



APPLICATION FOR QUOTATION ACCEPTANCE

OFFICE USE ONLY

Date _____

Place stamp here (Office use)

PART 1 - APPLICANT

APPLICANT DETAILS

Name _____

Organisation (if applicable) _____

Street Address _____ PO Box _____ Telephone _____

Suburb _____ State _____ Postcode _____ Mobile _____

Email _____

PART 2 - QUOTATION AND SCOPE OF WORKS

SCOPE OF WORKS & COSTINGS

FACILITY: _____

ADDRESS: _____

PROPOSED WORKS: *Itemise and list proposed works and costs*

	QUANTITY/ MEASURE	QUOTE (\$)
1.		
2.		
3.		
4.		
5.		
	SUB TOTAL	
	GST	
	GRAND TOTAL	

Do you have approval to complete the works? YES/NO
If yes, Please provide details (E.g. Development Application number and/or Working on Council Land reference number)

Is a deposit required? YES/NO *If yes, amount: \$*

Council Officer Title and Signature: _____

Date: _____

PART 3 - DECLARATION

APPLICANT DECLARATION AND ACCEPTANCE OF QUOTATION

I/We declare I/we are authorised to act on behalf of the applicant and/or organisation.

I/We accept this quotation and agree for Cessnock City Council to undertake the scope of works itemised above. Should the scope of works and/or cost be altered by either party all works will cease and a variation will be issued by Council.

I/We understand that the works will be scheduled to be completed at a time suitable to both Council and the applicant in consultation with Council and the applicant.

I/We declare that all the information in this quotation acceptance is to the best of my/our knowledge, true and correct.

I/We accept to make payment upon completion of the works as per the payment terms and conditions described on Councils tax invoice.

I/We understand that non-payment may result in Council undertaking debt collection procedures in accordance with Councils Debt Collection Policy.

Applicant(s) Name:	Date:
Applicant(s) Signature:	

PRIVACY DISCLOSURE

Council is subject to the *Privacy and Personal Information Protection Act 1998* (NSW) in dealing with your personal information. [Council's Privacy Management Plan](#) and [Privacy Statement](#) describe how the agency meets these obligations

Purpose	The information on this application for quotation acceptance is being collected for the purpose of processing the application form.
Intended Recipients	Cessnock City Council
Supply	Voluntary
Consequence of Non-provision	If you do not supply the information, we will not be able to process your application.
Storage and Security	Your personal information will be kept in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street CESSNOCK NSW 2325
Access	You may access, correct or update your personal information by visiting Council's website , contacting Council's Privacy Contact Officer on 4943 4100 or by sending an email to council@cessnock.nsw.gov.au .

PART 6 – CONTACT INFORMATION

CONTACT INFORMATION

<p>Postal Address</p> <p>General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325</p>	<p>Council's Administration Building</p> <p>Cessnock City Council 62-78 Vincent Street CESSNOCK NSW council@cessnock.nsw.gov.au</p> <p>Payment Method In person - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.</p>	<p>How to Contact Us Phone: (02) 4993 4100 Fax: (02) 4993 2500 Email: council@cessnock.nsw.gov.au www.cessnock.nsw.gov.au</p> <p>Office Hours 9am to 5pm Monday to Friday <i>*Payments are accepted until 4.30pm</i></p> <p>Fees Fees are calculated in accordance with Council's adopted fees and charges.</p>
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If you require further information regarding this request, please contact Council's Customer Service on (02) 4993 4100.