



DOCUMENT 1020

**PROCESS AND CHECKLIST FOR APPLICATION FOR NEW SEA WALL,
MAINTENANCE, REPAIR OR REFURBISHMENT
(including tie rod and ground anchor upgrades)**

Note Items only items designated (T) required for new tie rod/ ground anchors.

T
OWNERS NAME: _____

T
PROPERTY ADDRESS: _____ Sylvania Waters, 2224

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.

Incomplete documentation may result in significant delays with processing your application.

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Please ensure all processes in the below checklist are completed.

- | | | | |
|-----|---|------------------------------------|--------------------------|
| 1. | Complete general details section. | (Contractor / Owner) | <input type="checkbox"/> |
| 2. | Photo ID provided. | (Contractor / Owner) | <input type="checkbox"/> |
| 3. | Perform initial site visit. | (SWL or authorised representative) | <input type="checkbox"/> |
| 4. | Confirm temp location of existing devices during construction | (Contractor) | <input type="checkbox"/> |
| 5. | Review shareholder compliance. | (SWL or authorised representative) | <input type="checkbox"/> |
| 6. | Review comprehensive engineer's drawings. | (Contractor) | <input type="checkbox"/> |
| 7. | Pay application fee to SWL and obtain receipt | (Contractor) | <input type="checkbox"/> |
| 8. | Certifier approval for works to proceed. | (Certifier) | <input type="checkbox"/> |
| 9. | SWL Solicitor approved easement registration. | (SWL Lawyer) | <input type="checkbox"/> |
| 11. | SWL approves installation in writing to contractor | (SWL or authorised representative) | <input type="checkbox"/> |
| 12. | Notify SWL of job completion. | (Contractor) | <input type="checkbox"/> |
| 13. | Inspect site for installation and compliance. | (SWL or authorised representative) | <input type="checkbox"/> |
| 14. | New license issued to owner | (SWL or authorised representative) | <input type="checkbox"/> |

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1. GENERAL DETAILS

(Contractor / Owner)

Property at: _____ Sylvania Waters NSW 2224

Property owners name(s) _____

Property owners mailing address: _____

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

Works refurbishment description: _____

Contractor Company: _____ Contact Name: _____

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

Additional information required if New Seawall & Easement is required:

Solicitor name _____

Contact name _____ (Ph) _____ (Email) _____

Property Mortgaged: YES or NO If Yes, Provide the Mortgagees details: _____

Name of insurer for works until complete _____

Policy Details _____

2. PHOTO ID (must include name and signature)

(Contractor or Owner)

3. INITIAL SITE VISIT

(SWL or authorised representative)

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 T

Is the depth adequate for the intended devices? Yes or No T

Does the intended works conform to SWL and Sutherland Shire Council (SSC) regulations? Yes or No T

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

Are there any Council stormwater pipes in the wall? Yes or No T

Seabed level survey completed & report submitted to SWL. Yes or No

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.

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

T
Nominate who will remove items details above: _____

T
List additions or alterations that are required to original devices to be re-instated to ensure they comply with SWL regulations and SSC LEP (e.g. must not encroach within 1m of the property boundary).

Director or authorised representative completing details above to print name . Dated.

T
Name of certifying engineer _____

NOTE: Any application is approved conditional upon these items being addressed.

T
4. CONFIRM TEMPORARY LOCATION OF EXISTING DEVICES DURING SEA WALL CONSTRUCTION or REPAIRS (Contractor)

T
5. REVIEW SHARE HOLDER COMPLIANCE (SWL or authorised representative)

Is the applicant a member? Yes or No

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

Has the owner completed an application form 1025? Yes or No

T
6. REVIEW COMPREHENSIVE ENGINEERING DRAWINGS (SWL or authorised representative)

Drawing No: _____ Drawing Dated: _____

Reference: _____

Designer or Engineers Name: _____

Comments: _____

_____ Date: _____

Director or authorised representative completing details above to print name

7. PAY APPLICATION FEE TO SWL AND OBTAIN RECEIPT

(Contractor)

Application fee for new sea wall \$7,700 inc GST submitted by : _____

Application fee for sea wall maintenance and or repairs \$2,200 submitted : _____

Date: _____ Received by: _____

8. CERTIFIER APPROVES WORKS CAN PROCEED

(Certifier)

9. SWL SOLICITOR APPROVED EASEMENT REGISTERED

(Simpson Freed).

T
10. SWL APPROVES APPLICATION IN WRITING / EMAIL TO CONTRACTOR & OWNER

(Simpson Freed)

T
11. 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

12. FINAL SITE INSPECTION FOR INSTALLATION AND COMPLIANCE

(SWL or authorised representative)

Sea wall engineers report and certification Yes or No **T**

All devices and pontoons removed for works re-instated Yes or No **T**

All new and reinstalled devices comply with SWL regulations & SSC LEP Yes or No

Lifebuoy fitted Yes or No **T**

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

Details and number of tie rods _____ **T**

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 or authorised representative completing details above to print name

13. NEW LICENSE ISSUED TO OWNER Yes or No **(SWL or authorised representative)**

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