**Cancellation of Optional/Additional Bin(s)**

I …………..…………..…………..…………..…………..…………..…………..am the owner of the property listed below and wish (Please print name)

to cancel the service of: [ ]  **Green Waste Bin** [ ]  **2nd Garbage/Recycle Bins** from ………../………../….........

**Address:** …………..…………..…………..…………..…………..……………………………………………………………………………………………

……..…………..…………..…………………..…………..…………..……… **Suburb:** ………………………………………………..…………………..

**Contact Phone Number (BH):** …………..…………..…………..…..………… **Mobile:** ..…………..……..…………..……………………

**Email address**: ………………………………………………………………………………………………………………………………………………*.. (A Waste Services Officer will contact you to discuss the date for retrieval of the* ***empty*** *bin).*

*Please note: If you are currently selling your property, you do not need to cancel the service. The pro-rata charges will be calculated in the conveyancing fees and automatically transferred to the next owner. It is then the new owner’s responsibility to either cancel or retain the service.*

1. *All cancellations must be submitted by 30 June to prevent the non-refundable charge re-occurring on the next financial year’s rates notice.*
2. *You have within* ***60 days*** *to cancel your bin/s after the new financial years rates notice has been issued. The 1st instalment will need to be paid in full and the adjustment will reflect in the 2nd, 3rd and 4th rates reminder instalment amount.*

I understand that there is **no refund** for cancelling the above service.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_**

# Form Lodgement:

Fax: 9742 0825
Email: waste.inquiry@wyndham.vic.gov.au
Post: PO Box 197, Werribee, Vic, 3030
In Person: 45 Princes Highway, Werribee (Business hours: 8am to 5pm Monday to Friday)

|  |  |  |  |
| --- | --- | --- | --- |

# Privacy Statement*: The personal information contained in the notice is collected and held by Council in the exercise of its powers and functions under the Local Government Act 1989, and various other Acts of Parliament applicable to Local Government. Council will only use and disclose the personal information in accordance with its functions or as required or permitted by law. The personal information may also be disclosed in the circumstances where individuals would reasonably expect the Council to use or disclose the information, or where individuals have consented to use the disclosure. Council will not disclose the personal information to third parties for private, business or marketing purposes.*

# *For further information, contact Council’s Privacy Officer.*

…………..…………..…………..…………..…………..…………..…………..…………..…………………..…………..…………..……………………….**Office use only**

Request Number …………..………………………………………. Date Actioned …………..…………….…

Action Officer …………..…………………..… Melways Ref: ……………………………. Day & Area ……………………………………

Property #................................... NAR # ................................ Bin Retrieved ………………………………………………….

Notes…………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………..………………………………………………………………………