

## SINGLETON COUNCIL SITE APPROVAL FORM FOR CONTRACTORS, DELIVERIES AND VISITORS

### 1. Information

**A minimum of five (5) days' notice is required for approval**

Singleton Council's priority is the safety of our community and our people. We have implemented some new control measures to minimise the risk of COVID-19 spreading within our community and to our work sites.

Council requires the following information to be provided prior to your attendance at any Council site.

### 2. Personal Details

|                             |  |               |  |          |  |
|-----------------------------|--|---------------|--|----------|--|
| Your name                   |  |               |  |          |  |
| Company name                |  |               |  |          |  |
| For companies, contact name |  |               |  |          |  |
| Postal Address              |  |               |  |          |  |
| Suburb                      |  | State         |  | Postcode |  |
| Contact phone number        |  | Email address |  |          |  |

### 3. Singleton Council Site Details

|   |                              |                             |    |
|---|------------------------------|-----------------------------|----|
| Council site contact                      |                              |                             |    |
| Contact phone number                      |                              |                             |    |
| Email address                             |                              |                             |    |
| Reason for coming to site / Work activity |                              |                             |    |
| Access period required                    | from                         |                             | to |
| Singleton Council site inducted           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |    |

### 4. COVID-19 Information

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Is it possible to undertake your work via an electronic platform?                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is it possible to undertake work outside of business hours to minimise exposure to Council staff? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you agree to Council's protocol for face to face meetings?                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does your business have a current COVID Safe Plan in place?                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please complete the following information

Are you fully vaccinated or have a current, valid medical exemption?

*Please note that Council's site contact will sight evidence of your vaccination status. Do NOT forward a copy to Council.*

☐ Yes ☐ No

Have you been in contact with a person known to have a confirmed case of COVID-19 within the last 14 days?

☐ Yes ☐ No

In the last 14 days, have you been in contact with a person who has had to self-isolate due to a potential COVID-19 exposure?

☐ Yes ☐ No

If Yes, please provide details:

Knowing that Singleton Council is an essential services provider, is there any other information regarding your exposure to or risk of COVID-19 that has not been asked that would help to manage the risk of COVID-19 at Singleton Council?

☐ Yes ☐ No

Signature:

Do you agree that requirements for access to site will comply with current Public Health Orders and may include (but not be limited to) the following?:

- ☐ proof of vaccination status\*
- ☐ physical distancing
- ☐ wearing face masks\*\*
- ☐ declaration of symptoms of Covid-19
- ☐ handwashing and use of sanitizer

*\* Please note that visitors to some Council sites are required by current Public Health Orders to be fully vaccinated.*

*\*\* If you cannot wear a face mask because of a disability, physical or mental health illness or condition, you must provide evidence of exemption.*

Yes ☐ No ☐

Do you agree that if you are unwell at any stage, you will not attend site?

☐ Yes ☐ No

Signature:

## 5. How to Lodge your Application

This completed form must be emailed to both your contact at Singleton Council and to [council@singleton.nsw.gov.au](mailto:council@singleton.nsw.gov.au) for approval not less than five (5) days prior to your attendance at a Council site wherever possible.

**SUBMIT FORM**

### PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the *Privacy and Personal Information Protection Act 1998*, *Government Information Public Access Act 2009* and Council's [Privacy Management Plan](#). The supply of information on this form is voluntary but it is required to process your application/request. If you have any further enquiries concerning Privacy matters, contact Council's Privacy Officer on 02 6578 7290.

