

PRIVATE WORKS REQUEST (FTRS017)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY-FRIDAY

This form should be completed to request works not on Shire land (known as Private Works).

APPLICATION

Name			
Company Name		ABN	
Residential Address			
Phone No		Mobile No	
Email Address			

Site where work is requested to be done:	
Lot/Street No	
Street/Road Name	
Other	

Description of work requested (Please attach a Site Diagram if necessary)			
Requested Commencement Date		Requested Completion Date	

Terms and Conditions

1. The private works application is accepted on the understanding that the Shire's Works Program has priority.
2. The Shire accepts no responsibility for delays in commencement or completion of works for any reason.
3. The Shire will charge out the hire of machinery and staff as per Council's adopted [Fees & Charges](#), at the time of carrying out the requested work inclusive of overtime or penalty rates. The final account will be the actual cost irrespective of the estimated cost. The Shire may request pre-payment of this amount.
4. I acknowledge that the quote provided is based on the Council's Adopted Fees and Charges Schedule. However, I understand that in the event the actual works, including all materials, overtime, penalty rates, are less than the quoted estimate, I will be billed for the lower amount. Conversely, if the actual costs incurred are greater than the quoted estimate, I will be billed for the higher amount.

Note: [Council Policy 12.6 Private Works](#) relates

I hereby agree to the above terms and conditions and note that I will be provided with a written quote (estimate).

Applicant Name:

Applicants Signature Date.....

ASSESSMENT

Estimate Provided to the Customer \$.....+ GST

Estimated Commenced Date Completion Date

AGREEMENT

I hereby accept the quote provided and the dates submitted	
Applicant Name:	
Applicants Signature	Date.....

ACQUITAL

ACTUAL WORK COSTS AS PER FEES & CHARGES (Example Only)

COST	Hours	Amount (\$)
Plant		
Labour		
Material		
Other		
GST (10%)		
TOTAL		\$

Estimate Provided\$.....Inc GST

Difference\$.....Inc GST

Debtor Requisition Form submitted for the Amount of\$.....Inc GST