

KERBSIDE COMMERCIAL GARBAGE AND RECYCLING REQUESTFORM - 2018-2019



Instructions - Hard Copy Form

- This form is to be filled out to request the following services:
 - Commercial kerbside garbage and/or recycling collection (only available in designated areas)
 - Purchase and delivery of new bins
 - Replacement of stolen bins

Note: Requests for bin repairs are to be submitted via phone on (03) 5348 2306 or in person at a Council office.
- Completed forms, together with payment and required attachments, are to be submitted to Council via:
 - Post: Hepburn Shire Council, PO Box 21, Daylesford VIC 3460
 - In person to Council Customer Service Offices: Daylesford Duke St Office (cnr Albert St), Creswick Hub (Albert St) or The Warehouse - Clunes
- Council will process the request within 10 working days, and arrange for delivery of bins on the next collection day.

Applicant Details

Name:			
Are you the owner or tenant?	Owner <input type="checkbox"/> Tenant <input type="checkbox"/>	Property ID Number:	
Property Address:			
Mailing Address:			
Contact Phone:		Email:	

	Garbage	Recycling
Service Requests Please tick all that are applicable	Commercial garbage is collected kerbside on a weekly basis using 240L bins (blue lid) (rural collection is fortnightly) Council charges annually for this service (\$300 per bin in 2018-2019) Bins can be purchased from Council and are the property of the business	Recycling is collected kerbside on a fortnightly basis using 240L bins Council charges annually for this service (\$79 per bin in 2018-2019) Bins are provided free of charge and remain the property of Council
New Service Only available within the kerbside collection area	<input type="checkbox"/> New commercial garbage collection service	<input type="checkbox"/> New commercial recycling collection service
Additional Services	<input type="checkbox"/> _____ additional commercial garbage collection services required	<input type="checkbox"/> _____ additional recycling collection services required
Purchase and Delivery of New Bins For stolen bins or new residents/occupants	<input type="checkbox"/> _____ 240L bin(s) - purchase and delivery - \$72/bin	<input type="checkbox"/> _____ 240L bin(s) delivered (yellow lid) <input type="checkbox"/> Statutory declaration for stolen bin(s) completed and attached

Please turn over and complete both sides

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Property Owner's Acknowledgement

<input type="checkbox"/> I confirm that I am the owner of the property identified above.			
<input type="checkbox"/> I agree to pay annual kerbside garbage and recycling charges for the services requested for the property identified above.			
<input type="checkbox"/> I acknowledge that recycling bins (yellow lid) remain the property of Council and are to stay at the property, even if I sell the property or it is rented.			
Signature:		Date:	

Privacy: Hepburn Shire Council is collecting personal information on this form for the purposes of providing Council's waste and recycling collection services. The information will be used by Council for those purposes or directly related purposes. Council collects personal information in accordance with the Information Privacy Principles as set out in the Information Privacy Act 2000, and as documented in our Privacy Policy, which is available publicly at our offices or from http://www.hepburn.vic.gov.au/Page/Page.asp?Page_Id=545.

For Office Use Only	
Is the property within the kerbside collection area?	<input type="checkbox"/> Yes <input type="checkbox"/> No - new services cannot be provided D N/A
Certificate of Occupancy (C of O) provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No - new services cannot be provided without a C of O D N/A
Bin purchase and delivery charges paid	<input type="checkbox"/> _____ 240 L (blue lid) bin(s) - purchase and delivery - \$72/bin Receipt number: _____
CRMS Number	_____
Records RM Reference: FOL/18/xxx Requests for new bins only to be saved as 'Post Action' records. Requests for New or Additional Services assigned to Rates Officer for action in RM.	