



Customer Request / Complaint

Strike out that which is not applicable

Customer's Details

Name: _____

Address: _____

Phone: _____

Location: _____

Incident, Request, Suggestion or Complaint Details

- Roads Urban Road Trees K&G Footpath
- Barking Dog Animal Fire Hazard Sewer O/flow Sewer Choke
- Dirty Water Water Main Water Meter Wtr Pressure Drainage
- Signs Park or Garden Bin Collect'n Environment Pool
- Other _____

Description of Request/Complaint

Incident Details

Reported to: _____

Reported by: Phone Fax Mail E-Mail In Person

Date reported on: _____ Time: _____

Date occurred: _____ Time: _____

**OFFICE USE ONLY -FILE GEN/222 REQUESTS
-FILE GEN/212 COMPLAINTS**

SCANED/ENTERED INTO TRIM SYSTEM

By: _____ Date: _____ Time: _____ TRIM Record No: _____

ENTERED INTO REGISTER