



Hunter Water Corporation

Application Form – Accredited Construction Contractor

Instructions for lodging an application

Electronic format (email)

Hunter Water accepts electronic copies of applications by email. Any related documents should be included as PDF attachments. Applications in this format may be sent to:

accreditation.support@hunterwater.com.au

Hunter Water does not take responsibility for delivery failure. Applicants may contact Hunter Water to confirm receipt of emails.



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Fill out all applicable areas. If submitting a scanned copy, please ensure all handwriting is legible and in block letters.

Section 1 – Applicant's details	
Applicant's name:	
Business or trading name (if applicable):	
Date of company registration:	
Applicant's title (if applicable):	
Address:	
Postal Address:	
ACN (if applicable):	
ABN (if applicable):	
Phone:	
Email:	

Applicants must specify which category or categories they are applying for, by writing either 'Yes' or 'No' in the boxes provided.

Section 2 – Accreditation category or categories requested		
Code	Accredited Construction Contractor services	Yes/No
C1	Water and gravity sewer reticulation – routine works	
C2	Pump stations - complex works	
C3	Pressure sewer – complex works	
C4	Trunk infrastructure >300mm diameter	



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Applicants must provide details of their current insurance policies, including names of insurance companies, policy numbers, amounts of cover, and expiry dates. Applicants must also attach certificates of currency.

Section 3 – Insurances	
Public Liability Insurance (\$20 million minimum)	
Name of insured:	
Insurer:	
Policy number:	
Sum insured: \$	
Expiry date:	
Workers Compensation Insurance	
Name of insured:	
Insurer:	
Policy number:	
Sum insured: \$	
Expiry date:	



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Section 4 – Relevant company experience

A minimum of four recent relevant projects is preferred, ideally within the last two years. More may be attached, if the applicant desires.

Project name:
Approximate project value: \$
Date completed:
Client:
Brief description of scope and location:
Client representative:
Client representative's telephone number:

Project name:
Approximate project value: \$
Date completed:
Client:
Brief description of scope and location:
Client representative:
Client representative's telephone number:



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Section 4 – Relevant company experience (continued)

Project name:
Approximate project value: \$
Date completed:
Client:
Brief description of scope and location:
Client representative:
Client representative's telephone number:

Project name:
Approximate project value: \$
Date completed:
Client:
Brief description of scope and location:
Client representative:
Client representative's telephone number:



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Section 5 – Key personnel

Applicants must demonstrate that all key personnel possess the relevant experience, competencies, qualifications and training listed in Section 5 of 'Corporate Standard – Accreditation of Suppliers for Developer Works'. Nominate as a minimum, the Company Manager, one Project Manager and one Site Supervisor. Provide CVs for each.

Name:
Position:
Qualifications:
Relevant training:
Professional associations:
Years of relevant design/certification experience:
Recent projects:

Name:
Position:
Qualifications:
Relevant training:
Professional associations:
Years of relevant design/certification experience:
Recent projects:



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Section 5 – Key personnel (continued)

Name:
Position:
Qualifications:
Relevant training:
Professional associations:
Years of relevant design/certification experience:
Recent projects:

Name:
Position:
Qualifications:
Relevant training:
Professional associations:
Years of relevant design/certification experience:
Recent projects:



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Section 6 – Subcontractors

Applicants must provide details of any specialist subcontractors they use on projects which deliver infrastructure to Hunter Water. Use additional pages and attach details as necessary.

Company name:
Address:
ABN/ACN (please circle as appropriate):
Contact name:
Contact title:
Phone:
Email:
Recent projects:

Company name:
Address:
ABN/ACN (please circle as appropriate):
Contact name:
Contact title:
Phone:
Email:
Recent projects:



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Section 7 – Evidence of training

Attach evidence of completion of:

- Pipelaying training eg:
 - Certificate III in Civil Construction
 - Century Plus Ductile Iron Pipe Installation training, or equivalent
- Confined Space Training, to be compliant with the NSW Government's *Work Health and Safety Regulation 2011*. This is only a requirement for Routine Major and Complex Works.
- WHS General Construction Induction (White Card)

Section 8 – WHS management system

To be included on Hunter Water's Accredited Construction Contractor Register, you must submit a generic site WHS management plan addressing the issues detailed in [NSW Government Work Health and Safety Management Systems and Auditing Guidelines \(edition 5\)](#).

Section 9 – Environmental management system

To be included on Hunter Water's Accredited Construction Contractor Register, you must submit a generic site environmental management plan addressing the issues detailed in [NSW Government Environmental Management Systems Guidelines \(edition 3\)](#).

Section 10 – WSAAs Codes and Standards

Attach evidence of purchase of current WSAAs Codes and Standards



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By signing this application, you are acknowledging that the information you have provided is correct, that your company meets all the requirements, and have read and understood your role, responsibilities and obligations as an Accredited Construction Contractor.

Section 11 – Signature	
Company director's name:	_____
Signature:	_____ Date: _____