



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

## MAINTENANCE REQUEST FORM

<b>DATE</b>		
<b>TIME</b>		
<b>NAME</b>		
<b>ADDRESS</b>		
<b>EMAIL</b>		
<b>PHONE</b>		
<b>WORKS REQUEST #</b>		<b>ASSESSMENT #</b>

<b>LOCATION OF REQUEST</b>		
<b>NEAREST INTERSECTION/ LANDMARK</b>		
<b>NATURE OF REQUEST</b>	<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>	
<b>* APPROX. SIZE</b>		
<b>* BLOCKING TRAFFIC</b>	Yes / No	
<b>* LOADER REQUIRED</b>	Yes / No	

<b>DESCRIPTION OF REQUEST</b>	

*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	
Request allocated to	
Date	
Action taken	
Completed date	
Signature	