name _____ Signature _____ Date: _____

RMS: No further action Comments added to record: _____; or

IWR rescanned and attached: _____

