

# Self Help Program Application Form

**Applicant Names:**

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**Applicant's Residential Address:**

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**Applicant's Postal Address:**

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**Applicant's Contact Number:**

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**Applicant's Email Address:**

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**Description of Proposed Works:**

**What are the benefits of the works to the Shire:**

**Proposed Location of Works (*attach map if practicable*) :**

**Is the proposed works on Council owned infrastructure assets and/or property?**

**Yes                      No                      Unknown**

**What is the estimated total value of the works? \$**

**Further Information**

Moree Plains Shire Council  
Level 2, 30 Heber Street  
PO Box 420  
MOREE NSW 2400  
Tel: 02 6757 3222  
Fax: 02 6752 3934

**What financial and/ or in-kind contribution are you willing to contribute to the works?**

Cash Contribution: \$

**In-kind Contribution of material/s:**

*Council will only consider contributing up to 50% of the final cost of the works.*

Material:

Quantity:

Estimated Value (excluding GST):

Includes delivery to worksite? Yes                      No

Material:

Quantity:

Estimated Value (excluding GST):

Includes delivery to worksite? Yes                      No

Material:

Quantity:

Estimated Value (excluding GST):

Includes delivery to worksite? Yes                      No

**Other in-kind Contribution:**

Contribution:

Quantity:

Estimated Value (excluding GST):

**Total Estimate Value of Cash and/or In-Kind Contribution: \$**

*Currently the Self Help Program Policy only has provision of cash funds and contribution of materials though Council may consider, on an individual case, other contributions depending on the level of risk exposure to Council.*

**Proposed Timeframe of Works:**

Start Date:

Finish Date:

**Is there any Development Application recent or proposed that will affect these works?**

Yes                      No

**Insurances:** *(not applicable if making a cash contribution only)*

The applicant will be required to effect and maintain insurance policies in the following if they wish to supply materials only, material including delivery and/or other non-cash only contribution to the works:

- Accident and Sickness Insurance or Worker's Compensation insurance cover for the statutory and common law liability for death or injury to persons employed by the contractor or in this case, the applicant.
- Public Liability Insurance to the value of \$20,000,000AUD that covers working on the roads or other Council owned infrastructure.

*(Please note that farm public liability that only covers the farm is not suitable)*

- Professional Indemnity Insurance in the sum of at least \$5,000,000AUD in respect of any one occurrence. The policy must include provision for one automatic reinstatement of the sum insured (if applicable).
- Product Liability Insurance in the sum of at least \$10,000,000AUD in respect of any one occurrence.
- Motor vehicle and/or plant insurance for all vehicles/ plant used to deliver the material to the site and/or will be used on worksite (if applicable).

*Please attach copies of relevant documents.*

**Other Requirements:** *(not applicable if making a cash contribution only)*

- Current registration for all vehicles/plant on Council worksite including those delivering materials.
- White Card for all workers on a Council worksite including those delivering material to the site.
- Ticket/ licenses (any plant that requires a special license/ticket)
- Working Near Overhead Powerline tickets (if applicable to the worksite)
- Registration in Council's CIMS as it is a requirement for all contractors carrying out works on *Council sites*.

*Please attach copies of relevant documents.*

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**Do you agree to abide by Council’s policies, procedures and legislative requirements?:**

- Work Health and Safety Policy
- Safe Work Procedures and Safe Work Method Statements (SWMS)
- Insurance requirements
- Other requirements as listed above
- Working on construction sites requirement
- Traffic control when delivering material to site
- Worksite Inductions (if applicable)

Yes                      No

**Please documents that are attached to the application:**

- Evidence of support from landowner/s adjoining the works
- Map showing the proposed location of the works
- Design plans that may be applicable to the works
- Copies of insurance policy certificate of currency (if applicable)
- Letters of support for the works
- Copies of any license/ tickets, white cards etc. (if applicable)
- Other (specify)\_\_\_\_\_
- Other (specify)\_\_\_\_\_
- Other (specify)\_\_\_\_\_
- Other (specify)\_\_\_\_\_

**I/ We, the applicant/s certify that the information provided in this application is accurate and true, to the best of my/our knowledge and request Council assess my/our application against the Self Help Program Policy and Procedure:**

Signature of Applicant: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

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