



Shire of Donnybrook-Balingup
 Cnr Collins & Bentley Street | PO Box 94
 DONNYBROOK WA 6239
 E: records@donnybrook.wa.gov.au
 T: 08 9780 4200
 W: www.donnybrook.wa.gov.au

MAINTENANCE REQUEST FORM

DATE	
TIME	
NAME	
ADDRESS	
EMAIL	
PHONE	

LOCATION OF REQUEST		
NEAREST INTERSECTION/ LANDMARK		
NATURE OF REQUEST	<input type="checkbox"/> Bridges	<input type="checkbox"/> Cemetery
	<input type="checkbox"/> Drains	<input type="checkbox"/> Events
	<input type="checkbox"/> Grading	<input type="checkbox"/> Graffiti
	<input type="checkbox"/> Parks & Gardens	<input type="checkbox"/> Pathways
	<input type="checkbox"/> Pests & Weeds	<input type="checkbox"/> Roads
	<input type="checkbox"/> Signs	<input type="checkbox"/> Trees <i>(complete below for fallen trees)*</i>
	<input type="checkbox"/> Verge	<input type="checkbox"/> Other
	<i>If other, please describe:</i>	
* APPROX. SIZE		
* BLOCKING TRAFFIC	Yes / No	
* LOADER REQUIRED	Yes / No	

DESCRIPTION OF REQUEST	

Requests for upgrades or future budgeted items are to be submitted in writing for consideration. Refer to Engineering Policy 4.28 Request for Upgrades or Expansions of Council Assets.



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OFFICE USE ONLY	
Received by (officer)	
Job # (internal works)	
WORKS & SERVICES	
Works Request #	
Request allocated to	
Date	
Action taken	
Completed date	
Signature	