

Service Request Form

Concerns raised by (your details)

Preferred title:	Mr	Mrs	Miss	Other:
Family Name:				
Given Name:				
Address:				
Postcode:				
Your telephone numbers:	Work:			
	Home:			
	Mobile:			
Email:				

Details of person/business you have issues with:

Family Name:				
Given Name:				
Address:				
Postcode:				
Your Telephone numbers:	Work:			
	Home:			
	Mobile:			
Email:				

Contact Us

Enquiries

Call: (08) 9526 1111
 Fax: (08) 9525 5441
 Email: info@sjshire.wa.gov.au

In Person

Shire of Serpentine Jarrahdale
 6 Paterson Street, Mundijong WA 6123
 Open Monday to Friday 8.30am-5pm (closed public holidays)



www.sjshire.wa.gov.au



Details of concerns raised

Please state clearly all relevant details of your issue in the space below, and attach copies of all relevant documents. Please ensure that you retain the originals of all documents forwarded to us.



Have you discussed this matter with your neighbour/business/property owner? If yes, please provide details of the conversation and if possible a date of the last contact you had with them.

What do you think would be a fair settlement of your dispute?



Declaration

I (Name)					
Of (Address)					
declare that all information provided on this document is a true and accurate statement of events. I understand that an investigation may be commenced on the evidence that I have provided within this form.					
I have witnessed some or all of the activities subject to this complaint.	Yes		No		
I also agree that the information provided on this form may be used as evidence in court at the Shire of Serpentine Jarrahdale's discretion, and understand that the Shire may subpoena me into giving further evidence in a court of jurisdiction.					
I am aware that the Shire is subject to the provisions of the Freedom of Information Act 1992.					
Signature:		Date:			
			Day	Month	Year
Printed Name:					

- Note:**
- Within 5 working days of us receiving this form you will receive acknowledgement of your concerns and a contact person's name and telephone number.
 - The length of time it takes to reach an outcome depends on the complexity of the issues. We will attempt to resolve your issue as quickly as possible.
 - An investigation will be conducted in response to your concerns, and dependent on findings from this investigation, the Shire will then decide a course of action. You will be advised of this action by telephone.
 - The alleged will be advised in writing that a complaint has been lodged against them and that the Shire will be investigating the matter.
 - The Shire will not disclose any details or personal information provided on the service request form subject to the requirements of the Freedom of Information Act 1992.

Please check that you have attached any relevant documents before posting

