

Capital Works Request Form



This form is used for the initial request of capital works. Capital works can vary from:

1. A request of new infrastructure
2. Renewal of infrastructure based on condition and age
3. Upgrade to existing infrastructure

Please email all complete request forms to assetmanagement@amrshie.wa.gov.au. The requestor will be contacted by Asset Management following form submitted. Please attach to email any supporting photos or documentation.

1.0 Request Information

1.1 Details

Date of Request	dd/mm/yy
Requestor Name	<Insert Name>
Requestor Organisation	<Insert Organisation>

1.2 Project Overview

Request Description	This request is for [brief description of what capital infrastructure is required]. It addresses [briefly state the problem or need].
Infrastructure Type(s)	Examples: Road, Kerb, Drainage, Path, Boardwalk, Stair, Bridge, Car Park, Jetty, Boat Ramp, Pontoon, Aerodrome, Sign, Playground, Reserve Exercise Equipment, Park Infrastructure, Water irrigation, Art, Shelters, Landscaping, Lighting, Foreshore wall, Sport and Leisure, Bus Shelter
Infrastructure location	
Expected Benefit(s)	
Initial Source of Request / Relationship with any existing Shire or Public Plans	<Community member, community group, shire plan>
Target year/timing to complete if approved (Specify current year if believed urgent with justification)	

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What consultation internally or externally has already been undertaken?	
Do you know of any external approvals that will be required?	Bed and Banks Aboriginal Heritage Vegetation Clearing permit / fauna spotter EPBC Referral

1.3 Initial Cost Estimates

Total project estimate	
On-going annual maintenance requirements and costs	
Details of internal funding sources	
Details of any external/grant funding sources	
Details of potential income	Will we make any income because of this project

1.4 Impacts and Dependencies

External Stakeholders Impacted	
Internal Stakeholders Impacted	
Related projects	
Other dependencies	