

# PLANT HIRE ROPS - CIVIL WORKS

## PLANT CHANGE FORM

### Basic Guideline:

**Any changes** to the vehicle and/or its registration/certificate of inspection (COI) details requires that you email copies to ROPST4620@cook.qld.gov.au. Details will not be updated until documents are verified. Please update and include 'Schedule D2 – Plant and Equipment Register' with the supporting documentation.

*Please select all relevant changes:*

☐ **1. Changes to registrations – Renew registration – Same registration number**

Please attach: ☐ Current registration certificate/s

☐ **2. Changes to registrations – Renew registration – New registration number**

Please attach: ☐ Current registration certificate/s  
☐ Previous registration certificate/s

☐ **3. Change to Certificate of Inspection Details (COI)**

Please attach: ☐ Current registration certificate/s

☐ **4. Replacement plant – replace existing plant**

**NOTE:** New plant can only replace "like for like" existing plant including price.

Please attach: ☐ Replacement plant current registration  
☐ Replacement plant current certificate of inspection/s (if required)  
☐ Details of Plant being replaced (i.e. registration, COI, etc.)

☐ **5. Additional plant – new plant added to current approved list**

**NOTE:** Additional plant can only be added under exceptional circumstances and subject to Council's approval, if required under the contract and fit for purpose

Please attach: ☐ Current registration certificate/s  
☐ Certificate of inspection/s (if required)  
☐ Details of Plant being replaced (i.e. registration, COI, etc.)  
☐ Plant tender pricing details

### Instructions:

Fill in the details below and on next page and send through to ROPST4620@cook.qld.gov.au along with all the necessary documents, as listed above.

Contrator Name

Date

**Plant Details:** (e.g. Registration Number/s, Make/Model/s)

**Describe detail of change/s:**

Name of Authorised  
Contrator Representative

Date

Applicant's Signature

You are providing personal information which will only be used for Council business activity specific to your enquiry, request, or application. Your personal information is managed in accordance with the *Information Privacy Act 2009*, will only be handled by persons authorised to do so and will not be disseminated unless you have given Council permission to do so or the disclosure is required by law.

**Cooktown Shire Council**

**10 Furneaux Street**

**Phone: 07 4082 0500**

**Email: [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au)**

**Website: [www.cook.qld.gov.au](http://www.cook.qld.gov.au)**

**PO Box 3 COOKTOWN QLD 4895**

**OFFICE USE ONLY**

*(Approval required for Plant Replacements and Additions)*

Date Received

Received By

Conditions

Authorising officer's name

Signature

Date