

Incident Notification Report Form



If you are seeking compensation due to an injury, loss or damage, please complete the Claim for Compensation Form

Contact Details

Title:	☐ Mr	☐ Mrs	☐ Ms	☐ Miss	☐ None
Full Name:					
Address:					
Suburb:				Postcode	
Phone number:			Mobile:		
Email address:					

Previous Reports

Is this the first notice of the incident to Council?	☐ Yes	☐ No
If no, please provide details of previous report/s _____		

Date and time of Incident

Date of incident: ____/____/____	Time of incident:
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Weather Conditions

☐ Wet	☐ Dry	☐ Raining	☐ Windy	☐ Sunny
☐ Other – Please provide details _____				

Location of Incident

Address	
Suburb	Postcode
Please provide details of the exact location with supporting photographs marked to clearly depict the area in question: _____	

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

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If the location is unclear please provide a sketch to assist Council to investigate:

Incident Details

Please provide details of the incident _____

Signature:

Name:

Date: ____/____/____

Office Use Only:

Date report received: ____/____/____ Report received by: _____

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Contact Council



03 5153 9500



feedback@egipps.vic.gov.au



eastgippsland.vic.gov.au



PO Box 1618, Bairnsdale 3875

Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

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