



PLATINUM
PLANT HIRE

**CONTRACTOR REGISTRATION
PACK**

PLATINUM PLANT HIRE (PPH)
JANUARY 2022

DOCUMENTATION CHECKLIST

Current copies of the below **MUST** be provided to Platinum Plant Hire with your completed Registration Pack form. Please tick the checkboxes of all the documents attached.

Documentation	Requirement	Tick
Certificate of Company	ASICS extract including ABN and business name	
Public Liability Insurance (Minimum \$10,000,000 cover)	Certificate of Currency	
Work Cover Insurance (if an incorporated company) OR Income Protection Insurance (if a Sole Trader)	Certificate of Currency	
Truck and Trailer Insurance	Certificate of Currency	
Construction Induction Cards (Blue, White or Red Cards)	Colour copies FRONT and BACK of all cards	
Registration Certificate for all Vehicles	Either a copy of your current registration paperwork or a copy of proof of registration from VIC Roads	
PBS Vehicle Approval	If your truck and trailer is PBS capable, provide PBS Vehicle Approval Documentation.	
Drivers Licence	Colour copies FRONT and BACK of licences for ALL registered drivers	
Risk Assessments for all Vehicles	Must be undertaken by a certified or licensed assessor.	

Enclosed in this Contractor Registration Pack are several forms that need to be completed and returned as part of our registration process. Contractors registering with PPH will not be given work until all forms and documentation have been fully completed, returned, and assessed compliant by Platinum Plant Hire.

COMPANY REGISTRATION FORM

COMPANY DETAILS

Company Name / Trading Name:	
I am trading as: <input type="checkbox"/> Registered Business (provide proof) <input type="checkbox"/> Sole Trader	I am: <input type="checkbox"/> Registered for GST <input type="checkbox"/> Not registered for GST
ABN No:	ACN No:
Owners Name:	
Street Address:	
Mailing Address (if different from above):	
Company Contact (name):	
Mobile No:	Email:

INSURANCES: *(copies required)*

Insurance	Policy Number	Expiry Date
PUBLIC LIABILITY (MANDATORY)		
WORK COVER		
EQUIPMENT INSURANCE		

****PLEASE NOTE****

PPH require all pages of each policy. PPH must receive a copy of the certificate of currency for each policy. Tax invoices will not be accepted

COMPANY CHECKLIST

A. Driver/Operator Compliance

All drivers/operators hold a valid construction induction card (red/white card)	
All operators of your equipment have been suitably trained and are competent to carry out the work	
All operators understand that they are required to attend work on time and be fit for duty	
Drivers have been informed of their responsibility in Fatigue laws, work, and rest hours	

B. EQUIPMENT

All vehicles/equipment hold a valid risk assessment carried out by a certified independent assessor (risk assessment valid for 12 months from the date of assessment)	
Pre-start daily checklists are carried out on all equipment prior to commencement or work and records maintained	
Regular maintenance is performed on your equipment in accordance with the manufacturers recommendations to ensure its safe operation	
All maintenance will be documented, and records kept up to date for each piece of equipment	
All equipment has an operational flashing beacon and reversing beeper	

C. REQUIREMENTS

Insurances are kept up to date and all renewed certificate of currency provided to PPH (without up-to-date insurances PPH cannot offer work)	
All documentation such as risk assessment, licenses, permits etc that have an expiry must be kept up to date and maintained with PPH	
PPH to be provided with the licenses and cards for all new operators/drivers of your equipment	
PPH to be notified should you sell or purchase equipment to keep your account up to date	
You understand that some jobs require a SWMS (Safe Work Methods Statement) and agree to provide this upon request	

Date_____

Director Signature_____

TRUCK REGISTRATION

Truck No: _____ (for additional trucks, please duplicate this page as required)

- Tandem (Body Truck)
- Twin Steer Tandem (8-Wheeler)
- Twin Steer Tri Drive (10-Wheeler)
- Semi End Tipper
- Semi Side Tipper
- Truck & Tri Axle
- PBS Truck & Tri Axle
- Truck & Quad Axle
- PBS Truck & Quad Axle
- Other _____

Truck Details	Trailer Details
Make:	Make:
Model:	Model:
Year of Manufacture:	Year of Manufacture:
Registration No.:	Registration No.:
Body Size:	
Expiry date ____ / ____ / ____	Expiry date ____ / ____ / ____
Bins: <input type="checkbox"/> Aluminium OR <input type="checkbox"/> Steel OR <input type="checkbox"/> Rock Lined	Bins: <input type="checkbox"/> Aluminium OR <input type="checkbox"/> Steel OR <input type="checkbox"/> Rock Lined
Suspension: <input type="checkbox"/> Airbag OR <input type="checkbox"/> Spring	Suspension: <input type="checkbox"/> Airbag OR <input type="checkbox"/> Spring
Truck Body: <input type="checkbox"/> Bonnet OR <input type="checkbox"/> Cab over	

Truck Attributes – Please tick to confirm		
<input type="checkbox"/> Low Freq Reverse Squawker	<input type="checkbox"/> Asphalt Gates	<input type="checkbox"/> 2-Way Tailgate
<input type="checkbox"/> Roll Out Tarps	<input type="checkbox"/> EPA (provide licence and permit)	<input type="checkbox"/> Fire Extinguisher/first aid kit
<input type="checkbox"/> 20Ltr Spill kit	<input type="checkbox"/> External Emergency stop	<input type="checkbox"/> UHF 80 Channel Radio
<input type="checkbox"/> Asphalt chute	<input type="checkbox"/> Wheel Nut Indicators	<input type="checkbox"/> Rock Body
<input type="checkbox"/> PBS Permitted	<input type="checkbox"/> Anti-burst valve on hoist	<input type="checkbox"/> Swinging Tail Gat
<input type="checkbox"/> Electric Tarps	<input type="checkbox"/> Dolly Lock	<input type="checkbox"/> Diff Locks
<input type="checkbox"/> Flashing Light	<input type="checkbox"/> Tamper Clearance	<input type="checkbox"/> Grain Locks



RCTI DEED

For the purpose of this RCTI Deed, references to "Agency" includes any member of Platinum Plant Hire Pty Ltd as offering the service of producing Tax Invoices for you.

The Agency will produce a Tax Invoice for you called a Recipient Created Tax Invoice ("RCTI"). This will be done at the same time as Electronic Funds Transfer (EFT) in accordance with the Agency Deed. To do this we will require your ABN and written consent.

This Agreement is made on the _____ day of the _____ month in year _____

To: Platinum Plant Hire Pty Ltd ("Agency")

I/We..... (name of operator) hereby agree to the Agency issuing a Recipient Created Tax Invoice ("RCTI") at the time of each payment in accordance with the Agency Conditions.

We further acknowledge that;

1. I/We will not issue tax invoices for Customer Services
2. I / We are registered for Goods and Services Tax ("GST") and will notify the Agency should GST registration cease.
3. I/We agree to not, unless requested by PPH, issue any invoice or any other document that may create a tax liability for PPH pursuant to the A New Tax System (Goods and Services Tax) Act 1999 and related legislation and Australian Taxation Office rulings;
4. I acknowledge that if I/We do not provide the Agency with an Australian Business Number (ABN), Platinum Plant Hire will be required by law to deduct 47% of amount due to the Operator and remit that amount to the Australian Taxation Office as PAYG tax.
5. Our ABN is:

Signed:

Print Name:

Date:

Direct Payment System

Please provide your nominated bank account details.

Bank Name	
Account Name	
BSB Number	
Account Number	

I/We authorise Platinum Plant Hire to make operator payments into my nominated bank account.

Signed:

Print Name:

Date:

PAYMENT TERMS

Docket Books

Platinum Plant Hire (PPH) Hire Dockets must be used on all jobs allocated through PPH. Docket books are provided Free of Charge and must be completed properly and authorised by the Customer to receive payment. There are three (3) copies for each docket –

- Customer Copy (White)
- PPH Copy (Pink) – for invoicing purposes
- Operator Copy (Yellow) – for your records

You must return all completed Pink copies to PPH via post to:

PO Box 642, Craigieburn VIC 3064

OR

Drop them off in person at:

21 Kraft Court Broadmeadows, VIC 3047

To avoid payment delays, dockets must be received on a WEEKLY basis.

Dockets altered after being authorised by the customer may result in payment being REFUSED.

Late Dockets

Dockets received after the cut off dates for corresponding pay periods will not be processed until the next payment period. Dockets that are received more than one (1) month after the completion of a PPH job will **NOT** be paid until Platinum Plant Hire has been paid by the Customer.

Truck Payments

Payments are processed weekly on a Friday - 30 days from when the docket has been received.

Dockets that are not signed/authorised by the customer will **NOT** be awarded.

CONTRACTOR PAYMENT SCHEDULE	
DOCKET CUT OFF DATE	CONTRACTOR PAY DATE
Sunday 5pm of every week	30 days from docket received
Last day of each month	30 days from docket received

Payment Enquiries

All payment enquiries must be provided in writing as soon as practicable and directed to

pays@platinumplanthire.com.au. Payment enquiries received one (1) month after the payment period may not be actioned.