

PRIVATE WORKS REQUEST

All relevant sections of this application form are to be completed to enable Council to determine estimated cost of the application. The lodging of this request is in no way binding upon Council. The full cost of the work will be calculated and invoiced upon completion of the work.

All invoices will be issued to the applicant unless otherwise notified by the owner. Owners consent or additional documentation maybe requested to support your application. Applicants are advised that Council has an obligation under Section 67 of the Local Government Act to publicly disclose details of subsidised works carried out on private land.

OVERSEER USE ONLY

ESTIMATED COST (INC GST): \$ _____ OR AGREED COST (INC GST): \$ _____
 MANAGER: _____ WORK ORDER NUMBER: _____

APPLICANT DETAILS

NAME: _____ COMPANY: _____
 POSTAL ADDRESS: _____
 TOWN: _____ STATE: _____ POSTCODE: _____
 PHONE NUMBER: _____ MOBILE: _____
 EMAIL: _____
 APPLICANTS SIGNATURE: _____ Date: _____

OWNER'S DETAILS

NAME(S): _____
 PHONE NO.: _____ MOBILE: _____

PROPERTY DETAILS

PROPERTY NAME: _____ UNIT/HOUSE NO.: _____
 STREET NAME: _____ TOWN: _____
 LOT: _____ SECTION: _____ DP/SP: _____ DA/CDC NO.: _____

PURPOSE OF APPLICATION

Please describe the work to be carried out:

Please draw map or diagram below or attach additional page if necessary:

PRIVACY STATEMENT: Information provided to Council may comprise personal information as defined under the Privacy and Personal Information Protection Act 1998. Personal information may be utilised by Council to assess any application under the Environmental Planning and Assessment Act 1979 and in accordance with other legislation. Please note that personal information may also be made available to third parties in accordance with the Government Information (Public Access) Act 2009.

OFFICE USE ONLY

WORK ORDER NUMBER (INCOME): _____ DEBTOR A/C NO.: _____

ACTUAL CHARGE INVOICED (INC GST): _____ INVOICE NUMBER: _____

WAGES			PLANT		STORES	
DATE	EMPLOYEE NO.	HOURS	PLANT NO.	PLANT HOURS	STORES	QTY

CERTIFIED CORRECT: _____

WORK ORDER NUMBER: _____