



LETTER FOR ATTENTION

Name of complainant : _____

Address : _____

Contact details: _____

Complaint

- Street/traffic lights not working
- Broken/no street names
- Broken/no traffic signs
- Potholes
- Pavement litter
- Health hazard on pavements/gutters
- Blocked street gutters
- Beggars/street children being a nuisance
- Rubbish bins not emptied
- Dangerous rubbish
- Premises selling illegal liquor
- Premises selling drugs
- Prostitution
- Loud noise/music
- Illegal parking of trucks/vehicles
- Health hazard /poor sewerage / waste / electricity
- Illegal person
- Trespassing
- Overpopulation of premises
- Unauthorized activities at premises
- Cable theft
- Illegal dumping
- Theft of fencing material

Address/Problem to be investigated or rectified:

Received and referred by the Board:

Date received: _____ Time: _____

Referred to: _____

Date: _____

Report and outcome:
