

KERBSIDE COMMERCIAL GARBAGE AND RECYCLING
REQUEST FORM – 2020-2021



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: Request for bin repairs are to be submitted via phone, via Council’s Website, email 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, P.O. Box 21, Daylesford, Vic, 3460
 - Email: shire@hepburn.vic.gov.au (payment can be made over phone with MasterCard or Visa by phoning 5348 2306)
 - In person to Council Customer Service Offices: Daylesford Customer Service Centre (Cnr Duke & Albert Street, Daylesford), Creswick Hub (68 Albert Street, Creswick) or The Warehouse – Clunes (36 Fraser Street, Clunes)
- Council will process the request within 10 working days and arrange for delivery of the bins.

Applicant Details

Name:			
Are you the owner or tenant?	Owner <input type="checkbox"/>	Tenant <input type="checkbox"/>	Property ID Number: <input type="text"/>
Property Address:			
Mailing Address:			
Contact Phone:	<input type="text"/>	Email	<input type="text"/>
Service Requests Please tick all that are applicable	Garbage		Recycling
	Commercial garbage is collected kerbside on a weekly basis using 240L bins Council charges annually for this service (\$351 per bin in 2020-2021) 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 (\$95 per bin in 2020-2021) Bins are provided free of charge and remain 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
	<input type="checkbox"/> Certificate of Occupancy attached (new builds only)		
Additional Services	<input type="checkbox"/> _____ additional kerbside Commercial Garbage collection services required	<input type="checkbox"/> _____ additional kerbside Recycling collection services required	
Purchase and Delivery of new bins For stolen bins or new residents/occupants	<input type="checkbox"/> _____ 240L bin/s: purchase & delivery - \$76 per bin		<input type="checkbox"/> _____ 240L bin/s: delivered (yellow lid) – no charge as remains council property
			<input type="checkbox"/> Statutory declaration for stolen bin/s completed and attached

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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 request 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 if it is rented			
Name:			
Signature:		Date:	

Privacy: Hepburn Shire Council is collection 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: <https://www.hepburn.vic.gov.au/council-policies/>

For Office Use Only	
Is the property within the kerbside collection area (Check Exponare Map)	<input type="checkbox"/> Yes <input type="checkbox"/> No – New services cannot be provided <input type="checkbox"/> N/A
Certificate of Occupancy (C of O) provided? (New builds ONLY)	<input type="checkbox"/> Yes <input type="checkbox"/> No – New services cannot be provided without a Certificate of Occupancy <input type="checkbox"/> N/A
Bin purchase and delivery charges paid	<input type="checkbox"/> _____ 240L Commercial bin/s – Purchase and delivery - \$76 per bin Receipt No: _____
Request Number	
Records CM Reference: Request for new bins only to be saved as "Post Action" records. Request for New or Additional Services assigned to Rates Officer for action in Content Manager	