

# APPLICATION FOR ACCEPTANCE AUTHORISED CONTRACTOR LIST

- Use this form to apply for permission to carry out works on Council controlled road reserves.
- An annual registration fee and an Asset Damage Bond are payable before acceptance by Council.

## PART 1 - CONTRACTOR DETAILS

Contractor name:	
Company name:	
Contractor address:	
Phone (24 hour):	
Email:	
Contractor licence no:	
Contractor insurance company:	
Public liability insurance policy no:	

**📎 ATTACH A COPY OF YOUR CERTIFICATE OF CURRENCY**

<b>Authorised Contractor List details</b>	For public distribution <input type="checkbox"/>	<u>Not</u> for public distribution <input type="checkbox"/>
Proposed construction activities:	Laybacks <input type="checkbox"/>	Kerb & gutter/Roll kerb <input type="checkbox"/>
	Driveway crossing <input type="checkbox"/>	Concrete path <input type="checkbox"/>

## PART 2 – PAYMENT DETAILS

### Fee payable

Annual registration fee	\$450
Asset Damage Bond	\$760

Payment can be made in person at our Administration Centre, over the phone (02) 4232 0444 with credit card details or by cheque. Cheques should be payable to “Kiama Municipal Council”.

If you would like us to phone you for credit card details please provide the name and number of the cardholder below:

<b>Contact name:</b>		<b>Phone:</b>	
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**\* CASH PAYMENTS CAN ONLY BE MADE IN PERSON AT COUNCIL’S ADMINISTRATION BUILDING**

**Note:** The Asset Damage Bond is refunded upon application, within 3 months of completion of the most recently approved works, and with provision of bank account details for payment directly to your account.

BSB no:	
Account no:	
Account name:	

Council’s payment terms are 30 days from date of request. Banking details will remain confidential to Kiama Council.

## PART 3 – GENERAL TERMS AND CONDITIONS

- 1) Contractor's may only be accepted for inclusion on the list of Authorised Driveway Contractors subject to the following:
  - submission of the completed *Application for Acceptance: Authorised Contractor List* and associated payment of an annual registration fee;  
Note: This registration expires on June 30 each year regardless of application date
  - payment of a refundable asset damage bond;
  - submission of a copy of the Contractor's current public liability insurance certificate with a minimum cover value of \$20,000,000.00; and
  - acknowledgement of relevant experience.
- 2) **Up to 48 hours (two full business days) shall be allowed for processing of an application. Work (including excavation) shall not commence until payment has been acknowledged by Council.**
- 3) At least 24 hours notice is to be given to Council when work has reached the following stages:
  - i. when the site is excavated with formwork and reinforcing in place, ready for pouring of concrete
  - ii. at each stage of any road pavement construction
  - iii. when all work has been completed and the site has been tidied up.

**Note:** Orders of ready mixed concrete should not be confirmed until the formwork and reinforcing has been approved by the Director Engineering and Works' representative.
- 4) All works shall be completed in accordance with Council's *Driveway and Footpath Works Procedure Manual*. Departures from plans and specifications or Council's requirements and conditions can only be made upon receipt of written approval from the Director Engineering and Works.
- 5) All vegetation is to be preserved and no tree in the road reserve may be removed or damaged without the written consent of the Director Engineering and Works. Any tree so removed or damaged shall be replaced with an equivalent size tree of the same species by the applicant at no cost to Council.
- 6) All costs shall be met by the applicant. These costs may include (but are not limited to such items as excavation, laying and backfilling, and any other works which may be specified. Other items may include alterations to existing structures or utilities such as: fences; gates; street furniture; signage; driveways; footpaths; roof water drainage; telecommunications, power, gas, water, and sewerage services.  
**Note:** Prior to excavation - Dial Before You Dig ([www.1100.com.au](http://www.1100.com.au)) should be consulted
- 7) All work on the road reserve shall be carried out with a minimum of obstruction to the pedestrian and vehicular traffic. Warning signs, lights and barricading complying with SafeWork NSW & Transport for NSW (Roads & Maritime) requirements shall be in place for the duration of works. Where pedestrian traffic is diverted onto the roadway, a protected marked path shall be provided. The Contractor shall undertake all work within the road reserve in accordance with traffic management plans prepared by a Transport for NSW accredited traffic control person.
- 8) Permission to proceed is given only on the understanding and acceptance of the following conditions:
  - i. in the event of the Director Engineering and Works or his representative advising you that the work has not been carried out in a satisfactory manner, you undertake to reconstruct the work to comply with the specification, or instigate its removal and reinstatement of the area to its previous and safe condition, as directed
  - ii. that you will complete such work, if required, within a time decided by the Director Engineering and Works
  - iii. that during the course of construction you undertake to meet any public risk claim arising from the carrying out of the work. In this regard, Council will not permit any work to be undertaken by Contractors without a current public liability insurance policy with a cover of twenty million dollars (\$20,000,000.00).
- 9) Council will call in the Asset Damage Bond should its direction to repair damage to its infrastructure has not been complied with or work undertaken has not been undertaken in accordance with Council's requirements.

#### PART 4 – CONTRACTOR DECLARATION

I have read the General Terms and Conditions located in Part 3 of this application form. I fully understand that Council can rescind its approval to work in its roads if I do not comply with the General Terms and Conditions.

Contractor signature:

Date:

#### PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

**Purpose of collection:** We are collecting your personal information in order to enable Council to assess your application to be added to Council's approved Contractors List. **Intended recipients:** The intended recipient of the information is Kiama Municipal Council. **Supply:** The supply of this information is compulsory and the personal information you provide will enable Council to assess your application. **Access/Correction:** You can access the personal information and it may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan. Your personal information may be disclosed to third parties for the purpose of completing the request. You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the Privacy and Personal Information Protection Act 1998. **Storage:** Kiama Council is the agency that holds the personal information. Council may be contacted on (02) 4232 0444 or by email to [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au) or at 11 Manning Street Kiama, NSW 2533. **Your contact details may be used to update Council's Name and Address Register that we may use to contact you regarding any other Council matter.** Kiama Council's Privacy Policy can be viewed at [www.kiama.nsw.gov.au/your-council/policies](http://www.kiama.nsw.gov.au/your-council/policies)