**C****OMMERCIAL CONTAINER / TRADE WASTE BIN PERMIT (CITY WIDE)**

Wyndham City Council

PO Box 197 Werribee 3030

45 Princes Hwy Werribee 3030

mail@wyndham.vic.gov.au

**Includes Skip Bins, Trade Waste Bins and Hoppers**

For Suppliers of Trade Waste Bins to residential construction sites

This permit is only valid for paid sites notified to Council in the monthly emailed Excel list

**HOW TO COMPLETE THIS FORM:**

1. Read the ‘Conditions of Issue and Use’ section before completing this form;
2. Fill out the fields correctly using block letters; and
3. Ensure current certificate of insurance is attached.

***Note****: The application will not be processed unless all details are completed and all required supporting documentation has been provided. Permit applications will be processed within* ***ten (10) business days*** *of receipt providing all relevant information is received.*

**SUPPLIER DETAILS** (this section must be completed by the supplier)

Supplier’s Name:

Supplier’s ABN:

Supplier’s Address:

Contact Name:

Telephone: Mobile:

Email:

**COPY OF CURRENT SUPPLIER’S PUBLIC LIABILITY INSURANCE MUST BE PROVIDED WITH THIS APPLICATION FORM. INSURANCE MUST BE FOR A MINIMUM OF $20 MILLION.**

**ITEM DETAILS**

What type of item are you placing on Council land?

⬜ Standard Trade Waste Bin/Hopper/Skip

⬜ Other (please specify):

Size: Width x Length: Cubic metres:

Date of financial year for city wide bin placements ………20…………………to……………20……………………………

**FEES Non Refundable – Annual application fee to be paid on submission $265**

A current listing of the location of all containers must be provided to

Legislative Services on the first working day of every month. Per Bin.. $163\* /bin

**TOTAL: $265**

\*(To be invoiced once your list is received)

**SUPPORTING DOCUMENTATION CHECKLIST**

⬜ Certificate of Currency (Public Liability Insurance) of Supplier

 \*Cover must be current for the date/s requested to conduct the activity and show cover to the value of, or greater, than $20 million.

**PAYMENT OPTIONS**

**IN PERSON**

Payment can be made with cash, cheque/money order, eftpos and credit card in person at: *Civic Centre, 45 Princes Hwy, Werribee.*

**BY POST**

Forward your cheque/money order along with your completed application form and all additions documents to:

*Wyndham City Council, PO Box 197, Werribee 3030.*

**BY PHONE**

Payment can be made by calling the City Amenity and Safety department on (03) 9742 0777.

**CHEQUES/MONEY ORDERS SHOULD BE MADE PAYABLE TO WYNDHAM CITY COUNCIL AND BE CROSSED WITH NOT NEGOTIABLE. POST DATED CHEQUES WILL NOT BE ACCEPTED.**

**COMMERCIAL CONTAINER / TRADE WASTE BIN PERMIT**

**CONDITIONS OF ISSUE AND USE:**

**SUPPLIER / PERMIT HOLDER:**

**The supplier / permit holder shall:**

1. Ensure that the item is fit for purpose and that the company name and telephone number are clearly visible.
2. Ensure that the bin has a closable and lockable lid.
3. Ensure the specified retro-reflective material is affixed to the item to ensure its visibility at all times.
4. Only place item/s after approval of a permit from Council for placing the item on Council land.
5. Comply with Council’s permit conditions for the placement of the items.
6. Ensure the hirer is aware of the type of contents that may be placed in the item and their responsibility to prevent over filling and environmental contamination, for example litter.
7. Ensure the driver is aware of the need to place the item in accordance with Council’s direction.
8. Ensure that the item is removed within the time frame outlined on the permit issued by Council.
9. Contact Council to arrange for an extension of time if the item is required to be placed on Council land for longer than the duration permitted as per the permit issued.
10. Rectify damage to assets (including the road, road reserve, nature strip or other assets) as a consequence of placement, emptying or collection of the item.
11. If Wyndham City Council is required to undertake any work, including any rectification work, as a result of failure to comply with this Permit, these charges may be passed on to the Permit Holder.
12. Agree to indemnify and to keep indemnified the Wyndham City Council, its servants and agents (the Principal), and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the permit holders performance or purported performance of its obligations under this permit and be directly related to the negligent acts, errors or omission of the permit holder.
13. All applicants must provide a copy of Certificate of Currency (Public Liability Insurance). Cover must be current for the dates proposed to conduct the activity and show cover to the value of or greater than $20 million.
14. Wyndham City Council reserves the right to request additional information or documentation that may support the application.
15. Any instruction(s)/direction(s) issued by an authorised officer of Wyndham City Council or a member of Victoria Police must be complied with immediately.
16. Any instruction(s)/direction(s) issued by an authorised officer of Wyndham City Council or a member of Victoria Police not complied with may result in the issuing of an infringement to the individual under Infringement ‘Failure to comply with the direction of an authorised officer’ and possible impounding of items.
17. The supplier/permit holder is responsible for removal of any litter or rubbish found within 3 meters of the bin. Removal must be completed within 2 working days following notification (by any party) of litter or rubbish around the bin.
18. Litter dropped during the emptying process must be retrieved immediately.
19. After bin removal the area must be left in a clean state to the satisfaction of Wyndham City Council.
20. Placement of an item outside the Conditions and Issue of Use are prohibited and subject to enforcement.
21. Items must not be located in high volume pedestrian and vehicle traffic area, unless there is no other alternative.
22. Clear access to laneways and right of ways (or cul-de-sacs) must be maintained at all times.
23. Reasonable access to, or egress from private driveways, must be maintained.
24. Items are not permitted to be located where they would cause an obstruction to vehicles using the road.
25. Items are not permitted to be placed on the road without written approval from an Authorised Officer
26. Items must not be placed on a road where the stopping of motor vehicles is prohibited under the Road Rules – Victoria such as: on a length of road or area to which a ‘No Stopping’ or ‘No Parking’ sign applies.
27. Items must not be placed within 20 metres of an intersection with traffic lights, and within 10 metres of an intersection without traffic lights.
28. Items must not be placed within 20 metres before and 10 metres after a school crossing, pedestrian crossing or bus stop.
29. Items must not be placed within 20 metres either side of a railway crossing.
30. Items must not be placed in a taxi or bus zone, or in a loading zone.
31. Items must not be placed on a median strip, dividing strip, or traffic island.
32. Items must not be placed on a footpath
33. All parking regulations, other than restrictions on timed parking, are to be complied with unless signs indicate otherwise.
34. Where an item is placed on a roadway, it must be positioned as close to, and parallel to, the kerb as practicable.
35. Items are not permitted in locations which obstruct access to utility service manholes or devices which require servicing (eg. Traffic signal boxes, telephone boxes, post boxes, fire hydrants or plugs etc).
36. Items are not to be positioned on a hill or curve where the view of the item is not clear for at least 100 metres along the road.
37. All items placed on the road must be marked with yellow retro-reflective tape that. Tape is to be at least 50mm wide and a minimum horizontal length of 200mm and 350mm high. Tape must be placed in the pattern of an inverted ‘L’ located as close as practical to each top corner to identify its length, width and height. Markings at opposite ends of each side shall be placed at the same relative height. Retro-reflective tape must be kept clean and be subject to regular frequent inspection by the supplier. Damaged tape must be replaced to ensure adequate visibility is maintained.
38. When required by Council, yellow flashing lights are to be placed on the corner of the item when it is left on a nature strip or road and must be operative between sunset and sunrise.
39. Any permit which is obtained as a result of providing false or misleading information may be cancelled and the supplier may be ineligible to obtain a permit for a period of up to twelve (12) months.
40. Failure to comply with the Condition and Issue of Use may result in cancellation or withdrawal of the permit(s) and the supplier may be ineligible to obtain a permit for a period of up to twelve (12) months.
41. Wyndham City Council reserves the right to withdraw or cancel a permit at any time.
42. Wyndham City Council reserves the right to change the Conditions and Issue of Use of the permit at any time.

**The Permit Holder and all agents (suppliers, drivers, hirers, etc.) must also comply with the following:**

1. Community Amenity Local Law
2. Road Rules Regulations 2017
3. VicRoads Code of Practice for the Placement of Waste Bins on Roadsides

**DECLARATION**

I hereby undertake to comply with the requirements of the Wyndham City Council’s Community Amenity Local Law in relation to public safety and any special conditions as stated on the permit, including those outlined above. I agree to comply with all conditions of the Vic Roads Code of Practice for the Placement of Waste Bins on Roadsides and any further instructions required by an Authorised Officer of Council.

Applicant name: …………………………………………………………………………………………………………………………………………………………………….

Position title of applicant: ……………………………………………………………………………………………………………………………………………………..

Signature of applicant: Date:

**PRIVACY NOTE:** Your personal information is being collected by Council for a Commercial Container/Trade Waste Bin Permit. Your information will be stored in Council’s Customer Database and used to identify you when communicating with Council and for Council to deliver services and information to you. For further information on how your personal information is handled, visit Council’s Privacy Policy on Wyndham’s website.