SYLVANIA WATERWAYS Ltd
Representing the residents of Sylvania Waters

March 2019



DOCUMENT 1019

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

OWNERS NAME: _____

PROPERTY ADDRESS:	PPERTY ADDRESS: Sylvania Wate	
All parties must comply with the process and regulations associaninstallation of the items detailed within the document.	ted with the application and approval fo	or the
Incomplete documentation may result in significant delays with	processing your application.	
A copy of this document will be submitted to Sutherland Shire Co	ouncil as part of the Development Appr	oval process.
Please ensure all processes in the below checklist are completed		
1. Complete general details section	(Contractor / owner)	
2. Photo ID provided	(Contractor / owner)	
3. Perform initial site visit	(SWL or authorised representative)	
4. Review shareholder compliance	(SWL or authorised representative)	
5. Sketch & submit draft drawing for review by SWL	(Contractor or Owner)	
6. Draft sketch assessed / reviewed for approval	(SWL or authorised representative)	
7. Submit draft (CAD) drawings for review by SWL	(Contractor or Owner)	
8. Sylvania Waterways review engineer's drawings	(SWL or authorised representative)	
9. Pay application fee to SWL and obtain receipt	(Contractor / Owner)	
10. Perform checklist pre-DA submission to SSC	(SWL or authorised representative)	
11. Submission by applicant/contractor to SSC for DA approval	(Contractor /Owner)	
12. Sutherland Shire Council (SSC) DA approval in writing	(Council)	
13. Apply for access permit	(Contractor)	
14. Access permit issued	(SWL or authorised representative)	
15. Notify SWL of job completion	(Contractor / Owner)	
16. Final site inspection	(SWL or authorised representative)	
17. New license issued to owner	(SWL or authorised representative)	



1. GENERAL DETAILS			(Contractor / Owner)
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	
Original devices to be removed	l:		
Original devices to be reinstate	ed:		
Contractor to remove and re-in	nstate items above:		
		Date:	
2. PHOTO ID (must include na	me and signature)		(Contractor or Owner)
3. INITIAL SITE VISIT			(SWL or authorised representative)
Will the intended installation li release from main pipes in Sea			Yes or No
Is the depth adequate for the i	ntended devices		Yes or No
Do the intended devices confo	rm to SWL and SSC regulations		Yes or No
Can the piling rig access the loo	cation		Yes or No
Comments:			
			Date:

Director or authorised representative completing details above to print name



4. REVIEW SHAREHOLDER COMPLIANCE	(SWL or authorised representat	.ive)
Is the applicant a member?	Yes or No	
Are there any current disputes, debts owing 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 been upgraded?	Yes or No	
Has the sea wall recently had new tie rods/ground anchors installed?	Yes or No	
If Yes, is engineers certificate attached to applications?	Yes or No	
Has the owner completed an application form 1025?	Yes or No	
Comments:		
Date:Date:		
5. SKETCH & SUBMIT HAND DRAWN DRAFT FOR REVIEW BY SWL	(Contractor or Owne	-
The purpose of this sketch is to assist in the approval process by limiting up the sketch is approved in principal, engineering drawings will be requested		-
Supplied sketch must include – all safety equipment, dimensions from sea all floating devices, location of life buoy with lanyard, location of gangway, any vessel intended to be moored there, quantity and location of jet ski po	location of ladder, length and width	of
Intended device Manufacturer Company Name		
Manufacturer Contact Numbers:		
PhMblEmail		
Intended Installer:		
Intended Pole Installer:		
Nominate Certifying Marine Engineer:		

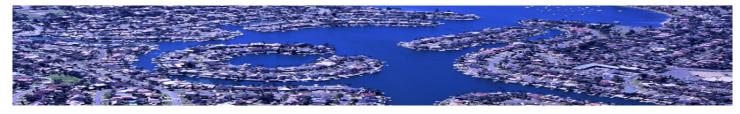


6. SWL REVIEWS SKETCH OR HAND DRAWN DRAFT

(SWL or authorised representative)

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 dra	awing:	Yes or No
Comments:		
	Date:	
Director or authorised representative completing details above to print name		
7. SUBMIT DRAFT CAD DRAWINGS FOR REVIEW BY SWL		(Contractor or Owner)
8. SYLVANIA WATERWAYS REVIEW ENGINEERS DRAWINGS	(SWL or aut	horised representative
Drawing No./Reference:	Date:	
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 device 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 or authorised representative completing details above to print name		
Response / Review returned to	Date:	
9. PAY APPLICATION FEE TO SWL AND OBTAIN RECEIPT	(Contra	ctor or Owner)
Application fee: \$2,200.		
Date: Received by:		





10. PERFORM CHECKLIST PRE-DA SUBMISSION	(SWL or authorised representative)
Drawings dated and endorsed by SWL for Construction	Yes or No
Drawings certified by design engineer	Yes or No
\$2,200.00 application fee paid	Yes or No
Completed and signed application form 1025	Yes or No
Seawall engineers certificate attached	Yes or No
I confirm that I am a Director of Sylvania Waterways Ltd or author for the Property located atsubmission to Sutherland Shire Council.	
Signed: Director or authorised representative	Print Name:
Contact PhEmail:	Date
Description of Work approved:	



11. SUBMIT DA TO SSC FOR APPROVAL	(Contractor /Owner)
12. SSC APPROVE DA	(Council)
13. APPLICATION FOR ACCESS PERMIT	(Contractor /Owner)
14. ACCESS PERMIT ISSUED	(SWL or authorised representative)
15. NOTIFY SWL OR AUTHORISED REPRESENTATIVE OF JOB COMPLETION	(Contractor/ Owner)
Person notifying SWL:	
Date:	
16. FINAL SITE INSPECTION	(SWL or authorised representative)
Engineers report and certification received	Yes or No
All old waterfront devices removed from SWL	Yes or No
Life buoy and ladder fitted and secured permanently	Yes or No
Hand rails on platform and gantry	Yes or No
All waterfront devices comply with SWL Regulations, SSC LEP and all relevant Australian Standards.	Yes or No
Compliance Certificate for electrical works provided (if power installed)	Yes or No

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

17. NEW LICENSE ISSUED TO OWNER

Yes or No