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**Information and Education Branch**

**Please leave blank**

Date received:

Product assigned to:

Date completed:

**Product request form**

Please email forms with completed Part A as well as the content or Objective reference to [BCpublications@dmirs.wa.gov.au](mailto:BCpublications@dmirs.wa.gov.au)

|  |  |  |  |
| --- | --- | --- | --- |
| **PART A – PLANNING** | | | |
| **Content owner** | Name | | Branch |
| **Initial approval** | Manager | | |
| **Product title** |  | | |
| **Communications plan** | Yes, please assist | | |
| **Type of product** | Website change or addition  Publication (fact sheet, flyer, poster)  Industry bulletin  Form  Technical note  Article (news, newsletter, magazine) | Media statement  Survey  Images required  Powerpoint presentation  Front of House training  Other: | |
| **Date required** | Date      /     /      Reason for deadline | | |
| **Product content** | New product: Attach word document or email dot points or content.  Existing: Attach existing product with changes marked up. | | |
| **Target audience**  (tick all relevant) | BC staff  Consumers  Builders  Building surveyors  Painters  Plumbers  PAs/LGs  Industry associations  Adjudicators  Other: | | |
| **Contact for FOH** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PART B – FINAL APPROVAL (TO BE OBTAINED AFTER ACTIONING PART A WITH COMMS TEAM)** | | | |
| **Content owner** | Name | Signature | Date |
| **Manager** | Name | Signature | Date |
| **Legal** | Name | Signature | Date |
| **Director** | Name | Signature | Date |
| **Commissioner** | Name | Signature | Date |