

# Report a local Keep SWF Tidy Problem

This form is designed for the public to report local issues that are concerns to them. While our staff may not always be permitted to complete **every** request, we will report everything through to City and County Councils. We cannot carry out work on private property other than that owned by the Town Council.

Your Name:

Today's Date: (in DD/MM/YY)

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Your contact telephone number:

Your Mobile or landline number is held in the strictest confidence. It's only required for feedback and information purposes.

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Your contact email:

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**Data Protection Statement** : Providing this information will allow us to get in touch and for you to upload photos of the issue. It also confirms your willingness for your information to be used strictly for the purposes of reporting issues, but this may include the information that we may need to forward on to Chelmsford City Council.

What is the problem? \*

Please select one of the following to best describe the issue *(Please tick only one)*

- |                                   |                      |
|-----------------------------------|----------------------|
| Weed Clearance                    | Sign Cleaning        |
| Cleaning around gullies           | Small drainage works |
| Hedge cutting & verge maintenance | Pathways or highway  |
| Bins or Dog Bins                  | Other works          |

Please help us If you selected **Other works** above by providing some brief further information.

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Location of problem \*

Please accurately describe the location of the problem by providing a Street name or location or provide a What3words reference (which is a smartphone app that that precisely locates any location by using three specific words).

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Further notes on problem

Please add any further brief notes that will assist the volunteers to complete their works promptly and efficiently.

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**Please post, email or hand this completed form into the Town Council offices,**  
**You can also report this online or via the telephone as an alternative to completing this form** (please supply the same details)

## Office use only

Log No By 1 2 3 4 5