



Reservoir Site Induction Application

10 Graham Place, CASINO
 19-25 Woodburn Street, EVANS HEAD
 Locked Bag 10, CASINO, NSW, 2470
 Phone: 02 6660 0300 Fax: 02 6660 1300 council@richmondvalley.nsw.gov.au

Office Use Only GLWaterSundry	Records Use
Date:	
Fee Paid: \$	Receipt No:
<input type="checkbox"/> Public Liability provided	<input type="checkbox"/> Workers Comp/Personal Injury

Applicant Details	
Name(s):	
Company Name:	
Address:	
Suburb:	Post Code:
Phone:	Mobile:
Email:	
Applicants Signature:	Date:

Induction Details
Contractor details (if different from applicant)
Location of works:
Description of proposed works (attach plan if applicable)
.....

Required Documentation
<input type="checkbox"/> Copy of works schedule or work plan for proposed activity
<input type="checkbox"/> Copy of contractors certificate of currency public liability (min \$10 mil cover)
<input type="checkbox"/> Copy of contractors certificate of currency workers compensation / personal accident insurance
<input type="checkbox"/> Copy of contractors relevant safety procedures and equipment (inc SWMS for proposed works)

Terms and Conditions

Contractors shall strictly comply with the following conditions or with any lawful instruction issued by an authorised representative of Richmond Valley Council, including conditions addressed at onsite induction.

1. Fees for Site Induction are set by Council and are contained within Council's Revenue Policy and may be subject to change from time to time.
2. Reservoir Site Induction fees, as per current Revenue Policy, are payable upon application for site induction.
3. Any licence, permit or other permission required from any Government Department, Council or any other authority for the carrying out the work or service will be the responsibility of the applicant.
4. Approval for Site Access is strictly limited to the activity and location detailed on this application and is not transferable.
5. Any equipment associated with the works is not permitted to be stored on public land, including temporary storage.
6. The site must be secured when direct access is not required.
7. Indemnity
I hereby indemnify the Council against any cost or damages which may be awarded as a result of any law suit or legal action which may occur as a result of the carrying out of the works or services described in the application.

Name:

Signature: Date:

Works Schedule	
Day / Date:	Start Time:
Activities:	
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Works Schedule	
Day / Date:	Start Time:
Activities:	
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Works Schedule	
Day / Date:	Start Time:
Activities:	
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Works Schedule	
Day / Date:	Start Time:
Activities:	
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Finish Date and Time: