|  |
| --- |
| Contractor Information Form |
|  |  |
| Company name/Trading name |  |
| Construction Licence Number |  |
| Address |  |
| ABN |  |
| ACN |  |
| Phone |  |
| Email |  |
| Contact person name, mobile and email |  |
| Accounts contact phone and email |  |
| Bank account name:BSB codeBank account number |  |
| List of trade licences, certificates, professional qualifications (for consultants and engineers)high risk work licences, e.g. demolition license; asbestos work; working in confined spaces |  |
| Any permits that are needed to undertake the work |  |
| The proper Safe Work Method Statements (SWMS) and processes |  |
| Workers Compensation |  |
| Awareness of the WHS Code of Practise that covers the scope of work |  |
| Working with Children Check and Police check if applicable |  |
| Name(s) of Church member(s) who sited licences and permits |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Insurance** | **Insurer** | **Policy No.** | **Limit of Cover** | **Expiry Date** |
| Public Liability |  |  |  |  |
| Workers Compensation |  |  |  |  |
| Contract Works(If applicable) |  |  |  |  |
| Professional Indemnity(If applicable) |  |  |  |  |

## Contractor Information Form - Summary of Jobs Undertaken

|  |  |
| --- | --- |
| Date |  |
| Contractor’s quote number |  |
| Amount quoted $ |  |
| Location of job |  |
| Description of work |  |
| UC person approving work |  |
| Date work completed |  |
| Contractor’s invoice number |  |
| Date of payment to contractor |  |
| Church record number |  |

|  |  |
| --- | --- |
| Date |  |
| Contractor’s quote number |  |
| Amount quoted $ |  |
| Location of job |  |
| Description of work |  |
| UC person approving work |  |
| Date work completed |  |
| Contractor’s invoice number |  |
| Date of payment to contractor |  |
| Church record number |  |

|  |  |
| --- | --- |
| Date |  |
| Contractor’s quote number |  |
| Amount quoted $ |  |
| Location of job |  |
| Description of work |  |
| UC person approving work |  |
| Date work completed |  |
| Contractor’s invoice number |  |
| Date of payment to contractor |  |
| Church record number |  |