

**COUNCIL REQUIRMENTS – APPROVED CONTRACTOR APPLICATION**

Council has recently reviewed its system for contractors approved to undertake construction and maintenance work on roads vested in Council.  
To maintain approved Contractor status companies will be required to meet the following criteria to qualify.

1. Provide evidence that they have appropriate experience. (initial application only).
2. Provide evidence that they have or have access to appropriate equipment for the work involved (initial application only).
3. Provide evidence that they have a current public liability insurance cover of at least two million dollars ($2,000,000.00).
4. Provide to Council a copy of their current Occupational Health and Safety Plan. The minimum requirement is ACC Workplace Safety Management Practices – Primary Level.
5. Provide to Council a copy of the last two Health and Safety meeting minutes and actions for review.
6. Provide to council a copy of the incident register for the past two years for review.
7. Provide to Council a register of the work completed on Council assets in the last two years for review.
8. Provide evidence that they currently meet the Transit NZ Code of Practice for Temporary Traffic Management and they have trained, qualified staff to Level 1 Basic Traffic Controller (TC) and Site Traffic Management Supervisor (STMS).

Council will require companies wishing to retain approved contractor status to furnish this information every two years and show evidence that they comply with the requirements included below before the status will be reconfirmed.

Yours faithfully,

**NAME**Position



**COUNCIL REQUIRMENTS – APPROVED CONTRACTOR EXPECTATIONS**

Council requires that contractors understand the following prior to undertaking any work on any road vested in Council:

* The contractor will need to give up to five (5) working days’ notice prior to work commencing to Council for inspection and approval by council staff.
* That all work must be carried out in accordance with any relevant regulations, standards and statutes, etc.
* That the contractor must provide a work plan outlining the location and layout of the work and identify any subcontractors, methods and materials to be used.
* That temporary traffic management and safety at road work sites shall be as outlined in the relevant section of the Transit NZ Code of Practice for Temporary Traffic Management or any supplements adopted by Council.
* That, unless covered by contracts with Council or other Council dispensation, a contractor must make a separate application and provide traffic management plans to Council on each occasion that they wish to carry out work on or in road reserve vested in Council.
* That the contractor is responsible for determining and location the physical existence and positions of survey standards, pipes, cables and other services, on, under or about the site of the proposed works and for protecting these services.
* That the contractor shall be responsible for the cost of repairs for any damage that occurs to any services, assets or utilities as a result of the works being undertaken by the contractor or his/her subcontractors.
* That the contractor, if required, is to furnish to the Council “as built” plans within 10 days of the completion of the works.
* That the contractor must meet all costs of any reinstatement required to be undertaken by the Council.
* That any reinstatement work is to be undertake to the council’s specifications.
* Completion must be notified to Council and that the Council’s Infrastructure staff will inspect any reinstatement work to ensure the specifications are met.
* Failure to adhere to the above may result in the loss of Approved Contractor status.  
  R7/17/1



**COUNCIL REQUIRMENTS – APPROVED CONTRACTOR APPLICATION FORM**

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| Contractor Company Name |  | Records reviewed and accepted by Kaikoura District Council Infrastructure Staff |
| Address |  |
| Phone Number(s) |  |
| Email Address |  |
| Approved Contractor Status | New Application Renewal | Yes / No |
| Public liability Insurance Current Copy Provided | Yes / No | Yes / No |
| COPTTM Staff Training Records provided (TC and STMS) | Yes / No | Yes / No |
| Health and Safety Plan Provided | Yes / No | Yes / No |
| Health and Safety Meeting minutes provided (past 2 meetings) | Yes / No | Yes / No |
| Incident register for the past 2 years provided | Yes / No | Yes / No |
| Register of Work completed on Council Assets in past 2 years provided | Yes / No | Yes / No |
| Date Submitted |  | Yes / No |
| Submission completed by |  | Yes / No |
| Signed/Approved by Company Owner/Manager |  | Yes / No |
| This signed document represents that the contractors has read and understood and will abide by the Approved Contractors expectations and requirements under Kaikoura District Council, COPTTM and the National Utilities Code of Practice. | | |

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| --- | --- |
| BDC Date Reviewed |  |
| BDC Reviewed By |  |
| Past 2 years work met/exceeded standards | Yes / No / Not Applicable |
| Approved contractor Status Achieved | Yes / No |
| Status Notified to Contractor | Yes / No |
| Date Status Notified |  |
| BDC AC List and Website updated | Yes / No |