

## WASTE SERVICES REQUEST APPLICATION FORM

### New Service/Modification/Cancellation

#### 1. PROPERTY DETAILS

Number	Street	Suburb	Lot	Section	DP/SP

Rates Assessment Number (from Rates Notice): \_\_\_\_\_ Property Type : Residential Commercial/business

#### 2. WASTE SERVICE REQUEST DETAILS

Please read the following application options carefully and only choose one of the following:

**NEW SERVICE – COMPLETE PART A OF THIS APPLICATION**

This section of the application is for properties with no existing waste service e.g. a brand new home. If you want to alter an existing service, you need to apply for an Alteration of Existing Service on this Application and complete Part B

**ALTERATION OF EXISTING SERVICE – COMPLETE PART B OF THIS APPLICATION**

This section is for any Alteration to existing service e.g. arranging an additional bin, upsizing recycling bin or removal of bin. Please ensure you specify if you wish to receive a 240 Litre Recycling bin or a 360 Litre recycling bin.

**CANCELLATION OF SERVICE – COMPLETE PART C OF THIS APPLICATION**

This section of the application is for properties that no longer require a full waste service.

#### PART A – NEW SERVICE REQUEST

	Number of Bins		Number of bins
<input type="checkbox"/> 240 Litre Domestic Waste Bin	_____	<input type="checkbox"/> Organic Waste Bin	_____
<input type="checkbox"/> 240 Litre Recycling Bin	_____	<input type="checkbox"/> 360 Litre Recycling Bin	_____

#### PART B – ALTERATIONS OF EXISTING SERVICE

**What is your current Service?**

	Number of Bins		Number of bins
<input type="checkbox"/> 240 Litre Domestic Waste Bin	_____	<input type="checkbox"/> Organic Waste Bin	_____
<input type="checkbox"/> 240 Litre Recycling Bin	_____	<input type="checkbox"/> 360 Litre Recycling Bin	_____

**What alterations are to be made?**

	Remain	Add	Remove	Additional bin	Number of bins
<input type="checkbox"/> 240 Litre Domestic Waste Bin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> 240 Litre Recycling Bin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> 360 Litre Upsized Recycling Bin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Organic Waste Bin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

#### PART C – CANCELLATION OF SERVICE

I wish to cancel my bin service

**The following bins are to be collected from my property**

	Number of Bins		Number of bins
<input type="checkbox"/> 240 Litre Domestic Waste Bin	_____	<input type="checkbox"/> Organic Waste Bin	_____
<input type="checkbox"/> 240 Litre Recycling Bin	_____	<input type="checkbox"/> 360 Litre Recycling Bin	_____

Notes/Comment (delivery details, driveway access etc.) :



### 3. APPLICANT DETAILS

Applications can only be authorised by the

**Property Owner** – Whose name appears on the rates assessment at the time of application unless application is accompanied by the proof of purchase of the property

**Agent acting on behalf of the Property Owner** i.e. Real Estate Agent

**Body Corporate** -Where the request for service exceeds the minimum service or have delegation to sign on behalf of a company (will need to provide proof of delegation)

Name/s (individual/company name in full)			
Company contact (if applicable)	ABN:		
Postal address			
Suburb	State	Post Code	
Contact phone number			
Email address			

#### Conditions of Use

1. An authorised officer of Singleton Council may increase or change any service as they see necessary for the amount of waste being produced from any property.
2. Bins are to be placed adjacent to the kerb or within 1 metre of the edge of the road, on the night before collection day. Bins are to be facing the correct way, i.e. Wheels closest to the house. Lid should be flush with the top of the bin and no extra rubbish next to the bin. Extra rubbish will not be collected.
3. All perishable and dusty waste is to be wrapped.
4. All bins are the property of Council's Contractor and must not be removed from the premises. The resident must take appropriate steps to minimise the risk of theft or damage to the bins.
5. All containers are to be maintained in a clean condition by the resident.
6. The resident is not permitted to deface the bin in an untidy or obscene fashion.

#### Privacy Notice

In using this form, you are providing personal information such as name and contact details. This information will be used only for the purpose stated above and will only be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Privacy and Personal Information Protection Act 1990(NSW)*.

I confirm that I have read and understand the Conditions of Use as set out above

I confirm that I have read and understood the Privacy Notice as set out above

Date \_\_\_\_\_

Please be aware that it is a criminal offence to make a false declaration

### 4. SERVICE FEES

Fees current as of Singleton Councils Rates and Charges 2018/2019. To view the Rates and Charges on the Singleton Council Website page, please follow this link <http://www.singleton.nsw.gov.au/index.aspx?nid=541>

Click the below button to submit this form via email

#### Contacts

Domestic Waste Bins – JR Richards Customer Service Centre 1800 931 985

Recycling Bins – Hunter Resource Recovery 1800 838 884

Organic Waste Bins – Solo Resource Recovery 1800 870 250

#### Missed Collection or Damaged Bins

You will need to contact the relevant contractor to organise a replacement or repair

#### Stolen Bin

Firstly, you will need to call police hotline 131 444 to report and obtain a police event number. You will then need to contact the appropriate contractor to register for replacement and provide them with your police event number

