

FOR OFFICE USE ONLY

All documents received: yes no Documents missing: _____

Date (m/d/y): _____ Applicant eligible: yes no Verified by: _____

When completed, this form and supporting documents can be submitted to the Public Works department via email to publicworks@lsac.ca; via fax to 780.785.2359; or mailed/submitted to the County administration office at the address indicated in the footer. **Incomplete applications will not be accepted.** If an incomplete application is submitted by mail, the application will be sent back for further information. Please note that by providing your email address as part of this application you are hereby consenting to receiving correspondence electronically in relation to this application.

It is the responsibility of the Contractor to report any changes on this form to the Public Works department immediately.

GENERAL INFORMATION

Registered owner's name: _____

Mailing address: _____

City: _____ Province: _____ Postal code: _____

Legal description of principal residence: _____

Home: _____ Cell: _____ Business phone: _____

Business email: _____ Website (if applicable): _____

WCB account no.: _____ GST account no.: _____

SUBMISSION CHECKLIST

Copies of the following documents must be provided when you submit your equipment registration form:

- Provincial Vehicle Registration(s) Insurance
- Vehicle certification(s) for the equipment listed
- Minimum of \$2.0 million Liability Insurance coverage
- Workers' Compensation coverage current and in good standing
- Lac Ste. Anne County Business Licence
- Signed waiver for *Hired/Contracted Gravel Truck, Equipment & Loader Policy*

EQUIPMENT INFORMATION

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Name: _____ Year.: _____

Make description: _____
 Model: _____
 Serial number: _____
 Year: _____ Rate/hr: _____

Make description: _____
 Model: _____
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This personal information is being collected in accordance with section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. This information will form part of a file that is publicly available on request. If you have any questions about the collection, use or disclosure of this personal information, please contact the Lac Ste. Anne County FOIP Coordinator at the address below.

Box 219, Sangudo AB T0E 2A0
T 780.785.3411 TF 1.866.880.5722 F 780.785.2359 E PublicWorks@LSAC.ca www.LSAC.ca

CONDITIONS AND INFORMATION FOR GRAVEL TRUCKS AND EQUIPMENT

1. Lac Ste. Anne County (“the County”) is committed to the use of private equipment, trucks and personnel located within the boundaries of the County and the distribution of this work amongst operators as fair as possible and will hire from this list. If equipment is not available or more is required, the Public Works department may hire equipment from other areas.
2. Contractors will NOT be contacted unless all required information specified in this form has been received.
3. The County will use a performance list and a proximity list as best as it can, and will endeavour to alternate between equipment registered on the list.
4. Contractors will understand the expectation set by the Public Works Manager (or designate) for contracted work to be completed to that standard. Incomplete or substandard work will be rectified at the Contractor’s own cost.
5. The Contractor will supply its own trucks and labour if required, as County staff are assigned other duties.
6. Should the Contractor not report after confirming that he/she will be on site for the gravel haul, they will not be called for the next two (2) times.
7. Should the Contractor show up late at the pre-determined time without notice, he/she will be documented and put on file with the Public Works department.
8. The Contractor agrees to indemnify and hold harmless Lac Ste. Anne County and its employees and agents from any and all claims and demands arising from the Contractor’s performance.
9. Violation of any policy or any provincial legislation can result in the issuance of a violation ticket, and the suspension of the truck and driver for a time period to be determined by the Public Works department.
10. Infraction of rules and policy, verbal abuse, or any other unreasonable act as determined by the Public Works department will be cause for termination.
11. Lac Ste. Anne County shall not be responsible for any loss or damage to the Contractor’s equipment or trucks.
12. Payment will be made up to 30 days from receipt of an invoice
13. All invoices must be submitted to LSAFinance@LSAC.ca
14. Gravel trucks hauling gravel for the County shall be paid on the established rates to be determined.

AUTHORIZATION

Registered owner signature

Registered owner signature

Application date

Witness signature

Application date