

TRADES REGISTER ONBOARDING FORM

Uralla Shire Council | Local Trades and Contractor Panel

Form version	1.0 (issued 2026)
Issued by	Procurement and Contracts Management Officer
Return to	council@uralla.nsw.gov.au
Source policy	Procurement Procedures 2025, Annexure A (Parts A and B)

Purpose. This form adds your business to the Uralla Shire Council Trades Register, the internal directory Council staff use as a first stop when engaging local trades. Completion does not guarantee work and does not bind Council to any minimum spend. Council retains the right to seek quotes from other suppliers in line with the Procurement Procedures 2025.

How to complete. Part 1 is filled in by the contractor (you). Part 2 is completed by Council. Tick boxes apply where shown. Allow ten minutes. Return by email with copies of insurance certificates and trade licences attached.

PART 1 - CONTRACTOR DETAILS (you complete this section)

Business details

Legal business name	
Trading-as name (if different)	
ABN	
ACN (if applicable)	
Primary contact name	
Position / title	
Phone	
Email	
Business address	
Base of operations (town)	
Coverage area	
Years in operation	
Sole trader / Pty Ltd / Partnership	

Trades / services offered (tick all that apply):

- ☐ Plumbing
 - ☐ Electrical
 - ☐ Carpentry / Building
 - ☐ Painting / Decorating
 - ☐ Roofing
 - ☐ Concreting
 - ☐ Earthworks / Excavation
 - ☐ Fencing
 - ☐ Cleaning
 - ☐ HVAC / Refrigeration
 - ☐ Fire Services
 - ☐ Pest Control
 - ☐ Handyman / General Maintenance
 - ☐ Environmental Management
- Other (specify below)

Other trades / services:

Indicative rates (ex GST) - confirmed at quote stage.

Standard hourly rate	
Labourer / apprentice rate	
After-hours / call-out fee	
Minimum charge	
Travel fee per km	
Other charges (specify)	

Compliance and insurance

	Item	Detail / Number	Expiry (DD/MM/YYYY)
☐	Public Liability insurance		
☐	Workers Compensation / Personal Accident		
☐	Trade Licence		
☐	WHS Management System / SWMS in place		
☐	Modern Slavery statement acknowledged		

Subcontractors used? ☐ Yes ☐ No If yes, list types: _____

Conflict of interest with Council declared. ☐ Yes ☐ No If yes, brief detail: _____

Referees (two recent commercial clients)

Referee 1: organisation	
Contact name and phone	
Work type	Residential / Commercial / Council / Other
Referee 2: organisation	
Contact name and phone	
Work type	Residential / Commercial / Council / Other

Declaration

I confirm the information above is true and current. I will notify Council within 14 days of any change to insurance, licence, or business status. I acknowledge that listing on the Trades Register does not guarantee work.

Signature	
Print name	
Position	
Date	

PART 2 - COUNCIL USE (Procurement and Contracts Management Officer completes)

Due diligence checks (Annexure A Part A)

	Check	Date completed	Initials / notes
☐	ABN verified via ABN Lookup		
☐	ASIC business / directorship check		
☐	Public Liability Certificate of Currency received and filed		
☐	Workers Comp Certificate of Currency received and filed		
☐	Trade Licence verified via NSW Fair Trading		
☐	References contacted (at least one)		
☐	WHS / Modern Slavery statement sighted		
☐	Conflict of Interest assessed		

Outcome

☐ Approved for Trades Register ☐ Conditional (note below) ☐ Declined.

CM23 container reference	
Date added to register	
Status set to	Active / Under Review / Inactive / Suspended
Conditions or notes	
Reviewer role	Procurement and Contracts Management Officer
Reviewer signature and date	