**New supplier registration form**

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| **Staff Member Details** | |
| **Name & position:** |  |
| **Why is new supplier needed?** |  |
| **Payment due date:** | Please choose:  20th of the month following (standard)  14 days  7 days  Rationale if non-standard 14 or 7 days: |

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| **Supplier Details** | | | | |
| **Legal name:** |  | | | |
| **Trading name:** |  | | | |
| **Companies no.:** |  | **NZBN:** |  | |
| **Established:** | Year | **GST no:** |  | |
| **Type:** | Sole Trader / Partnership / Company / Other (please specify): | | | |
| **Director/s:** |  | | | |
| **Business activity:** |  | | | |
| **Email:** |  | **Website:** |  | |
| **Postal address:** |  | | | |
| **Physical address:** |  | | | |
| **H&S risk level[[1]](#endnote-1):** | High / Medium / Low | **H&S qualification/s held:** |  | |
| **Accounts Contact Details** | | | | |
| **Name:** |  | **Phone:** |  | |
| **Email:** |  | | | |
| **Bank Account Details** | | | | |
| **Account name:** |  | | | |
| **Account no:** |  | | | |
| **Bank:** |  | **Branch:** |  | |
| **Supplier Agreement & Authorisation** | | | | |
| I have attached an image (in colour) of my bank deposit slip / online banking showing my bank logo, and account name and number. | | | | Yes / No |
| I have the authority to sign on behalf of my organisation: | | | | Yes / No |
| I have read & accept [Council's Terms and Conditions](https://www.westernbay.govt.nz/repository/libraries/id:25p4fe6mo17q9stw0v5w/hierarchy/council/information-for-suppliers/2022-05-30%20-%20WBOPDC%20Purchase%20Order%20Terms%20and%20Conditions%20-%20FINAL%20PDF.pdf) | | | | Yes / No |
| **Name & position:** |  | | | |
| **Signed & dated:** |  | | | |

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| **Procurement Approval** | |
| **Name & position:** | Margot Nicholson, Procurement Officer |
| **Initials & date:** |  |

1. # Health & Safety Risk Categories

   Western Bay of Plenty District Council assesses the level of risk that new suppliers may be exposed to when undertaking their activity. Please read the following guide to provide your risk level in the form.

   # Risk category guide

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   | **Category** | **Guide** |
   | **High** | Tasks involving:  * use of power tools, harnesses, hazardous/toxic chemicals, explosives, and/or live electrical equipment * working at height or in confined spaces * heavy construction, diving, tree felling, pest control, lone work, hot work. |
   | **Medium** | Tasks involving:  * use of hand tools * work at height up to one metre * general maintenance work, commercial cleaning, gardening, mowing, landscaping, low risk painting, plumbing, electrical work up to 240 VAC, brazing, soldering * training or consultancy at medium or high-risk sites. |
   | **Low** | Task:  * not requiring use of hand or power tools * involving supply of goods/services with minimum handling and/or only minor physical work e.g.. meter reading, photocopier repair, painting using only acrylic paint * where no working at height will take place. |
   | **Notes** | * The value of the potential contract is not a consideration when evaluating safety risk as we are interested in the risk of harm, regardless of contract value. * If the contract falls into the moderate or high safety risk category, then Council health and safety pre- qualification is required via [SHE](https://www.westernbay.govt.nz/council/information-for-contractors-and-suppliers/contractors) (or equivalent under the [Tōtika Scheme](https://www.totika.org/)) before a contract is approved. |

   [↑](#endnote-ref-1)