

Please complete this form if you have a request for a service (eg potholes, tree pruning, reporting graffiti, vandalism)  
 Do not use this form for urgent or hazardous issues. Please phone council to report urgent requests for immediate action.

**1. Customer details**

Surname		Date of Birth	
Given names			
Postal address			
Suburb		State	Postcode
Business phone	A/H phone		Mobile
Email address			Fax

**2. Location of service (provide sufficient details relating to the location of the service required)**

Address of request	House number	Street
Suburb		
Additional details		

**3. Request details (full description of issue eg size of branch, depth of pothole, length of time etc)**


**4. Signature of requestor**

Signature	Date
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**OFFICE USE ONLY**

Forward completed form to Knowledge Solutions	Reference no.	Date stamp

**Privacy**

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.

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Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

**Caloundra office** 1 Omrah Avenue Caloundra Qld 4551

**Maroochydore office** 10 First Avenue Maroochydore Qld 4558

**Nambour office** Corner Currie and Bury Streets Nambour Qld 4560