

**2019/2020 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 **\$443.00**
- Copy of your 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 the front and back of Department of Fair Trading Licence Card for all certifiers
- A statutory declaration will be required to be completed should there be any changes in your nominated certifier

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 4221 6111.

Yours sincerely



Mitchell Davis
Assets Officer

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 year and pay the annual registration fee. The fee for the period 31 July 2019 to 31 July 2020 will be \$443.
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 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 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.
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:

NAME: (Preferred company name) _____

ADDRESS: (Mailing Address) _____

EMAIL: _____ **PHONE:** _____

Authorised Persons to sign application forms:

Name: _____ Signature: _____

Name: _____ Signature: _____

Persons to Certify work:

Name: _____ Contractor Licence No: _____

Signature: _____

Registration Fee: \$443

(Please be advised that ALL CREDIT card transactions will incur a 0.53% Surcharge)

(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 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]

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