

CONTRACTOR ACCREDITATION

UNDERTAKE PRIVATE WORKS WITHIN ROAD RESERVE

Please complete this form to undertake private works within a road reserve and return to Dubbo Regional Council.

APPLICANT DETAILS	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:
Name/s	
Date of Birth <i>Optional</i>	
Residential Address <i>Include City, State & Postcode</i>	
Postal Address <i>Include City, State & Postcode</i>	
Contact Number	
Email Address	

ACCREDITATION DETAILS
Number allocated upon approval
NOTE: The applicant will be held responsible by Council for all works undertaken under this accreditation number

BUSINESS DETAILS	
Your Name	
Company Name	
ABN	
Company Address <i>Include City, State & Postcode</i>	
Postal Address <i>Include City, State & Postcode</i>	
Contact Number	
Email Address	

REFEREE ONE	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:
Surname	
Given name/s	
Postal address	
Business phone	
Email Address	

REFEREE TWO	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:
Surname	
Given name/s	
Postal address	
Business phone	
Email Address	

DESCRIBE THE MAIN TYPE OF WORK TO BE UNDERTAKEN (eg civil contractor, building, plumbing, electrical)

DETAILS OF WORK TO BE UNDERTAKEN FOR DUBBO REGIONAL COUNCIL (please provide details)

DETAILS OF WORK UNDERTAKEN FOR OTHERS (include employer name and contact details)

YOU MUST HOLD A CURRENT TRAFFIC MANAGEMENT CERTIFICATION (please attach a copy of ticket/certificate)	
Ticket number	
Date issued	

**IF THERE IS NO TRAFFIC MANAGEMENT CERTIFICATION
YOU MUST NOMINATE A 3RD PARTY TRAFFIC MANAGEMENT COMPANY
(please provide details below)**

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NOTE:

1. Public Liability Insurance must be held and current to the value of not less than \$20 million.
2. Please attach a copy of the current Certificate of Currency and a copy of Workers Compensation documentation.

Note to Applicant: There is a fee associated with this application. For Councils current Fees and Charges, refer to our website <https://www.dubbo.nsw.gov.au/about-council/our-responsibilities/community-strategic-plan>

APPLICANT SIGNATURE

Signature	
Print Name	
Date	

PRIVACY NOTE:

Council is bound by the provisions of the Privacy and Personal Information Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained. For further information, please refer to Council's Privacy Management Plan Policy located on Council's website www.dubbo.nsw.gov.au

OFFICE USE ONLY

Receipt Type		Amount		Receipt Number	
Cashier				Date	

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SAMPLE

Below is a sample of a registered contractor's responsibilities. Should the application be approved Council will forward a copy for signing.

This Certificate recognises as a registered contractor permitted to perform work/s in the road reserve in accordance with the following conditions:

1. Locating and protecting services affected, or put at risk by the work – Dial Before You Dig on **1100**.
2. Responsible for the reinstatement costs for damage done to anyone's property as a direct result of the work.
3. Adhering to the approved Traffic Control Plan and engineering plans (if applicable) submitted to Council at least two weeks prior to the planned road opening for approval.
4. A week's notice in advance is to be provided to the public and/or businesses where the work impacts them.
5. Performing all work in the road reserve and on Council's assets in a tradesmen like manner in accordance with Council's Aus-spec #2 specifications.
6. The road opening works must be carried out in strict accordance with all permit conditions and the appropriate specifications, guidelines, standard drawings etc. In the case of work within State (classified) roads, the conditions imposed by the Roads and Maritime Services shall also be strictly adhered to.
7. Abiding by Council's representative's instruction/s in regard to work considered by him/her to be sub-standard.
8. Final road opening restoration must be completed within five (5) days in accordance with Council's Aus-spec #2 specifications (in particular Specification 306U - *Road Openings and Restoration*).
9. A defects liability period of six (6) months will apply to restoration work on road openings.
10. If Council's representative is not satisfied with the condition of the road opening's reinstatement, a 'Request for Corrective Action' may be issued up to six (6) months from when the work was completed. Where a response to a 'Request for Corrective Action' is still unsatisfactory Council will undertake the reinstatement works, and recover the full cost of these works from the permit holder.
11. Maintaining financial capability to complete a project in accordance with these conditions.
12. Maintaining public liability insurance policy indemnifying Council against any claims and/or actions resulting from the granting of approval for the activity to the amount of \$20 million. A copy of your current Certificate of Currency and workers compensation documents must be provided to Council.
13. All work vehicles associated with the project must comply with the posted on-street parking restrictions. Failure to comply may result in the issue of Parking Infringement Notices (PINs). In the event that extended on-street parking is required during the time restricted periods, approval may be given in accordance with Council's On-street Parking and Revenue Policy (charges will apply). For further enquiries please contact Council's Senior Traffic Engineer.
14. Vehicles used by the contractors, trades people, employees or other persons working (or visiting) the work site shall not be parked on footpaths (parking penalties apply). Any unauthorised vehicle found upon Council's footpaths may be liable for a PIN.
15. Existing street trees shall be protected from damage as a result of undertaking the planned activity. Council's Manager Horticulture and Landcare Asset Coordinator must be consulted prior to excavating within the drip zone of any tree canopy, or if cutting tree roots exceeding 50 mm in diameter. The removal and subsequent replacement of any tree/s should only be undertaken under the supervision and direction of Manager Horticulture and Landcare Asset Coordinator. The removal of tree/s is conditional on their replacement, followed by the necessary watering and aftercare undertaken to ensure their survival.
16. Upon completion of the work, Council shall be informed to allow a final inspection of the work to be carried out by a representative of Council.

I understand that the continuation of my accreditation requires my compliance with the above conditions and that failure to do so could result in Council withdrawing my accreditation.

Contractor Signature: _____ Date: _____

Manager Infrastructure Delivery _____ Date _____