## Attachment 13

*Asset improvement or maintenance request form*

Details of the capital works or maintenance undertaken

|  |  |
| --- | --- |
| Title of project |  |
| Brief description of the capital or maintenance project |  |
| Date completed |  |

Compliance information

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Council statutory planning permit | | | |
|  | Required and received (attach details) |  | Not required |
| 1. Council building permit | | | |
|  | Required and received (attach details) |  | Not required |
| 1. Qualified tradesperson certification | | | |
|  | Required and received (attach details) |  | Not applicable |
| 1. Goods warranty | | | |
|  | Received (attach details) |  | Not applicable |

Community Asset Committee endorsement

|  |  |
| --- | --- |
| Name |  |
| Position | **Maintenance Officer** |
| Community Asset Committee Name |  |
| Signature |  |
| Date |  |

Please return completed form to the Recreation Planning Team via email to [committees@surfcoast.vic.gov.au](mailto:committees@surfcoast.vic.gov.au)