Health Services: General Investigation Request Form



ABN 21 086 180 442

2 Midland Square, Midland WA 6056 Ph (08) 9267 9267 Fax (08) 9267 9444 swan@swan.wa.qov.au

www.swan.wa.gov.au

To ensure that this matter is appropriately investigated, please complete all sections of this form and return it to the City using the lodgement methods provided below.

Please note: the City can only take action where legislation permits it to do so.

Complaint category

This form is for complaint investigations of public health significance undertaken by the City's Health Services only. In general the complaint should be in relation to one of the following categories. If your issue is not listed here please contact 9267 9267 so your matter can be referred to the relevant business unit for further action. For noise complaints please complete the Noise Investigation Request Form instead.

Please tick relevant category:

Food Safety	Pollution or contamination issues (not including dust			
Asbestos or other hazardous material	Odour			
Skin penetration premises, Tattoo parlour, beauty therapy involving waxing	Public pools			
	Septic tanks and onsite wastewater disposal			
Public health pest problems eg mosquitoes, rats, mice, bees etc	Other significant public health risk not listed above			

Your contact details	
Surname:	First Name:
Address:	
Email:	
Phone: (Office Hours)	Mobile:
Source of the problem Address:	
Name of person responsible: (if known)	
Phone or other contact details: (if known)	

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Please outline the nature of the problem:

Action taken to resolve the problem

Have you made attempts to resolve this matter with the other party:

Yes

No

If yes please provide details:

Lodging this form

Prior to lodging this form it is recommended people first read the City's Problem with Neighbours – A guide to resolving disputes with neighbours (www.swan.wa.gov.au/report).

I have read this guide: (please tick)

Yes

No

In Person: City of Swan Administration Centre, 2 Midland Square, Midland

By Mail: PO Box 196, Midland WA 6936

By Email: swan@swan.wa.gov.au

Acknowledgement

Whilst the City endeavours to ensure confidentiality, due to the nature of some requests it may be apparent to the alleged offender as to the source of the complaint. By lodging this request you hereby acknowledge that involvement by the City may on occasion result in a worsening of neighbour relations.

Complainant's Signature Date

Where the City receives a request, investigations are undertaken as per established procedures and priority based on risk to public health.

If you require further information, you may contact the City of Swan's Health Services on 9267 9267 or visit www.swan.wa.gov.au.