



DOCUMENT 1019

PROCESS AND CHECKLIST FOR APPLICATION AND INSTALLATION OF PONTOON OR FLOATING DEVICE. (Refer Document 1016 for Regulations).

OWNERS NAME: _____

PROPERTY ADDRESS: _____

All parties must comply with the process and regulations associated with the application and approval for the installation of the items detailed within the document.

The damage or loss of this document may result in significant delay or restarting of the installation process.

A copy of this document will be submitted to Sutherland Shire Council as part of the Development Approval process.

Please ensure all processes in the below checklist are completed.

- | | | |
|--|---------------------------------|--------------------------|
| 1. Complete general details section | (Contractor and owner) | <input type="checkbox"/> |
| 2. Perform initial site visit | (Contractor or Director) | <input type="checkbox"/> |
| 3. Review Share Holder Compliance | (Director) | <input type="checkbox"/> |
| 4. Sketch & Submit Draft Drawing for review by SWL | (Contractor or Owner) | <input type="checkbox"/> |
| 5. Draft sketch assessed / reviewed for approval | (Director) | <input type="checkbox"/> |
| 6. Submit draft (CAD) drawings for review by SWL | (Contractor or Owner) | <input type="checkbox"/> |
| 7. Sylvania Waterways review draft (CAD) Engineers Drawings | (Director) | <input type="checkbox"/> |
| 8. Notification to adjacent neighbours of application | (Director) | <input type="checkbox"/> |
| 9. Submit Safe Work Method Statement to SWL | (Director) | <input type="checkbox"/> |
| 10. Obtain and submit comprehensive engineer's drawings | (Contractor) | <input type="checkbox"/> |
| 11. Review of final comprehensive engineer's drawings | (Director) | <input type="checkbox"/> |
| 12. Submit bond to SWL and obtain receipt | (Director) | <input type="checkbox"/> |
| 13. Perform checklist Pre DA submission to SSC | (Director) | <input type="checkbox"/> |
| 14. Submission by Applicant/Contractor to SSC for DA Approval | (Contractor) | <input type="checkbox"/> |
| 15. SSC approves DA in writing | (Council) | <input type="checkbox"/> |
| 16. Install device in accordance with approval | (Contractor) | <input type="checkbox"/> |
| 17. Notify SWL of job completion | (Contractor) | <input type="checkbox"/> |
| 18. Review installation for compliance | (Director) | <input type="checkbox"/> |
| 19. Return bond to contractor | (Director) | <input type="checkbox"/> |

1. GENERAL DETAILS

(Contractor or Director)

Property at: _____ Sylvania Waters NSW 2224

Property owners name(s): _____

Property owners Mail Address: _____

Contact Details: Ph _____ Mbl _____ Email _____

Specific devices(s) applied for: _____

Supplier: _____

Supplier contact name: _____

Ph _____ Mbl _____ Email _____

Old devices to be removed: _____

Comments: _____

_____ Date: _____

Person completing details above to print name

2. INITIAL SITE VISIT

(Contractor or Director)

Will the intended installation limit or restrict Stormwater release from main pipes in Sea Wall or into Channels Yes or No

Is the depth adequate for the intended devices Yes or No

Do the intended devices conform to SWL and SSC regulations Yes or No

Can the piling rig access the location Yes or No

List devices to be removed (old): _____

Nominate who will remove items details above: _____

Comments: _____

_____ Date: _____

Person completing details above to print nam

3. REVIEW SHARE HOLDER COMPLIANCE

(Director)

Is the applicant a financial member? Yes or No

Are there any current disputes or non-compliance matters? Yes or No

Do the owners understand all old devices are to be removed? Yes or No

Has the Sea Wall capping beam been upgraded and approved? Yes or No

Is there a copy of the new capping Engineers Certification? Yes or No

(If Yes, attach to application)

Has the owner completed a licence agreement Document 1014? Yes or No

Has the owner submitted signed Seawall Indemnity Form? Yes or No

Comments: _____

Date: _____

Director completing details above to print name

4. SKETCH & SUBMIT HAND DRAWN DRAFT FOR REVIEW BY SWL

(Contractor or Owner)

The purpose of this sketch is to assist in the approval process by limiting upfront costs to the owner/contractor. If the sketch is approved in principal, engineering drawings will be requested or adjustments may be recommended.

Supplied sketch must include – all safety equipment, dimensions from sea wall and boundaries, length and width of all floating devices, location of life buoy with lanyard, location of gangway, location of ladder, length and width of any vessel intended to be moored there, quantity and location of jet ski pods, number and location of poles, etc.

Intended device Manufacturer Company Name _____

Manufacturer Contact Numbers:

Ph _____ Mbl _____ Email _____

Intended Installer:

Intended Pole Installer:

Nominate Certifying Marine Engineer: _____

5. SWL REVIEWS SKETCH OR HAND DRAWN DRAFT

(Director)

Drawing No./Reference: _____

Date: _____

Copy of draft drawing attached:

Yes or No

Draft sketch or drawing conforms to SWL regulations:

Yes or No

SWL to notify contractor or owner to proceed to engineering drawing:

Yes or No

Comments:

Date: _____

Director completing details above to print name

6. SUBMIT DRAFT ENGINEERING (CAD) DRAWINGS FOR REVIEW BY SWL :

(Contractor or Owner)

Drawing No./Reference: _____ Date: _____

Comments: _____

Date: _____

Director completing details above to print name

7. SYLVANIA WATERWAYS REVIEW DRAFT (CAD) ENGINEERS DRAWINGS

(Director)

Distances of Equipment from Neighbours Boundary Line > 1.0m

Yes or No

Old equipment to be removed noted

Yes or No

Certifying Marine Engineer details recorded

Yes or No

Marina – Intended boat will not restrict safe navigation

Yes or No

Copy of engineering drawing attached

Yes or No

Engineering drawing conforms to SWL regulations

Yes or No

Comments:

Date: _____

Director completing details above to print name

Response / Review returned to _____ Date: _____

8. NOTIFICATION TO ADJACENT NEIGHBOURS OF APPLICATION by Sutherland Shire Council during DA process.

9. SUBMIT SAFE WORK METHOD STATEMENT TO SWL

(Director)

S.W.M.S submitted	Yes or No
S.W.M.S. accepted as satisfactory	Yes or No
Approval to Proceed:	Yes or No
Resubmit and Revise/Update:	Yes or No
Proceed and include comments/Notes	Yes or No

Comments:

_____ Date: _____

Person completing details above to print name

10. SUBMIT COMPREHENSIVE ENGINEERS DRAWINGS

(Contractor)

Drawing No: _____ Reference: _____

Architect or Engineer's name: _____ Drawing Dated: _____

Comments: _____

_____ Date: _____

Person completing details above to print name

11. REVIEW OF FINAL ENGINEER'S DRAWINGS

(Director)

Drawing No / Reference identification cross checked: Yes or No

Satisfied no amendments have been made to originals: Yes or No

Comments: _____

_____ Date: _____

Director completing details above to print name

12. SUBMIT BOND TO SWL AND OBTAIN RECEIPT

(Director)

Bond submitted by : _____

Amount: \$2000.00 Cheque No: _____

Date: _____ Received by: _____

Comments: _____

_____ Date: _____

Signature of authorised SWL director



13. PERFORM CHECKLIST PRE DA SUBMISSION

(Director)

Drawings dated and endorsed for Construction	Yes or No
Drawings certified by design engineer	Yes or No
Satisfactory safe work method statement submitted	Yes or No
Neighbour Notification (adjacent)	Yes or No
Objections received from neighbours	Yes or No
Any objections resolved	Yes or No
\$2000.00 Bond received from Contractor, (not owner)	Yes or No
Completed and signed SWL Agreement	Yes or No
Resubmit, Revise/Update	Yes or No
Proceed with DA Application and Include Comments/Notes	Yes or No
Seawall Engineers Certificate	Yes or No

I confirm that I hold the position as Director of Sylvania Waterways Ltd and approve this application for the Property located at (insert address) _____ Sylvania Waters, 2224, for DA submission to Sutherland Shire Council.

Signed Director (SWL) _____ **Print Name:** _____

Contact Ph _____ **Email:** _____ **Date** _____

Description of Work approved:

14. APPLICANT ENGAGES CERTIFIER

15. SSC APPROVES DA IN WRITING

(Council)

16. INSTALL DEVICE IN ACCORDANCE WITH APPROVAL

(Contractor)

Contractor applies for access permit:

Date: _____

Contractor commissions building and or installation works

Access permit issued by director reviewed, recorded and returned to:

(Applicant/Contractor)

(name of recipient)

Date

17. NOTIFY SWL OF JOB COMPLETION

(Contractor)

Contractor notifies SWL of completion of works and installation.

Person notifying SWL: _____

_____ Date: _____

Contractor notifying SWL must complete details above & print name

18. INSPECT SITE FOR INSTALLATION AND COMPLIANCE

(Director)

Engineers Report and Certification

Yes or No

All Old devices and Old pontoons removed from SWL

Yes or No

Life Buoy and Ladder Fitted and secured permanently

Yes or No

Hand Rails on Platform and Gantry Installed

Yes or No

No Gaps in Landings

Yes or No

Bond return requested by contractor

Yes or No

New Licence Issued to Owner

Yes or No

Customer/Share Holder and SWL must be satisfied that all works carried out are to a professional and satisfactory standard, as per the plans and drawings.

I hereby declare, to the best of my knowledge, the installation of the works as detailed herein comply with the drawings, regulations and standards of Sylvania Waterways Limited and that no pollution or debris has been left behind after works have completed.

I consider this installation compliant and complete: Sign _____

Print Name _____ Date: _____

Comments:

Date: _____

Director completing details above to print name

19. RETURN BOND TO CONTRACTOR

Bond returned to: _____ Amount: _____

Cheque Number: _____ Date: _____

Submitted by: _____

CAUTION: DO NOT SAW, CUT OR CORE HOLES IN SEA WALL CAPPING