## 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