



Domestic & Commercial Waste Bin Service Request Form

Water, Sewer & Waste

Received Date:

Entered By:

TRIM ID:

Upper Lachlan Shire Council (Council) is collecting your personal information you supply on this form for the purpose of providing services and facilities to the location of facilities, identification of hazards, risks and safe work practices that specifically relate to your location and work site. Your personal information will be used by authorised Council officers to assist in the coordination of Council Inductions. Your information will be stored in, Council's Document Management System. Your information will not be provided to any other person, or agency, unless required to do so by law or unless permission is sought from you. Your personal information will be handled in accordance with the Information Privacy Act 2009.

PROPERTY DETAILS

Unit No.		Street No.	
Street Name			
Suburb		State:	Postcode
Contact Number of Occupant (if different to Owner Details below)	Home:	Mobile:	

PROPERTY OWNER

This is the Current Legal Owner of the property. If you have purchased the property within the last eight (8) weeks proof of purchase is required with this form. (NOTE: OWNER'S SIGNATURE REQUIRED OVERLEAF)

Property Owner Name:	
Contact Number:	
Email Address:	

REQUEST TYPE

RATING TYPE: what kind of property do you have?

<input type="checkbox"/>	RESIDENTIAL: Residential Property House, Flat, Villa etc.	<input type="checkbox"/>	NON-RATEABLE: Churches, Community Halls, Schools, Government Owned Properties etc.
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REASON: Existing Service

<input type="checkbox"/>	Replace Stolen Bin* (Specify which bin below)	Stat dec, Police Event No. or payment may be required. See below.	<input type="checkbox"/>	Remove a Bin. (specify which bin below)
<input type="checkbox"/>	Change Bin Size** (specify which bin below)		<input type="checkbox"/>	Repair/Replace. (specify which bin below)
<input type="checkbox"/>	Additional Bins (select from table on reverse side)			

BIN TYPE/SIZE: which type of bin do you need?

Garbage Bin (Red Lid)		Recycling Bin (Yellow Lid)		Green Bin (Green Lid)	
<input type="checkbox"/>	120 litre	<input type="checkbox"/>	240 litre	<input type="checkbox"/>	240 litre
		<input type="checkbox"/>	240 litre	<input type="checkbox"/>	360 litre (On Approval)
				<input type="checkbox"/>	240 litre

Form No. WSW-F-302 Version 1.2

Authorised by: Water, Sewer & Waste Department

ABN 81 011 241 552 PO Box 42 Gunning NSW 2583 P (02) 4830 1000

Next Review Date: 30.06.2025








Maintained by: Water, Sewer & Waste Department

www.upperlachlan.nsw.gov.au



Domestic Waste Service Bin Form

REASON: New Service							
<input type="checkbox"/>	New set of bins Select from table on reverse side	Please attach copy of Occupation Certificate or Completion Certificate (Transportable Home).	<input type="checkbox"/>	Additional bins Select from table on reverse side			
<p><i>*Bin Replacement Fees apply if the bin has been stolen outside the collection period (5pm the previous day until 5pm on collection day) or stolen from within your property. If the bin was stolen within the collection period a Statutory Declaration form is required. This can be downloaded from Council's website at upperlachlan.nsw.gov.au or a hardcopy can be collected from Council's Customer Services Offices in Crookwell or Gunning</i></p> <p>**There is a limit of ONE FREE change of service per year (per property) with the exception of change of ownership. Additional requests for a changed service within the 12 month period will incur an upfront Administration Fee of \$100.00</p>					OFFICE USE ONLY		
					All Bin Replacements		
					\$84 for 120L, \$103 for 240L (fee per Replacement Bin)		
					Assessment No		
					Amount Paid		
					Receipt No		
Date							

Service Description		Residential Garbage Bin	Recycling Bin	Green Bin	Service Charge	Quantity
RESIDENTIAL AND COMMERCIAL PROPERTIES						
	Standard Service	120 litre	240 litre	240 litre	\$	
	Large Garbage Service	240 litre	240 litre	240 litre	\$	
	Additional Garbage Bin (120L)	120 litre			\$	
	Commercial Service	240 litre	240 litre		\$	
NON - RATEABLE PROPERTIES ONLY						
	Non Rateable Garbage Service	240 litre			\$	
	Non Rateable Recycling Service		240 litre		\$	
	Non Rateable Green Service			240 litre	\$	



DECLARATION AND SIGNATURE

I/we, being the owner/s of the subject property:

1. Understand that where this application is for a new service an adjustment will be made to my/our rates account on a pro-rata basis from the day the bin is delivered.
2. Acknowledge that any bin/s supplied by Council always remains the property of the Council and must not be removed from the subject property.
3. Understand that I/we, am/are responsible for maintaining the bin/s and ensuring it is in a clean and sanitary condition at all times.

4. Acknowledge that, I/we, am/are responsible for the full cost of replacement (as determined by Council) should the bin/s, supplied by council be lost, damaged or stolen (other than during normal collection hours).

If you are not the current owner/s of the property, the current owner's signature must appear on this form or a copy of the notice of transfer must be provided or written confirmation that settlement has occurred.

Signature	Date
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Please ensure all required information on this form is **FULLY COMPLETED** and return to Council in one of the following ways: **EMAIL** to council@upperlachlan.nsw.gov.au | **POST** to PO Box 42, GUNNING NSW 2581 | **HAND DELIVER** to Council's Customer Services Offices in Crookwell, Gunning or Taralga.



Once completed please send form and any attachments to:
 Water, Sewer & Waste Admin @ Crookwell CS Office or e-mail
council@upperlachlan.nsw.gov.au

WATER, SEWER & WASTE DEPARTMENTAL USE ONLY				
Cost / Task Code:				
Processed by:	Signature		Date	
	Print Name			

