



DOCUMENT 1019

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

OWNERS NAME: _____

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.

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 / owner) | <input type="checkbox"/> |
| 2. Photo ID provided | (Contractor / owner) | <input type="checkbox"/> |
| 3. Pay application fee & BOND to SWL and obtain receipts | (Contractor / Owner) | <input type="checkbox"/> |
| 4. Perform initial site visit | (SWL or authorised representative) | <input type="checkbox"/> |
| 5. Review shareholder compliance | (SWL or authorised representative) | <input type="checkbox"/> |
| 6. Sketch & submit draft drawing for review by SWL | (Contractor or Owner) | <input type="checkbox"/> |
| 7. Draft sketch assessed / reviewed for approval | (SWL or authorised representative) | <input type="checkbox"/> |
| 8. Submit draft (CAD) drawings for review by SWL | (Contractor or Owner) | <input type="checkbox"/> |
| 9. Sylvania Waterways review engineer's drawings | (SWL or authorised representative) | <input type="checkbox"/> |
| 10. Perform checklist pre-DA submission to SSC | (SWL or authorised representative) | <input type="checkbox"/> |
| 11. Submission by applicant/contractor to SSC for DA approval | (Contractor /Owner) | <input type="checkbox"/> |
| 12. Sutherland Shire Council (SSC) DA approval in writing | (Council) | <input type="checkbox"/> |
| 13. Apply for access permit | (Contractor) | <input type="checkbox"/> |
| 14. Access permit issued | (SWL or authorised representative) | <input type="checkbox"/> |
| 15. Notify SWL of job completion | (Contractor / Owner) | <input type="checkbox"/> |
| 16. Final site inspection | (SWL or authorised representative) | <input type="checkbox"/> |
| 17. New license issued to owner | (SWL or authorised representative) | <input type="checkbox"/> |

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: _____

Original devices to be reinstated: _____

Contractor to remove and re-instate items above: _____

_____ Date: _____

Person completing details above to print name

2. PHOTO ID (must include name and signature)

(Contractor or Owner)

3. PAY APPLICATION FEE & BOND TO SWL AND OBTAIN RECEIPT

(Contractor or Owner)

Application fee: \$2,200. Date: _____ Received by: _____

Bond: \$10,000. Date: _____ Received by: _____

4. INITIAL SITE VISIT

(SWL or authorised representative)

- i) Will the intended installation limit or restrict stormwater release from main pipes in sea wall or into channels? Yes or No
- ii) Is the depth adequate for the intended devices? Yes or No
- iii) Do the intended devices conform to SWL and SSC regulations ? Yes or No
- iv) Can the piling rig access the location Yes or No

Comments: (e.g. are there any existing structures or poles that need to be removed?)

Date: _____ Director or authorised representative completing details above to print name _____

5. REVIEW SHAREHOLDER 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 |
| 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: _____

Director or authorised representative completing details above to print name.

6. 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: _____

7. 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 drawing: Yes or No

Comments:

_____ Date: _____

Director or authorised representative completing details above to print name

8. SUBMIT DRAFT CAD DRAWINGS FOR REVIEW BY SWL

(Contractor or Owner)

9. SYLVANIA WATERWAYS REVIEW ENGINEERS DRAWINGS

(SWL or authorised 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: _____



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
\$10,00.00 Bond paid (Bonds returned once new waterfront license issued)	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 authorised representative and approve this application for the Property located at _____ Sylvania Waters, 2224, for DA submission to Sutherland Shire Council.

Signed: Director or authorised representative _____ **Print Name:** _____

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

Contractor notifying SWL must complete details above & print name

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

17. NEW LICENSE ISSUED TO OWNER Yes or No

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