

SINGLETON COUNCIL SITE APPROVAL FORM FOR CONTRACTORS, DELIVERIES AND VISITORS

1. Information

A minimum of five 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

Name/s (Individual or company name in full)				
For companies, contact name				
Postal Address				
Suburb			State	Post code
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	

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 following enquiry with your workers	
Do you or your workers reside in an area which has current lockdown restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what level of restrictions?
Do you or any of your workers reside in a local government area of concern?	Yes No
Have you or any of your workers travelled to or attended the Greater Sydney area for any reason (e.g. work, medical appointments, caring responsibilities, etc) in the past 14 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please list locations:

Have you or any of your workers travelled to or attended a local government area of concern for any reason (e.g. work, medical appointments, caring responsibilities, etc) in the past 14 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please list locations:
Have you or any of your workers travelled overseas in the past 14 days? Have you or your workers travelled interstate in the past 14 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please list locations:
Have you or any of your workers been in contact with a person known to have a confirmed case of COVID-19 within the past 14 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please list locations:
In the past 14 days, have you or any of your workers been in contact with a person who has been under isolation due to a potential COVID-19 exposure?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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: <i>* If you cannot wear a face mask because of a disability, physical or mental health illness or condition, you must provide evidence of exemption.</i>	<input type="checkbox"/> proof of work travel registration & supporting documents <input type="checkbox"/> proof of COVID testing <input type="checkbox"/> physical distancing <input type="checkbox"/> wearing face masks* <input type="checkbox"/> declaration of symptoms of Covid-19 <input type="checkbox"/> handwashing, and use of sanitizer <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:
Do you agree that at any stage you are unwell, you will not attend site?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 for approval not less than five (5) days where possible prior to your attendance at a Council site.

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.