

COMMUNITY ASSET COMMITTEE
ASSET IMPROVEMENT / MAINTENANCE REPORT

Details of the capital works or maintenance undertaken (new form for each project)

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
2. Council building permit	
Required and received (attach details)	Not required
3. Qualified tradesperson certification	
Required and received (attach details)	Not applicable
4. Goods warranty	
Received (attach details)	Not applicable

Community Asset Committee endorsement

Name	
Position	
Community Asset Committee Name	
Signature	
Date	

Instructions:

Once the form is completed; please save it as a different document and e-mail to CAC@colacotway.vic.gov.au