

REQUEST FOR CULTURAL HERITAGE OFFICER

Altered request forms will not be accepted. Please only fill in the required information

Please send booking form to bookings@bunuronglc.org.au or contact the office on (03) 9770 1273 for anything relating to alterations, postponements, cancellations, confirmations or changes to invoicing details.

Project Details	Project Number:		CHMP Number:	
Requesting Company/Organisation				
ACN & ABN				
Onsite Contact	Name:		Mobile:	
Job Address				
Meeting Location				
Working with Children Check Required	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Project Type	CHMP Standard Assessment			<input type="checkbox"/>
	CHMP Complex Assessment			<input type="checkbox"/>
	CHMP Salvage			<input type="checkbox"/>
	Cultural Heritage Induction (Please specify if BLCAC Heritage Advisor is required)			<input type="checkbox"/>
	RAP Inspection			<input type="checkbox"/>
	Cultural Heritage Permit			<input type="checkbox"/>
	Artefact Reburial			<input type="checkbox"/>
	Other:			<input type="checkbox"/>
Number of CHOs Required	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	Other:
BLCAC Heritage Advisor is required for Cultural Heritage Induction	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Date(s) Requested				
Daily Reporting Time				
OHS & PPE Requirements				
Important Information	<ol style="list-style-type: none"> The full fee will be charged for cancellations with less than 2 clear business days' notice. A cancellation must be put in writing and emailed to bookings@bunuronglc.org.au. The same applies to jobs that finish earlier than anticipated. The BLCAC business days are Monday to Friday. Office hours are 8am – 4pm. All field work requests require a minimum of 2 weeks' notice. Subject to availability. 			

	<p>4. Any unsigned requests cannot be accepted and will be sent back. They will only be booked once signed.</p> <p>5. Fieldwork bookings will no longer be pencilled in.</p>
BILLING DETAILS	
Organisation	
ABN/ACN	
Contact Person	
Email	
Phone Number	
Address	
Purchase Order No. (if applicable)	
TERMS AND CONDITIONS	
<ol style="list-style-type: none"> All fieldwork will require a minimum of two BLCAC Cultural Heritage Officers (CHOs) present on each job site. Standard exceptions to this are Cultural Heritage Inductions and Inspections, where a single CHO may attend. A minimum of 1:1 ratio of CHOs to Heritage Advisors/archaeologist and labourers must always be maintained. Additional BLCAC CHOs above the minimum requirement are allowed. Exemptions to #1 and #2 will only be given by the BLCAC office under specific circumstances (such as illness or last-minute changes in availability). All BLCAC OH&S policies must be always adhered to, while BLCAC CHOs are present at a job site. Should BLCAC CHOs have to leave site due to an OH&S policy, then fieldwork must cease for the day. In this circumstance fieldwork will still be charged for the full day. Where work cannot be resumed, the cancellation terms will apply. Fieldwork must be booked in by CHMP number or Permit number – multiple CHMPs will need to be booked as multiple jobs and charged in accordance. All CHOs fees are charged per job. All fieldwork requests must be received on the CHO booking form and MUST include the CHMP/Permit number (if applicable), full billing details and must be signed prior to being submitted. All fieldwork booking forms should come with a detailed description of meeting location. Requests for CHOs is subject to availability and we may not have the requested number of CHOs available on a given day. Bookings are not finalised until confirmed by the BLCAC office. Alterations to confirmed bookings, where the fieldwork is rescheduled to a different date, will be charged in full as a cancellation for that date if not received within 2 clear business days prior to the commencement of fieldwork. Alterations to confirmed bookings, where a lesser number of CHOs are requested, will be charged as cancellations for the difference in the number of requested CHOs if not received within clear 2 business days prior to the commencement of fieldwork. A flat rate per BLCAC CHO, per job, per day is charged Payment of all accounts must be made on or before fourteen (14) days from the date of invoice unless prior written arrangements have been made with the BLCAC. In the event of default on payment by the Customer, the Customer will be liable for all losses, liabilities, costs, and expenses (including but not limited to debt recovery and legal expenses, including commission charged by debt recovery agents and solicitor's costs) on a full indemnity basis incurred by BLCAC in seeking to recover the default. All requested jobs will not go ahead, and treated as cancellations, and no further requests will be accepted until the full amount owing has been settled. 	

14. Supply of ACN/ABN and correct details are mandatory, and no booking will be accepted without them. For sponsors/billers without an ABN/ACN, the Heritage Advisor making the booking is the biller and assumes all responsibility for payment.
15. By giving their certification and agreement the Sponsor/Billing Recipient warrant that the below details are true, correct, and accurate, and confirm that the submission of this booking form is acceptance by them of all terms and conditions associated with the booking including terms of trade and cancelation fees. It is the responsibility of both the Heritage Advisor or person making the request and the Sponsor/Billing recipient to ensure that this information is true and correct.

By signing below, I acknowledge that I have read and agree to the above terms and conditions.

Heritage Advisor/Company making this booking request

DATE		SIGNATURE	
------	--	-----------	--

Sponsor/Billing Recipient (if different to the Heritage Advisor/Company making the booking request)

DATE		SIGNATURE	
------	--	-----------	--