

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

(Please tick appropriate box)

NEW APPLICATION

RENEWAL

1. Details of the Applicant (Stonemason)

Company Name

Given name

Family name

Unit/Street No.

Street Name

Suburb

Postcode

Daytime Telephone

Mobile

Email

Applicant Signature

Date

I have read and understood Council's Cemetery Operations Policy

2. Persons Authorised to Sign Application Forms

Full Name

Signature

Full Name

Signature

Full Name

Signature

3. Persons Authorised to Certify Work

Name

Contractor Licence No.

Signature

4. Payment Details

Code **205**

Amount

Paid by CHEQUE

EFT

CASH

Amount \$

Rec. No

DATE

Mail

Counter

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 carry out construction in Council Cemeteries.

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.

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: _____ }

_____ }

_____ JP (No _____)

Signature

A Justice of the Peace