

2025/26 ANNUAL TRADE WASTE HOPPER PERMIT

COMMUNITY AMENITY LOCAL LAW (2023) – CLAUSE 104

For placement of trade waste hoppers and other waste bins in public places, including on nature strips and roads, for use at residential building and construction sites.

Note: Your permit application will not be processed until the required documents have been submitted and the non-refundable application fee has been paid. Subject to satisfaction of requirements, permit applications will be processed within **10 business days**.

APPLICANT'S DETAILS

Business/Company Name:.....
 ABN/ACN:
 Address:
 Contact Name:
 Telephone: Mobile:
 Email:

PROPOSED ACTIVITY

Please specify the type of hopper or bin you intend to place in public places:

Trade Waste Hopper
 Skip Bin
 Other (please specify):.....
 Size of hoppers/bins: Width x Length:..... Cubic metres:

DOCUMENTS REQUIRED

Copy of certificate of currency for Public Liability Insurance in a minimum amount of \$20 million per single event

FEES	Annual fee payable on application (non-refundable)	\$323.15
TOTAL:		\$323.15

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 1300 023 411

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

PERMIT CONDITIONS

1. TRADE WASTE HOPPERS AND WASTE BINS

The Permit Holder is permitted to carry out the Permitted Activity during the Permit Period only.

2. BIN PLACEMENT

- 2.1. The Permit Holder must ensure that all trade waste hoppers and other waste bins ('bins') are delivered, placed and removed in accordance with VicRoads' *Code of Practice for the Placement of Waste Bins on Roadsides*.
- 2.2. The Permit Holder may place a bin on the road only where it cannot be safely placed on the nature strip. Where a bin is placed on a road, the Permit Holder must ensure that it is placed as close to the kerb as practicable.
- 2.3. The Permit Holder must not place, or allow to be placed, a bin in a place that obstructs access to utility service manholes or devices which require servicing, such as traffic signal boxes, telephone boxes, post boxes, fire hydrants or plugs.
- 2.4. The Permit Holder must ensure that the placement of bins do not cause an obstruction to motorists, cyclists, pedestrians or other users of the public place.
- 2.5. Except where Council has granted the Permit Holder a written exemption, the Permit Holder must not allow a bin to remain at the same location for more than 180 days.

3. BIN REQUIREMENTS

- 3.1. Except where Council has granted the Permit Holder a written exemption, the Permit Holder must ensure that all bins are equipped with a fully functional and lockable lid.
- 3.2. The Permit Holder must ensure the bin is visible and marked with yellow retroreflective tape in accordance with VicRoads' *Code of Practice for the Placement of Waste Bins on Roadsides*.
- 3.3. The Permit Holder must ensure that the bin is kept in a clean and sanitary condition for the duration of the Permit Period and must ensure that the bin is emptied regularly.

4. REPORTING AND PAYMENT

- 4.1. The Permit Holder must, on the first business day of each month, submit to Council a report listing all locations that the Permit Holder has placed bins in the month prior. The report must:
 - a. be in Microsoft Excel format;
 - b. specify the date the bin was first placed at the location; and
 - c. be sent by email to mail@wyndham.vic.gov.au, attention Local Laws Department.
- 4.2. Council will issue an invoice at a rate of \$193.60 per bin. The Permit Holder must pay the invoice in accordance with its payment terms.

5. SAFETY

- 5.1. The Permit Holder must ensure that the Permitted Activity is carried out in a safe manner.
- 5.2. The Permit Holder must immediately notify Council of any incident, accident, injury, damage or loss that occurs during the Permit Period.
- 5.3. The Permit Holder must not do or allow anything to be done during the Permit Period which, in the opinion of Council, may be a risk to any person or property.

6. MATERIALS AND RUBBISH

- 6.1. The Permit Holder must ensure that all materials and rubbish are fully confined to the bin at all times and must not permit material or rubbish to overflow from the bin.
- 6.2. Within two business days of being notified by Council or the residential building or construction site manager of any materials or rubbish (including any illegally dumped items) present within three metres of the bin, the Permit Holder must remove and dispose of those materials or rubbish.

7. DAMAGE AND REINSTATEMENT

- 7.1. The Permit Holder must not damage, remove or otherwise interfere with any asset owned or managed by Council or a third party. The Permit Holder is responsible for all costs associated with the replacement of any such assets and/or repairs required to assets.
- 7.2. The Permit Holder must ensure that when a bin is removed, the location and vicinity are left clean and tidy with all rubbish and materials removed, free from damage and all non-Council items and equipment associated with the Permitted Activity have been removed ('reinstatement').
- 7.3. Where reinstatement of the location and/or vicinity is not to the satisfaction of Council, Council will advise the Permit Holder of any further reinstatement required and time period for completion. If such reinstatement does not occur within the time specified, Council will undertake the reinstatement at the Permit Holder's cost. Any non-Council items and equipment not removed by the time specified will be treated as abandoned and will be disposed of as Council sees fit.

APPLICATION FORM

8. INSURANCE

- 8.1. The Permit Holder must hold and maintain public liability insurance in a minimum sum of \$20 million per single event and must submit a copy of its certificate of currency with its permit application.
- 8.2. If the Permit Holder engages third parties in connection with the Permitted Activity, the Permit Holder must submit a copy of the third party's certificate of currency for public liability insurance not later than 7 days before the start of the Permit Period.

9. LIABILITY

- 9.1. The Permit Holder undertakes the Permitted Activity entirely at its own risk.
- 9.2. To the extent permitted by law, Council accepts no responsibility for any loss, damage, claim or expense suffered, including property loss or damage, personal injury and death, arising from the Permitted Activity.

10. INDEMNITY

The Permit Holder agrees to hold harmless, indemnify and keep indemnified Council, its Councillors, staff and contractors ('Council') against any action, claim, demand, cost (including legal costs) or other liability claimed against or incurred by Council in respect of any accident, damage, injury or loss arising from the Permitted Activity and the Permit Holder's compliance or purported compliance with these Permit Conditions.

11. BREACH OF PERMIT

In the event of a breach of these Permit Conditions, Council may opt to serve the Permit Holder with a Notice to Comply or revoke the Permit acting entirely in its discretion.

12. AMENDMENT OR CANCELLATION OF PERMIT

Council may correct, amend or cancel this Permit in accordance with the *Community Amenity Local Law 2023*.

13. GENERAL

The Permit Holder:

- 13.1. must ensure the Permitted Activity does not adversely impact surrounding residents or the public;
- 13.2. must follow all directions of Council staff in relation to the Permitted Activity;
- 13.3. must follow all directions of emergency services;
- 13.4. is responsible for the conduct and behaviour of its employees, agents and contractors including in respect of their compliance with these Permit Conditions;
- 13.5. must not transfer this permit to a third party;
- 13.6. must advise Council of any changes which may affect the Permitted Activity; and
- 13.7. must comply with all laws, rules and regulations relating to the Permitted Activity, including, but not limited to, Council's *Community Amenity Local Law 2023*; and
- 13.8. must produce a copy of this Permit on request by a member of Council staff or Victoria Police.

DECLARATION

I confirm that I have authority to sign this application form on behalf of the business/company named above.

I acknowledge and agree that this application is subject to the Annual Trade Waste Hopper Permit Conditions, which I confirm that I have read and understood.

Applicant name and position:

.....

Signature of applicant: Date:

PRIVACY STATEMENT: Your personal information is being collected by Council for the purpose of obtaining a Annual Trade Waste Hopper Permit. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for delivery of services and information to you. For further information about how your personal information is handled, visit Council's Privacy Policy at www.wyndham.vic.gov.au/privacy-policy.