

Authorised & Accredited Contractor Permit Application



If you need help lodging your form, contact us				Office use only	
Email	council@northernbeaches.nsw.gov.au			Form ID	4026
Phone	1300 434 434			TRIM Ref.	C000973
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103	Last updated	June 2025
				Business unit	Environment & Resilience
				Application no.	
				Date received	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Part 1: Business details

Title (Managing Director)	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other:		
First name (Managing Director)			
Last name (Managing Director)			
Company name (attach business card if relevant)			
Address			Postcode
Business contact phone			After hours no.
Business contact mobile			Fax
Email			

Part 2: Company representative (to be on site for duration of work)

Name			
Position in company		Years with company	
Business contact phone			After hours no.
Business contact mobile			Fax
How long have you been carrying out this type of work?			
Have you been an Authorised Footpath Crossing/Associated Work Contractor with Northern Beaches Council previously?	Yes	No	If yes, how many years?

Part 3: Accreditation requirements

Accreditation requirements			
<p>Council will conduct a preliminary assessment of the application. If the preliminary assessment is considered satisfactory, the application will be referred to Council's Independent Consultant (BNG Conserve) who will handle the accreditation process. BNG Conserve will assess the application against the following assessment criteria:</p> <ol style="list-style-type: none">1. Incorporated company/ business name and ABN2. Public Liability Insurance3. Workers Compensation Insurance4. Accident/ Injury Insurance Cover – sole traders only5. Vehicle, plant and machinery insurance6. Company licences, registrations, permits, certificates etc.7. WorkCover Construction Industry General Induction Card8. WHS documents9. Employee qualifications – certificates, licences etc.10. WHSMS Self Evaluation <p>All correspondence regarding the accreditation process is between the applicant and BNG Conserve. An applicant will not be added to the List of Council Authorised & Accredited Concrete Contractors for Vehicle Footpath Crossings and Associated Works until Council receives formal advice from BNG Conserve.</p> <p>To - The Chief Executive Officer:</p> <ol style="list-style-type: none">1. I agree that the work performed by me in respect of the above will be a contract between myself and the property owner only and that Northern Beaches Council will in no way be liable and/or responsible for bad debts or damage.2. I also agree to perform the work in accordance with Council specifications and directions given by the Urban Infrastructure Manager of Northern Beaches Council or his representative.3. I agree to ensure that, where relevant, driveway profiles and Section 139 Consent have been issued by Council prior to any work being done.4. I agree not to sub-contract any of the work, unless provided with written authorisation by Council. <p>I, the undersigned, hereby make application to become an Authorised Footpath Crossing and Associated Work Contractor for Northern Beaches Council and certify that the above information is true and correct. I also understand that I am liable to be struck off the Authorised Contractors List at any time, if the work performed by me is deemed unsatisfactory by Council's representative, or the above details are not true and correct and not complied with in every way.</p>			
Full name			
Signed		Date	

Notes
<ol style="list-style-type: none">1. This application will not be considered until the required fees have been paid to BNG Contractor Services who will contact you directly for payment.2. Council requires a minimum of 24 hours notice when requested by the Contractor to carry out inspections.