

INCIDENT REPORT – LETTER OF DEMAND



To >> Insurance Officer
Townsville City Council
PO Box 1268
TOWNSVILLE QLD 4810

Email >> enquiries@townsville.qld.gov.au

Name >> _____ Email >> _____

Postal Address >> _____ Phone >> _____

If insufficient room to answer any question attach extra page(s) >>

DESCRIPTION OF INCIDENT/OCCURRENCE >> _____

Date of incident >> _____ Time >> _____

Was this reported to a staff member on site >> Yes No

Name of staff member this incident was reported to >> _____

Name(s) of witnesses and contact details (postal and phone please)

SPECIFIC LOCATION OF INCIDENT/OCCURRENCE >> _____

Please include a marked map to pinpoint the location of the incident

Location >> Dam Reserve Road Footpath Bldg

CONDITIONS >>

Weather >> Wet Dry Sunny Overcast Other

Lighting >> None Artificial Not working

Contributing >> Uneven ground Pavement Hole Tree Other
Factors

Comments >> _____

Property damage >> Yes No Estimated Cost \$ _____

Damage >> _____

Have you attached 2 quotes >> Yes No **This information is mandatory upon submission.*

Personal Injuries sustained >> Yes No Estimated Cost \$ _____

Details >> _____

Have you attached invoices for out of pocket expenses >> Yes No **This information is mandatory upon submission.*

Photographs of damage/injuries >> Yes No **This information is mandatory upon submission.*

Signature >> _____ Date >> _____

You are providing personal information which will be used for the purpose of delivering services and carrying out council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given us permission or the disclosure is required by law.