Attachment A

Private Works Request Form

Request Made By:	Billing Details (if different)		
Name:	Name:		
Address:	Address:		
Telephone:	Telephone:		
Private Works Required (description of work address, preferred dates, etc)			
Cost Estimate			
These prices have been quoted to client	Yes / No		
Material / Machinery / Labour	Qty	Fee	Total (inc GST)

I, ...(full name)

representing .....(business name)

of .....(address)

hereby request the District Council of Elliston to carry out the above mentioned work at my expense.

I understand that estimates of costs are estimates only. The cost charged will be based on actual timesheets and plant sheets and may be higher than that estimated. Costs are as per Council's Schedule of Fees and Charges. Where work is performed in overtime, staff time will be added to the rates included in the Schedule of Fees and Charges. It is further agreed that should the work required by completed in less than the estimated time, Council shall be bound to refund any amount overpaid.

I confirm that I have read and understood Council's Private Works Policy and agree to be bound by the terms and conditions stated within that Policy. I agree to indemnify the District Council of Elliston and I will indemnify Council for any damages or injury caused to persons or property by operation of Council plant whilst on hire, eg. Accidental injuries, vehicle damage, damage to water lines, electricity, Telstra

or other building or property damage in the like. I agree that the marking out and supervision of the work is my responsibility. I understand that Council is under no obligation to authorise this request.

Signed ..... Date .....

For Council use only			
Request: Approved / Denied			
Signature of Coordinator Works:	Date:		
Debtor Number:	GL Number:		
Actual Costs			
Material / Machinery / Labour	Qty	Fee	Total (inc GST)