**MAINTENANCE NOTIFICATION / REPAIR REQUEST**

**Please provide all information requested to enable us to deal with your request promptly**

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| **Date** | **Reported by***(Please include your* ***email and/or telephone number*** *so that we can contact you for further information if required.)* | **Details of maintenance / work requested***(Please give as much information as possible* ***including detailed location*** *and ensure you either attach a* ***photo*** *or email one to the Clerk (**parishclerk@melbournpc.co.uk**) to enable us to accurately identify the work requested.)* | **Photo** (*attached / emailed to Clerk*) |
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***To be completed by the Parish Council***

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| Work completed / comments  | Date | Signed |
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