

Sublet Engagement Form – NZ

This form is to be used by subcontractors to confirm the details of any sublets that will be engaged as part of their contracted works.

Subcontractor Information

Company Requesting Sublet *(Full Legal Name)*

Trading As

Representative *(Name)* *(Mobile)*
(E-mail)

Sublet Information

Sublet Company *(Full Legal Name)*

Trading As *(Name)*

Sublet Representative *(Name)* *(Mobile)*
(E-mail)

(Company Address)

Scope of Works

Dates of Work _____ to _____

Value of Works

Insurances checked Public Liability Commercial Motor Vehicle Contract Works
(Tick all that apply) Other: *(Please specify)*

Declaration

Full Name of Company Requesting Sublet confirms that the Sublet Company:

- Has workers that are qualified and trained to perform the Scope of Works;
- Plant & Equipment used for the Scope of Works is safe, fit for purpose and will meet Fulton Hogan's minimum requirements and;
- Will use safe work methodologies for any high-risk tasks.

Name

Signature

Date

Fulton Hogan Office UseContract Manager *(Name)*Contract that sublet is engaged for *(Name)*Are there any head contract requirements to be met by sublet? Yes No

If Yes please specify

ApprovalIs the sublet approved for use? Yes No Authorising Manager *(Name)**Date of Approval**In line with Delegated Levels of Authority sign off***On Approval:**

- Inform Subcontractor that Sublet is approved
- Arrange for induction to be undertaken
- Confirm methodology is in place for any high risk works
- Send completed form to local Subcontractor Administrator