

**REQUIREMENTS TO BECOME A
SHELLHARBOUR CITY COUNCIL APPROVED
VEHICLE CROSSING CONTRACTOR**

1. The attached application form must be completed and lodged with Council.
2. Payment of \$419 annual registration fee must accompany the application.
3. You must produce an original and current Department of Fair Trading contractor licence card for either a concreter, structural landscaper or paver at the time you lodge your application. Our Customer Service counter staff will make a true and correct copy of your contractor licence card and return the original to you.
4. You must name at least one certifier who is responsible for certifying that the work done by you complies with Council's standards. For each certifier you must produce an original and current Department of Fair Trading contractor licence card for either a concreter, structural landscaper or paver at the time you lodge your application. Our Customer Service counter staff will make a true and correct copy of your contractor licence card and return the original to you.
5. You must sign the attached Statutory Declaration stating that you:
 - a. are able to read plans, understand levels and able to carry out construction in compliance with plans and levels
 - b. you fully understand Council's vehicular crossing drawings and standards and agree to perform all work in strict accordance with Drawing No 7B21 and the specifications contained with those drawings
 - c. you will check formwork and ensure the formwork is correct prior to placing concrete.
 - d. you will not falsely certify your work.
 - e. you understand that your work will be subject to a random audit and you will be struck off the list of approved contractors if your work is found to be falsely certified.
6. You must prove that you have your own public liability insurance cover, which must be for an amount of \$20M.
7. You must prove that you have your own Workers Compensation insurance cover.

NOTE:

An application will not be processed until all the above requirements have been met.

Attach: Application for approved contractor's list

CONTRACTOR REGISTRATION AND FORMWORK INSPECTION PROCEDURE

Summary

- If you are already an approved contractor, we will only need the following:
 - A completed registration form with the registration fee,
 - A completed statutory declaration for you and each of your nominated certifiers,
 - Contractor Licence No for each of your nominated certifiers, and
 - Evidence of your Public Liability Insurance cover and Workers Compensation Insurance cover
- Qualified contractors will be required to register each year. Registration will be for one year from 31 July to 31 July the following year.
- Applications for registration will have to be renewed by 31 July each year.
- You will have to pay a yearly registration fee.
- You will need Public Liability Insurance cover and Workers Compensation Insurance cover.
- You will have to complete an application form to undertake works within the public road reserve.
- Our staff will not be inspecting the formwork. You will be required to certify that your work will comply with Council's standards.

Registration

To become a registered vehicle crossing contractor after 31 July 2017 you must do the following;

- Complete an annual application for registration and submit all the information requested.
- Pay an annual registration fee. The fee for the period 31 July 2017 to 31 July 2018 will be \$419
- Complete and sign the statutory declaration.
- You do not need to nominate anyone else to certify work done by your company but if you do then each of your nominated certifiers must complete and sign the statutory declaration.

How many crossings must you do each year?

The registration is annual so you can do many or as few vehicle crossings as you want provided that you complete an application form for each crossing and return the certification to Council.

What happens if you falsely certify your work?

During the year our inspectors will conduct a random audit of your work. If we find any of your work that does not comply with Council's standards you will be immediately struck off the register of approved contractors.

**APPLICATION FOR APPROVED
CONTRACTOR'S LIST**

(Please tick appropriate box)

NEW APPLICATION

RENEWAL

Please complete the following details:

NAME: (Preferred company name) _____

ADDRESS: (Mailing Address) _____

_____ **Postcode:** _____

Phone: _____ **Mobile:** _____

Authorised Persons to sign application forms:

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Persons to Certify work:

Name: _____ Contractor Licence No: _____

Signature: _____

Name: _____ Contractor Licence No: _____

Signature: _____

Registration Fee: \$419

(Please be advised that ALL CREDIT card transactions will incur a 0.71% Surcharge)

(Office use only)

CASHIER CODE: 205

Cost to Job No: 15710312061078

Receipt: _____

Payment: _____

Date: _____

(Office use only)

Date approved and name added to Approved Contractor's List: _____

Noted by Inspector: _____

Public Liability Insurance: _____ **Expiry Date:** _____

Workers Compensation Insurance: _____ **Expiry Date:** _____

Dept of Fair Trading Contractor Licence No: _____
(eg concreter, structural landscaper or paver)

Expiry Date: _____

SHELLHARBOUR CITY COUNCIL

NOTIFICATION OF THE COLLECTION OF PERSONAL INFORMATION

You have been requested to supply information of a personal nature in order for Council to consider your application to become a Shellharbour City Council Approved Vehicle Crossing Contractor.

The information that Council is collecting from you is deemed to be personal information under the *Privacy & Personal Information Protection Act 1998 ('the Act')*.

Under the *Government Information (Public Access) Act 2009* we may be required to publicly release any correspondence or information we have on this matter, which means your personal information may not be confidential and may appear on Council's website.

Political Donations and Gifts Disclosure Statement forms will be kept in a public register held at Council's Administration Building and may also be available on our website.

Please note that the information collected on this form may be provided to other officers within the Council and where required by legislation to other State and Commonwealth Departments and agencies.

The supply of the information by you is not voluntary. If you cannot provide or choose not to provide the information sought, Council will be unable to process your application.

You may make application or amendment to the information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with both the Act and the *Local Government Act*.

Under the Act, Shellharbour City Council is to be regarded as the agency that holds the information you have provided.

Enquiries regarding privacy issues should be directed to Council's Public Officer on 4221 6111.

SHELLHARBOUR CITY COUNCIL

Registered Contractor Statutory Declaration

I, of
Nominated Certifier for

Contractor, solemnly and sincerely declare as follows;

1. I am able to read plans, understand levels and I am suitably qualified to carry out construction in compliance with plans and levels.
2. I fully understand Shellharbour City Council's vehicular crossing drawings and standards applicable to their construction and I agree and undertake to perform all work associated with the construction of such vehicular crossings strictly in accordance with Drawing No 7B21 and the specifications contained within those drawings.
3. I further undertake to personally check all formwork associated with the work to ensure that is correctly placed prior to placing any concrete.
4. I will not falsely certify any work for which I obtained council approval for or for which I am responsible.
5. I acknowledge and understand that my work will be the subject of random audit and if as a result of such audit it is found that my work has been falsely certified that I am liable to be struck off the register for Council's approved contractors.
6. I further acknowledge that should defective work be found as a result of such audit that if I make good the defects in a proper and workmanlike manner to the satisfaction of Council, then Council may, in its absolute discretion, not proceed to strike my name off the said register.

AND I MAKE this statutory declaration solemnly and sincerely declaring the contents to be true and by virtue of the *Oaths Act of 1900*.

Declared at: on
[place] [date]

.....
[signature of declarant]

in the presence of an authorised witness, who states:

I, , a
[name of authorised witness] [qualification of authorised witness]

certify the following matters concerning the making of this statutory declaration by the person who made it: [* please cross out any text that does not apply]

1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
2. *I have known the person for at least 12 months OR *I have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I relied on was
[describe identification document relied on]

.....
[signature of authorised witness]

.....
[date]