

**2026/2027 REGISTRATION
TO BECOME A COUNCIL APPROVED DRIVEWAY CROSSING CONCRETE
CONTRACTOR**

Dear Sir/Madam

Please find enclosed an application form. When lodging the renewal application, please include the following:

- Application for Approved Contractors - all sections must be completed
- Payment of the Annual Registration Fee of **\$559.00** for the period of 12 months from date of issue of your approval letter
- Copy of current Public Liability Insurance with the Sum Insured being \$20,000,000 listing Shellharbour City Council as an interested party or principal
- Copy of current Workers Compensation Insurance, if you have any employees
- Copy of current Department of Fair-Trading Licence Card for all certifiers (front and back)

The information that Council is collecting from you is deemed to be personal information under the *Privacy & Personal Information Protection Act 1998 ('the Act')* but may be disclosable under the *Government Information (Public Access) Act 2009*. The list of approved contractors will be made available on request to applicants for driveway construction and they may contact you for a quote.

The fee and any necessary documents are required to be completed and submitted to Council if you want to be included on the listing.

If you would like more information, please contact Customer Service on 02 4221 6111.

Yours sincerely

Matthew Williamson

Facilities and Presentation Manager

REQUIREMENTS TO BECOME A COUNCIL APPROVED DRIVEWAY CROSSING CONCRETE CONTRACTOR

1. The attached application form must be completed and lodged with Council.
2. Contractors will be required to register each financial year and pay the annual registration fee of **\$559.00**.
3. The name of at least one Certifier who is responsible for certifying that the work done complies with Council's standards together with an original and current Department of Fair-Trading Contractor licence card (general concreting, structural landscaping) must be provided at the time you lodge your application. Our Customer Service counter staff will make a copy of your contractor licence card and return the original to you.
4. You must sign the attached application 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 Numbers ASD 100-106 and ASD 200-214 or updated versions from the Shellharbour Engineering Code and the specifications contained within these drawings
 - c. you will check formwork and ensure the formwork is correct and ensure that the Council formwork inspection has passed prior to placing concrete
 - d. you understand that your work will be subject to a formwork and final inspection and testing and you may be struck off the list of approved contractors if your work is found to be falsely certified and/or does not meet Council standards.
5. You must provide Council with a copy of your own Public Liability insurance cover which must be for an amount of \$20M.
6. You must provide Council with a copy of your own Workers Compensation insurance cover where applicable.

NOTE:

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

APPLICATION FOR COUNCIL APPROVED DRIVEWAY CROSSING CONCRETE CONTRACTOR

(Please tick appropriate box) ☐ **NEW APPLICATION** ☐ **RENEWAL**

Please complete the following details:

COMPANY NAME: _____

MAILING ADDRESS: _____

EMAIL: _____ **PHONE:** _____

Person to Certify work:

Name: _____ **Contractor Licence No:** _____

Signature: _____

Registration Fee: \$559.00

(Office use only)

CASHIER CODE: 205

Cost to Job No: 15710312061078

Receipt:

Payment: _____ **Date:** _____

Date for inclusion on Approved Contractor's List: _____

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

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

Dept of Fair-Trading Contractor Licence: _____ **Expiry Date:** _____

Registered Contractor Declaration

I,

.....

of.....[address]

Nominated Certifier for [company name]

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 Numbers ASD 100-106 and ASD 200-214 or updated versions from the Shellharbour Engineering Code and the specifications contained within these drawings
3. I further undertake to personally check all formwork associated with the work to ensure that is correctly placed and ensure that the Council inspection has passed 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 a formwork and final inspection and if as a result of such inspections it is found that my work has been falsely certified or does not meet the specified standards 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 inspections that if I make good the defects in a proper manner to the satisfaction of Council, then Council may, in its absolute discretion, not proceed to strike my name off the said register.

Declared on
[date]

.....
[signature of declarant]