

Incident Notification Report

- If you are seeking compensation due to an injury, loss or damage, please complete the [Claim for Compensation Form](#)

Applicant details:

First name:	Surname:
Postal address:	
	Postcode:
Contact number:	
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:	
	Postcode:
Please provide details of the exact location with supporting photographs marked to clearly depict the area in question:	

Collection notice:

East Gippsland Shire Council collects information provided by you in this form to consider your incident notification report. East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law. Information shared in this situation will be in accordance with the requirements of the Privacy and Data Protection Act 2014. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's *Privacy Statement* on our website or email feedback@egipps.vic.gov.au if you have any questions. AUG 26

If locations 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:

CS Stamp:

IM Stamp:

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Contact Council

-  **Phone:** 03 5153 9500
-  **Email:** feedback@egipps.vic.gov.au
-  **Website:** eastgippsland.vic.gov.au
-  **Mail:** PO Box 1618, Bairnsdale VIC 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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