

**EPPING FOREST DISTRICT COUNCIL  
WARD REPORT FORM**

**REGISTER ACTION NUMBER:** ..... (Entered by Member Services)

**WARD:** .....

**REPORTING MEMBER:** ..... **Date:** .....

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**SERVICE CATEGORY:**

(e.g. Building Services : Environmental : Highways : Housing : Leisure, etc)

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**DETAILS OF CONCERN** (attach any supporting documentation e.g. letters, petitions, photographs, etc) :

**HISTORY OF CONCERN** (if any) :

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**RESPONDING OFFICER:** ..... **Date received:** .....

**ACTION TAKEN:**

**FORM RECORDED:** ..... (Date)

**COMPLETED FORM COPIED TO REPORTING MEMBER :** ..... (Date)

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**MEMBER'S FOLLOW-UP NOTES** (as necessary)