

What the Council needs to know.

Please give the following-:

Your address,

Your name,

Details of the repair, when you are available,

Your telephone number or other contact.

Easy guide to reporting a repair.

- Try to identify what the problem is
- The more information given the better e.g. location and nature of the problem
- Some repairs will need to be inspected before the order is given to the contractor
- As well as your name and address we will also need your telephone number and access arrangements
- Please remember the contractor will only carry out work that we have ordered