

# CLARE & GILBERT VALLEYS REQUEST FOR SERVICE FORM

Date Received: ..... Received by: ..... Time: .....

**Requestor Details:**

Name: .....

Address: .....

Town: ..... Postcode: .....

Phone: ..... Mobile: .....

Email: .....

**Is a Response Required?**

Letter .....

Phone Call .....

Not Required .....

Routine requests are often subject to service response standards. For example, the assessment of public safety concerns will occur, where practicable, on the same day as the request is received. Other requests may be best suited to scheduling to coincide with work in a particular suburb or season. Examples of this include tree pruning on Council streets and attention to minor drainage problems. If a response is requested Council staff will respond within [10] business days advising of Council's intentions in regard to the request.

Requests for major works or new services will be referred to the Manager, Development, Infrastructure & Environment for consideration as part of the next annual cycle of review.

**Location/Road Name:** .....

**Further location details:** .....

**Description of Requested Works:**

Does this require urgent inspection?

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