**PERMIT APPLICATION FORM**

**SKIP BINS**

**As a supplier to the Public of Bulk Rubbish Containers (skip bins) for placement on Public Roads.**

**Submit form via email to** [**info@merri-bek.vic.gov.au**](mailto:csa@merri-bek.vic.gov.au)

**Skip Bin Permits Expire on 30 September each year**

**PROPRIETOR DETAILS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname:** |  | | | **First Name:** | |  | | |
| **Postal Address:** | |  | | | | | | |
| **Suburb:** |  | | | | | | **Postcode:** |  |
| **Contact Details:** | | | BH. | | Mobile: | | | |
|  | | | AH. | | Email: | | | |
|  | | | Fax. | |  | | | |

**COMPANY DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Business Trading Name:** |  | | | |
| **Address of Premises:** |  | | | |
| **Suburb:** |  | | **Postcode:** |  |
| **Contact Details:** | BH. | Mobile: | | |
|  | AH. | Email: | | |
|  | Fax. |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PERMIT TYPE (please tick)** | | **TOTAL FEE PAYABLE**  **(GST Exempt)** | **CONDITIONS**  \*all Skip Bin Permits expire on the 30 September each year. |
|  | **Permit (1-10 bins)** | $823 | 1-10 bin placements |
|  | **Permit (11-20 bins)** | $1600 | 11-20 bin placements |
|  | **Permit (21+ bins)** | $1900 | 21+ bin placements |
|  | **I have attached a copy of the Public Liability Insurance Certificate (minimum of $10 million)** | | |

\* Fees are subject to change, please check the website for current fees.

\*\* Once your application has been assessed and approved, a Tax Invoice will be emailed to you for payment.

\*\*\* Once full payment is received, the tax invoice serves as your permit.

**It is an offence to place skip bins on Council land without a valid permit. Infringements may be issued.**

**TERMS AND CONDITIONS**

In consideration of a contract between Merri-bek City Council and the Supplier, the Supplier hereby covenants with the Merri-bek City Council (Council) that:

1. The Applicant agrees to indemnify and to keep indemnified, and to hold harmless the Council, its servants and agents, and each of them from 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 arising out of, or in relation to the said contract.
2. The applicant must have public liability insurance (Minimum $10,000,000). The Policy must cover liability for the death or injury to any person or damage to any property, arising out of the placement of Bulk Rubbish Containers on Public Roads in accordance with the contractual responsibilities and conditions as defined in the City of Merri-bek’s Guidelines for Operators. A current copy of our Public Liability Insurance or Certificate of Currency showing a minimum of 10 million dollars ($10,000,000) liability cover must be attached to this application.
3. The applicant agrees to adhere to all Council and VicRoads guidelines (Code of Practice for the Placement of Waste Bins on Roadsides), conditions and safety requirements of the conditions of placement.
4. The applicant recognises the right of Council to remove and impound any skip if conditions of placement are not adhered to at any time.
5. You must also follow any parking restrictions, except for time limits.
6. You must not put a skip bin in a place that blocks Water drains, Utility poles, or other service authority assets.
7. If you are placing the skip bin in a cul-de-sac, you need the written consent of all residents whose access will be restricted.
8. A skip bin must have reflectors and lights that make the bin visible in all conditions for a minimum distance of 100 metres.
9. The bin must also have the supplier’s name and telephone number in characters at least 10 centimetres high on the side of the bin.
10. Notification of Bin Placements must be submitted to Council prior to placement - form can be found on <https://www.merri-bek.vic.gov.au/my-council/local-laws-and-legislation/local-law-permits/>
11. You must leave at least 3 metres of road pavement width for traffic. If parking is permitted on the road, you need to leave 2 metres between the skip and the parking bay.
12. You can place a skip bin on a road. Skip bins **cannot** be placed on a footpath, nature strip or laneway.
13. The applicant must ensure the driver is aware of the need to place the item in accordance with Council’s requirements and conditions.

**DECLARATION**

The signing officer must state his/her position of authority in the case of a corporate or unincorporated body of persons, (e.g. Company or Partnership).

I have read and understood the information provided above including the Terms and Conditions and associated guidelines. In accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

\*Print in BLOCK LETTERS Name of Operator/Representative of Company.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name:** |  |  | **Signature:** |  |
| **Position:** |  |  | **Date:** |  |

**How lodge your application**

**In person -** Lodgements can be made between the hours of 8:30am and 5:00pm Monday to Friday.

**By mail -** Merri-bek City Council, Locked Bag 10, Brunswick 3056

**By email to -** [info@merri-bek.vic.gov.au](mailto:info@moreland.vic.gov.au)

**COLLECTION NOTICE**

Merri-bek City Council is committed to protecting your privacy in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

The personal information requested on this form is being collected by Merri-bek City Council for the purpose of assessing your eligibility for a skip bin permit or any other directly related purpose under the Local Government Act 1989 or other relevant legislation and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number).

It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided your application cannot be processed or a permit issued.

You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council’s Privacy Officer via telephone on 9240 1111 or e-mail at [Privacyofficer@merri-bek.vic.gov.au](mailto:Privacyofficer@merri-bek.vic.gov.au).