



CUSTOMER SERVICE REQUEST FORM

Date:
Callers Details -
Contact Number:
Is it urgent?
Creators Name:

Details of Issue:

Location of Issue:

Type of Issue

Tree – Size?

- Blocking the road: YES NO
- Machinery needed: CHAINSAW BACKHOE

Pothole - Size? TENNIS BALL / DINNER PLATE / HULA HOOP

Other.....

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OFFICE USE ONLY

Department & Officer Responsible:				
Works & Infrastructure (WI)	Development Services (DS)	Business & Corporate Services (BCS)	Community Services CS)	Governance (G)
Date Completed:				
Actions Required:				
Any Follow Up Actions:				
Customer contacted:	Date: Details provided:			