



# Maintenance Request Form

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the Privacy and Data Protection Act 2014. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436

---

## Section One: Request Details

Date of Request

Contact Person

Contact Details

Property Name/ Address

Is the area managed by a Committee of Management?

Yes

No

If 'Yes', this form needs to be authorised by an executive member of the Committee of Management

Name

I give authorisation of this maintenance request to be actioned

Date

Description of item requiring attention or fault:

Location Details (please provide details so that someone unfamiliar to the site can find the location):

Is this area on the Council Key System?

Yes

No

Will keys be required to access the area?

Yes

No

If keys are required, provide contact details: