

APPLICATION FORM- TO BECOME AN APPROVED CONSULTANT

Purpose

This application is to determine if your company, or a particular branch office of your company, meets Central Highlands Water's approved standards for land development consultants.

Note: If you wish to make an application for more than one branch office you will need to complete a separate application form for each of these.

If your application is successful the company/branch office listed will:

- Be able to offer consultancy services to Central Highlands Water customers wanting to extend their water/sewer services.
- Be eligible to appear on Central Highlands Waters list of consultants.

1. Contact Details

1. Business name _____
2. Contact person _____
3. Registered address _____

4. Postal address _____

5. Telephone number _____
6. Fax number _____

2. Reference for application

1. If your company has more than one branch office, which one does this application refer to? **Note: All information in this application must refer to this particular branch office.**

3. Company details

1. Type of organisation (*please tick a box*)

Company Partnership Sole Trader Other _____

2. ACN _____

3. ABN _____

4. Date incorporated _____

5. Names of Directors/Partners _____

7. Evidence of suitably qualified and experienced personnel

You will need to provide evidence that your company/branch office has suitably qualified and experienced personnel for the design, project management, construction, survey and asset recording of water and sewerage assets for land development.

ie. Civil engineers, surveyors, on-site supervisors.

Tick the box to indicate you have attached the following to this application:

Curriculum vitae of relevant personnel.

8. Evidence of relevant experience

You will need to provide evidence of relevant experience in the design, project management, construction, survey and asset recording of water and sewerage assets for land developments.

a. Please complete the following table. List recent projects where the company/branch office, or company personnel, were directly responsible for water/sewerage assets:

Brief project description	Contract value	Completion date (or expected)
1.		
2.		
3.		
4.		
5.		

b. Referees for the above projects:

1. Company _____

Name _____

Telephone _____

2. Company _____

Name _____

Telephone _____

3. Company _____

Name _____

Telephone _____

c. If you currently provide land development consultancy services to other organisations

ie. water authorities, councils. Please provide brief details and referees.

9. Evidence of financial/work force stability

You will need to provide evidence of your company/branch office's financial and work force stability.

a. Tick the boxes to indicate you have attached the following to this application:

- The last three audited financial reports (or as many as possible for newer companies)
- Period of employment for individual personnel included in the CV's (see 4. above)

b. Central Highlands Water may need to contact your company's accountant for further details. If you consent to this please complete the following:

Name of accounting firm: _____

Contact person: _____

Telephone: _____

10. Consultant listing

If your company/branch office meets the approved standards and this application is successful, your company will be eligible to appear on the Central Highlands Water 'known consultants listing'.

If successful, is your company to be added to the consultant list? *(please tick a box)*

- Yes, please add the company name to the Central Highlands Water list.
- No, please do not add the company name to the Central Highlands Water list.

11. Declaration

I declare that all of the information that I have provided to Central Highlands Water in this application is true and correct to the best of my knowledge.

Print name _____ Signed _____

Date _____

Privacy

The information obtained from this application is only for the purposes of determining if you meet Central Highlands Waters standards for land development consultants. It will not be distributed to other parties without the consent of the applicant.

Return form to

Once you have completed this form please return it to:

Land Development Officer
Central Highlands Water
PO Box 152
Ballarat Vic 3353

Please note failure to submit supporting documentation, or to complete all sections of the application, will delay the processing of your application.

Reminders

Have you attached:

- A copy of the quality management system third party quality certification certificate?
- A curriculum vitae for all relevant personnel, including period of employment with your company?
- The required number of financial reports for the company?

Have you demonstrated:

- Awareness of the required environmental standards/management systems?
- An awareness of the required safety standards/management systems?
- Have you chosen to attach any supporting documentation to demonstrate an awareness in these two areas?