

*Use this form to submit a request for service to Council, in which the relevant department will investigate the request.*

- Print clearly using BLOCK LETTERS in the space provided and tick the appropriate boxes
- If relevant sections are not completed, your request may not be able to be assessed appropriately
- **Anonymous forms will not be actioned**

## How to lodge this service request:

**In person:** Glen Innes Severn Council Administration Office, Town Hall, 265 Grey Street, Glen Innes NSW 2370

**Mail to:** PO Box 61, Glen Innes NSW 2370

**Email to:** [council@gisc.nsw.gov.au](mailto:council@gisc.nsw.gov.au)

### 1. Personal Details

Full Name:

Business Name:

Postal Address:

Email:

Telephone:

Do you require a response? Yes  No

Preferred contact method: Email (preferred)  Telephone  Post

### 2. Service Request Details

Date Lodging Service Request:

Roads and footpaths

Trees and vegetation

Damage, Rubbish and Graffiti

Animal Related Issues

Signs and street lighting

Other Service Request

**Details of Service Request:** (Please provide as much information including exact location, works required, etc)

### 3. Additional Service Request Information (diagrams, drawings, etc)

Large empty rectangular area for providing additional service request information, diagrams, or drawings.

#### Office Use Only

Received by:	Date received:	For Action to:	Date referred for Action:

#### Privacy statement

Glen Innes Severn Council is committed to protecting your privacy. The personal information you provide in this form is for the purposes directly related to the functions of Council, specifically relating to this form. The information you provide will not be used or disclosed for other purposes unless you provide further consent or as authorised by law. This information is collected under *the Privacy and Personal Information Protection Act 1998* (the Act) and if you require further information, please see our Privacy Management Plan at [www.gisc.nsw.gov.au](http://www.gisc.nsw.gov.au) or contact Council on (02) 6730 2300.

Form No:	Version No: 1.0 Date: June 2024	Review Date: June 2027	Related Documents:	Resp Officer: GAO
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