

## PRIVATE WORKS APPLICATION FORM

**Before completing this application form:**

Read PP029 Private Works Policy

It is encouraged to contact Goldenfields Water on 02 6977 3200 to discuss your potential application prior to completing and submitting the form.

**SECTION 1** – To be completed by applicant.

Contact Details			
Property Owners Name:			
Applicants Name: <i>(If different to the owner)</i>			
Applicants Address:			
Suburb:		Postcode:	
Email Address:		Contact Number:	

Property Details (Title) / Works Location			
Property Address:			
Suburb:		Postcode:	
Lot No:		Plan No (DP):	

Proposed Private Work details			
Requested construction start date:		Requested construction end date:	

Description of work:

<b>Additional Information</b> <i>(These must be submitted with the private works application form)</i>	
<input type="checkbox"/> Local council approval (if required) <input type="checkbox"/> Design plans <input type="checkbox"/> Environmental assessment or approval (if required)	
<b>Any additional information provided in support of your application:</b>	

## **SECTION 2**

<b>INTERNAL USE ONLY</b>			
<b>Project Manager (Name)</b>			
<b>Cost Estimate:</b>	<b>\$</b>	<b>GST =</b>	<b>Total inc. GST = \$</b>
<b>Prepayment Required</b>	<b>Yes / No</b>	<i>May be required for any non-Government Private Works</i>	
<b>Estimate prepared and quoted to applicant by</b>			
<b>Name:</b>		<b>Signature:</b>	
<b>Position:</b>		<b>Date:</b>	
<b>Quotation and manager approval for private works to proceed</b>			
<b>Operations / Engineering Manager Name:</b>		<b>Signature:</b>	
<b>Position:</b>		<b>Date:</b>	

## **SECTION 3** – Applicant to sign after receiving quotation in section 2.

<b>Applicant Declaration</b>
<p>I request that Goldenfields Water undertakes the above private works and agree to pay the charges fixed by Goldenfields Water. I indemnify Goldenfields Water against claims for damages which may arise from the carrying out of this work and acknowledge that all required approvals have been obtained for the work. I accept and acknowledge that the actual cost of the work will be ascertained following completion of the work and that if the actual cost is greater than the estimated cost, then the actual cost will be payable.</p> <p>Applicant Name: _____</p> <p>Applicant Signature: _____ Date: _____</p>

## SECTION 4

<b>INTERNAL USE ONLY</b>			
<b>Prepayment (if required)</b>			
<b>Prepayment date:</b>		<b>Receipt No.:</b>	
<b>Received by (Name):</b>		<b>Signature:</b>	
<b>Position:</b>		<b>Date:</b>	

## SECTION 5

<b>INTERNAL USE ONLY</b>	
<b>Works Completion</b>	
<b>Cost: \$</b>	<b>exc. GST</b>
<b>GST: \$</b>	
<b>FINAL COST:</b>	<b>Inc. GST</b>
Finance - final cost prepared by:	
Name: _____	Signature _____
Position: _____	Date: _____
Project Manager - final cost review and approval:	
Name: _____	Signature _____
Position: _____	Date: _____
Operations/Engineering Manager - final cost review and approval:	
Name: _____	Signature _____
Position: _____	Date: _____
<b>Invoicing</b>	
<input type="checkbox"/> Debtor Invoice Request Form forwarded to Accounts Payable:	
Name: _____	Signature _____
Position: _____	Date: _____