



# Hunter Water Corporation

## Application Form – Accredited Design Consultant

### Instructions for lodging an application

#### **Electronic format (email)**

Hunter Water accepts electronic copies of applications by email. Any related documents should be included as PDF attachments. Applications in this format may be sent to:

[accreditation.support@hunterwater.com.au](mailto:accreditation.support@hunterwater.com.au)

Hunter Water does not take responsibility for delivery failure. Applicants may contact Hunter Water to confirm receipt of emails.



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Fill out all applicable areas. If submitting a scanned copy, please ensure all handwriting is legible and in block letters.

Section 1 – Applicant's details	
Applicant's name:	
Business or trading name (if applicable):	
Date of company registration:	
Applicant's title (if applicable):	
Address:	
Postal Address:	
ACN (if applicable):	
ABN (if applicable):	
Phone:	
Email:	

Applicants must specify which category or categories they are applying for, by writing either 'Yes' or 'No' in the boxes provided.

Section 2 – Accreditation category or categories requested		
Code	Accredited Design Consultant services	Yes/No
D1	Water and gravity sewer reticulation – routine works	
D2	Pump stations - complex works	
D3	Pressure sewer – complex works	
D4	Trunk infrastructure >300mm diameter	



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Applicants must provide details of their current insurance policies, including names of insurance companies, policy numbers, amounts of cover, and expiry dates. Applicants must also attach certificates of currency.

<b>Section 3 – Insurances</b>	
<b>Professional Indemnity Insurance (\$10 million minimum)</b>	
Name of insured:	
Insurer:	
Policy number:	
Sum insured: \$	
Expiry date:	
<b>Public Liability Insurance (\$20 million minimum)</b>	
Name of insured:	
Insurer:	
Policy number:	
Sum insured: \$	
Expiry date:	
<b>Workers Compensation Insurance</b>	
Name of insured:	
Insurer:	
Policy number:	
Sum insured: \$	
Expiry date:	



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### Section 4 – Relevant company experience

A minimum of four recent relevant projects is preferred, ideally within the last two years. More may be attached, if the applicant desires.

Project name:
Approximate project value: \$
Date completed:
Client:
Brief description of scope and location:
Client representative:
Client representative's telephone number:

Project name:
Approximate project value: \$
Date completed:
Client:
Brief description of scope and location:
Client representative:
Client representative's telephone number:



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### Section 4 – Relevant company experience (continued)

Project name:
Approximate project value: \$
Date completed:
Client:
Brief description of scope and location:
Client representative:
Client representative's telephone number:

Project name:
Approximate project value: \$
Date completed:
Client:
Brief description of scope and location:
Client representative:
Client representative's telephone number:



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### Section 5 – Key personnel

Applicants must demonstrate that all key personnel possess the relevant experience, competencies, qualifications and training listed in Section 5 of 'Corporate Standard – Accreditation of Suppliers for Developer Works'. Nominate, as a minimum, one designer and one certifier. Provide CVs for each.

Name:
Position:
Qualifications:
Relevant training:
Professional associations:
Years of relevant design/certification experience:
Recent projects:

Name:
Position:
Qualifications:
Relevant training:
Professional associations:
Years of relevant design/certification experience:
Recent projects:



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**Section 5 – Key personnel (continued)**

Name:
Position:
Qualifications:
Relevant training:
Professional associations:
Years of relevant design/certification experience:
Recent projects:

Name:
Position:
Qualifications:
Relevant training:
Professional associations:
Years of relevant design/certification experience:
Recent projects:



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### Section 6 – Sub-consultants

Applicants must provide details of any specialist sub-consultants they use on projects which deliver infrastructure to Hunter Water. Use additional pages and attach details as necessary.

Company name:
Address:
ABN/ACN (please circle as appropriate):
Contact name:
Contact title:
Phone:
Email:
Recent projects:

Company name:
Address:
ABN/ACN (please circle as appropriate):
Contact name:
Contact title:
Phone:
Email:
Recent projects:





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Applicants should include a summary of any relevant accreditation they hold and any relevant training they have completed, eg: WSAA Accreditation

Section 7 – Relevant accreditation and training				
Accreditation agency/Training institute	Accreditation	Person	Date attained	Expiry

By signing this application, you are acknowledging that the information you have provided is correct, that your company meets all the requirements, and have read and understood your role, responsibilities and obligations as an Accredited Designer.

Section 8 – Signature	
Company director's name: _____	
Signature: _____	Date: _____