

# SERVICE REQUEST FORM

## SUTHERLAND SHIRE LEISURE CENTRES

Please return completed form to our Customer Service team at Sutherland, Caringbah or Engadine Leisure Centre.

Alternatively, email [suthleisure@ssc.nsw.gov.au](mailto:suthleisure@ssc.nsw.gov.au).

Case / Plan Manager

NDIS Plan Manager

NDIS Self-Managed

Customer Full Name	Date
Customer Contact Number	
Customer Email	
Customer Address	
Name of Agency/Company	
Agency/Company Contact Name	
Agency/Company Contact Number	ABN
Agency/Company Email	
Agency/Company Address	
Product/Service Requested	Claim no.
<i>eg: Personal Training/Gym Entry</i>	
Length & Frequency of Service	
<i>eg: 2 sessions a week for 1 month</i>	

**Please attach the following documents to this service request form:**

- ✓ GP Clearance/Referral
- ✓ Sutherland Shire Leisure Centres Pre-Exercise Screen Form
- ✓ Membership Application Form

**Note:**

- Entry products and Personal Training services require payment in advance.
- Entry products are subject to GST.
- Personal Training and Exercise Physiology services will be charged as per NDIS scheduled fees. (applicable for NDIS only)
- For products and/or services requiring invoicing, approval from a billable agency is required.
- Our facilities are cashless.

**Office use only**

Actioned by:

Date: