



DOCUMENT 1020

PROCESS AND CHECKLIST FOR APPLICATION OF SEAWALL

REFURBISHMENT, REPLACEMENT OR REPAIR

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 or Director) | <input type="checkbox"/> |
| 2. | Perform initial site visit. | (Contractor or Director) | <input type="checkbox"/> |
| 3. | Pre-Work Site Report & Dilapidation Report. | (Contractor) | <input type="checkbox"/> |
| 4. | Review Share Holder Compliance. | (Director) | <input type="checkbox"/> |
| 5. | Agreement for Construction and or maintenance of seawall and or capping beam. | (Director & Applicant) | <input type="checkbox"/> |
| 6. | SWL review of design and certifying engineer's plans. | (Director) | <input type="checkbox"/> |
| 7. | Record comprehensive engineer's drawings. | (Contractor) | <input type="checkbox"/> |
| 8. | Submit Safe Work Method Statement to SWL. | (Director) | <input type="checkbox"/> |
| 9. | Submit bond to SWL and obtain receipt. | (Contractor) | <input type="checkbox"/> |
| 10. | Notify adjacent neighbours of application. | (Contractor) | <input type="checkbox"/> |
| 11. | Perform checklist pre-DA submission to certifier. | (Director) | <input type="checkbox"/> |
| 12. | Approval to submit to council for DA. | (Director) | <input type="checkbox"/> |
| 13. | Certifier approval for works to proceed. | (Certified) | <input type="checkbox"/> |
| 14. | SWL Solicitor approved easement registration. | | <input type="checkbox"/> |
| 15. | SSC approves DA in writing to SWL. | (Council) | <input type="checkbox"/> |
| 16. | SWL approves installation in writing to contractor and owner and issues access permit. | (Director) | <input type="checkbox"/> |
| 17. | Notify SWL of job completion. | (Contractor) | <input type="checkbox"/> |
| 18. | Inspect site for installation and compliance. | (Director) | <input type="checkbox"/> |
| 19. | Return bond to contractor. | (Director) | <input type="checkbox"/> |

1. GENERAL DETAILS

(Contractor and Owner)

Property at: _____ Sylvania Waters NSW 2224

Property owners name(s) _____

Property owners Mail Address: _____

Contact:(Ph) _____ (Mbl) _____ (Email) _____

Works refurbishment description: _____

Contractor Company: _____ Contact Name: _____

Contractors Insurances: W.C _____ P.L. _____

(PH) _____ (Mbl) _____ (Email) _____

Additional information required if New Seawall & Easement is required:

Solicitor Name & Contact details: _____ (Ph) _____ (Email) _____

Property Mortgaged: YES or NO

If Yes, Provide the Mortgagees details: _____

Name of insurer for works until complete _____

Policy Details _____

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 during the intended works? Yes or No

Is the depth adequate for the intended devices Yes or No

Does the intended works conform to SWL and SSC regulations Yes or No

Can the work barge access the location without compromising or inhibiting other residents or waterway users? Yes or No

List devices that will require removal during the works or to make access possible:

Nominate who will remove items details above: _____

Comments: _____

Person completing details above to print name

Dated.

3. Pre-Work Site Report & Dilapidation Report.

(Contractor)

The purpose of this pre-work site report and dilapidation report is to identify additional items to be considered during the construction of a new sea wall and to record the condition of the sea wall, neighbouring sea walls and seabed levels prior to construction works commencing.

Property Address: _____ Sylvania Waters.

Report prepared by; _____ Of (address) _____ Dated _____

		Yes	No
3.1	Is the Sea Wall for the property above currently safe & stable?	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Are the adjacent neighbour's walls safe & stable?	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Have neighbour's sea walls had any upgrade works (e.g. tie rods) completed?	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Are there any buried services (power, gas, water) nearby?	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Are there any waterfront devices in the work zone that need removal and replacing post construction? (Note: devices must be repositioned in accordance with SWL regulations (min 1.0m from property boundaries).	<input type="checkbox"/>	<input type="checkbox"/>
3.6	List any other item that needs removal or alteration to carry out the sea wall works e.g. Fencing, drainage, landscaping.		

3.7	Are there any Council stormwater pipes in the wall?	<input type="checkbox"/>	<input type="checkbox"/>
3.8	Has SSC been notified to inspect the work site & comment.	<input type="checkbox"/>	<input type="checkbox"/>
3.9	Seabed level survey completed & report submitted to SWL.	<input type="checkbox"/>	<input type="checkbox"/>
	Seabed levels to be surveyed by a suitably qualified and certified surveyor. Recommendation is that sea bed levels be measured at 2m intervals from a distance of 1.0 meter and 2.0 meters from the sea wall.		
3.10	Contractor to complete written report and submit to SWL with supporting photo's. Report should include such items as the existence of services to existing devices e.g. water & reconnection.		

4. 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
- Is the contractor approved and has experience working in Sylvania Waters? Yes or No

5. AGREEMENT FOR CONSTRUCTION AND OR MAINTENANCE OF SEAWALL AND OR CAPPING BEAM

(Director & Applicant)

Property owner to complete and sign the following agreement for Construction and or maintenance of seawall and or capping beam.

Agreement between:

Sylvania Waterways Limited ACN 002729839 (the company) of PO Box 4628 Sylvania Waters NSW 2224

AND:

(The applicant)

(Name)

Sylvania Waters NSW 2224

(Address)

- 5.1 The applicant, being a shareholder in the company, and owner of the registered property as detailed above (“the resident”) seeks the consent of the Company to carry out the construction or maintenance of seawall and/or capping at the residence.
- 5.2. The capping beam will extend over company land be approximately 1000mm.
- 5.3 The Company and the applicant wish to formalise the agreement between both parties and the conditions of the agreement.

1. IT IS AGREED:

- 1.1 The Company grants to the applicant a licence to construct and/or repair the capping beam and/or seawall at the residence (“the work”)
- 1.2 The applicant shall use engineering plans approved by the Company for the work
- 1.3 The applicant shall have the work performed by a contractor approved by the Company
- 1.4 The contractor shall be as nominated: _____

(Company)

(Address)

(Contact name)

(Phone number)

- 1.5 The applicant shall ensure all necessary permits are obtained from Sutherland Shire Council or our certifiers, and other appropriate authorities, prior to commencing the work.
- 1.6 The applicant shall hold the company indemnified to the full extent permitted by the law against any or all claims of any nature arising from any accident or occurrence arising from the work.
- 1.7 The applicant shall whilst the registered owner of the residence be responsible for the maintenance and repair of the capping beam and/or seawall.

2. THIS LICENCE SHALL AUTOMATICALLY BE TERMINATED IF:

- 2.1 The applicant ceases for any reason to be a shareholder of the company or;
 - 2.2 The applicant fails to pay any call, levy or fee payable to the company for the time being pursuant to Articles of Association.
 - 2.3 The applicant takes any action to change the nature of or construction of the capping beam and/or seawall without first obtaining written permission from the company.
- 3.** In the event that this licence is terminated for reasons contained within clause 2, the applicant shall pay at the direction of the company an annual licence fee to the company, which shall be no less than the amount prescribed for shareholders levies or fees at that time.
- 4.** In the case of a new sea wall being required on Sylvania Waterways Seabed and easement will be required, under special conditions.

(Director, for and on behalf of the company)

(Signature of the applicant)

(Date)

(Date)

(Witness Signature)

(Witness print)

(Date)

6. SWL REVIEW OF DESIGN AND CERTIFYING ENGINEERS PLANS

(Director)

Certifying Engineer Company: _____

Engineer contact name: _____

(p) _____ (m) _____ (e) _____

Comments: _____

_____ Date: _____

Director completing details above to print name

7. RECORD COMPREHENSIVE ENGINEERS DRAWINGS

(Contractor)

Drawing No: _____ Drawing Dated: _____

Reference: _____

Designer or Engineers Name: _____

Comments: _____

_____ Date: _____

Person completing details above to print name

8. 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: _____

Director completing details above to print name

9. SUBMIT BOND TO SWL AND OBTAIN RECEIPT

(Contractor)

Bond submitted by : _____

Amount: (Repairs) \$2000.00

Amount: New Sea Wall \$10,000.00

Date: _____ Received by: _____

10. NOTIFICATION TO ADJACENT NEIGHBOURS OF APPLICATION

(Contractor)

Notification letters sent to both neighbours

Yes or No

Date Notification letters **sent** to both neighbours

Date: _____

Dates Notification letters **received** from both neighbours:

Date: _____

Neighbour name _____ Date: _____
Satisfactory response? Yes or No
Comments: _____

Neighbour name _____ Date: _____
Satisfactory response? Yes or No
Comments: _____

11. PERFORM CHECKLIST PRE DA SUBMISSION TO CERTIFIER

(Director)

Drawings dated and endorsed for Construction	Yes or No
Number of Drawings submitted: _____	
Drawings certified by design engineer	Yes or No
Satisfactory safe work method statement submitted	Yes or No
Neighbour Notification response satisfactory	Yes or No
Objections received from neighbours	Yes or No
Any objections resolved	Yes or No
\$2000 OR \$10,000 Bond received from Contractor, (not owner)	Yes or No
Completed and signed SWL Agreement	Yes or No
Resubmit, Revise/Update	Yes or No
\$6600 Received from owner for easement	Yes or No

Engineer drawings forwarded to: _____ Print name	Date: _____
--	-------------

Acid sulphate soil management plan forwarded to: _____ Print name	Date: _____
---	-------------

Comments:

Date: _____
Director completing details above to print name

Signed Director (SWL) _____

Print Name _____ **Contact No:** _____

- 12. APPROVAL TO SUBMIT TO COUNCIL FOR DA (Director)
- 13. CERTIFIER APPROVES WORKS CAN PROCEED (Certifier)
- 14. SWL SOLICITOR APPROVED EASEMENT REGISTERED (SWL Lawyers)
- 15. SSC APPROVES DA IN WRITING TO SWL (SSC)
- 16. SWL APPROVES INSTALLATION IN WRITING or EMAIL TO CONTRACTOR AND OWNER (Director)

To: _____

Of: _____

The board of Sylvania Waterways Limited confirms that we have received notice and approval to proceed with the Development Application from the our Certifier and our Solicitor for the refurbishment or repair of the seawall and or capping beam as detailed above.

Please see attached copy.

Approval to Proceed:	Yes or No
Resubmit and Revise/Update:	Yes or No
Proceed and include comments/Notes:	Yes or No
Director Issues Access Permit	Yes or No

Comments:

Date: _____

Director completing details above to print name

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 devices and pontoons removed for works re-established Yes or No

All new and reinstalled devices deemed to be safe Yes or No

Life Buoy Fitted Yes or No

Seawall fencing installation method has not jeopardised the integrity or engineering seawall Yes or No

Penetrations for future services installed appropriately and capped Yes or No

Bond return requested by contractor Yes or No

Details and number of tie rods _____

SWL Easement label fitted to sea wall (if applicable) 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