

APPLICATION TO BECOME AN APPROVED CONTRACTOR TO CARRY OUT WORKS IN COUNCIL CEMETERIES

(Please tick appropriate box)

NEW APPLICATION **RENEWAL**

1. Details of Applicant (Stonemason)

Company Names			
Contact Name			
Address			
Phone (H)		Phone (M)	
Email			
I agree to comply with Cemetery Operator's regulations regarding the erection of any memorials, plaques and monuments and agree to abide by the Cemetery Operations Policy.			
Signature		Date	

2. Persons Authorised to Sign Application Forms

Full Name		Signature	
Full Name		Signature	
Full Name		Signature	

3. Persons Authorised to Certify Work

Names	Contractor Licence No	Signature

PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

Information collected on this form is held in accordance with the *Privacy and Personal Information Protection Act 1998*. Personal information is collected for a lawful purpose that directly relates to our primary function of providing cemetery/cremation services in accordance with the *Cemeteries and Crematoria Act 2013*. We will not collect any more information than is necessary to fulfil these functions. Except as necessary to carry out these functions, we will not disclose your personal information to anyone without your consent unless legally required to do so. Your information will be stored securely on file and in Council's electronic records management system. We will take all reasonable steps to protect the security of any personal information held, be it stored in electronic or hard copy format. You may request access to your personal information held by us, except in the circumstances set out in Part 2, Division 3 of the *Privacy and Personal Information Protection Act 1998*. Further information can be found in Council's Privacy Management Plan or by contacting Council's Public Information Officer.

4. Payment Details (office use only)

Code 165	
Fees Paid	Amount \$
Paid by <input type="radio"/> Cheque <input type="radio"/> EFT <input type="radio"/> Cash	Date Receipt No

5. Office Use only

<input type="radio"/> Recorded in Miscellaneous Accounts	
<input type="radio"/> Licenses & Insurances checked with BNG	Approval Granted Date:
<input type="radio"/> Approval Letter Sent	Date:

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 policy and standards for the construction of monuments in Council Cemeteries and I agree and undertake to perform all work associated with the construction strictly in accordance the policy
3. I further undertake to personally check all formwork and piers 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*.

MADE AND DECLARED

at _____	}	
	}	
This _____ day of _____ 20 ____	}	
Before me:	}	Signature
_____ JP (No _____)	}	

A Justice of the Peace