

## Application Form – Private Works

Last Updated 01/06/2023

Applicants shall make themselves familiar with Council's Private Works Policy which is available by contacting Gunnedah Shire Council or on Council's website [www.gunnedah.nsw.gov.au](http://www.gunnedah.nsw.gov.au)

APPLICANT DETAILS			
Business Name (if applicable)			
Surname			
Given name(s)			
Billing Address			
Email			
Contact Number			
PRIVATE WORKS DETAILS			
Proposed location (Include Lot and Plan No.)			
Description of works (Attach any relevant plans, specifications, notices, approvals or other legislative requirements)			
QUOTATION FOR COST OF WORKS (Valid for 28 days)			
Item	Quantity	Unit Rate (inc. GST)	Amount (inc. GST)
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>Total (GST inclusive)</b>			\$

This Quotation has been prepared by:

Name:	Position:
Signature:	Date:

This Quotation has been authorised by:

Name :	Position:
Signature:	Date:

**TERMS AND CONDITIONS OF ENGAGEMENT**

The following Terms and Conditions of Engagement shall apply for works undertaken by Gunnedah Shire Council on behalf of the Applicant under this Private Works Agreement:

1. Council reserves the right to enter a Private Works Agreement at its discretion.
2. In requesting and authorising Council to carry out works, the Applicant shall indemnify Council against any claim, action or process for damages or injury which might arise during the progress of such works and shall keep Council indemnified against any claim, action, or process for damage and/or injury which might arise from the existence of such works unless such damage and/or injury is due to or contributed to by an act or omission of Council, its employees or agents.
3. This Quotation has been prepared on the basis of information provided by the Applicant and no additional investigation, unless detailed in the Quotation has been conducted.
4. This Quotation is provided as an estimate only and the Applicant will be liable for the full cost of the invoice issued on completion of the works.
5. The Applicant must formally accept the Quotation prior to the works being scheduled for delivery.
6. Once a Quotation has been accepted, no further works outside of the scope of the Quotation can be performed without the express authorisation of Council Management.

**APPLICANT'S CONSENT**

I have read and understand the Terms and Conditions of Engagement and hereby accept the Quotation for Cost of Works prepared by Gunnedah Shire Council.

Name:	
Signature:	Date:

**PRIVACY NOTICE:** GUNNEDAH SHIRE COUNCIL IS COLLECTING THE PERSONAL INFORMATION YOU SUPPLY ON THIS FORM FOR THE PURPOSE OF ASSESSING YOUR APPLCIATION. YOUR PERSONAL DETAILS ARE HANDLED IN ACCORDANCE WITH NSW PRIVACY LAWS AND WILL NOT BE DISCLOSED TO ANY OTHER PERSON OR AGENCY EXTERNAL TO COUNCIL WITHOUT YOUR CONSENT, UNLESS REQUIRED OR AUTHORISED BY LAW.