



## APPLICATION FOR NEW, ADDITIONAL OR UPSIZE SERVICE

**IMPORTANT:** The information provided by you on this form will be used by Narrabri Shire Council or its agents to process this application. The provision of this information is voluntary, however, if you do not provide the information, Council may not be able to fully process your application. Once collected by Council, the information will be stored and processed by Council for lawful purposes directly related to the functions and activities of Council and can be accessed by you in accordance with Council's Privacy Management Policy or in special circumstances, where Commonwealth Legislation requires or where you give permission for third party access.

This application must be completed and signed by the property owner

### Applicant Details

Name:

Organisation:

Phone Number:

Mobile Number:

Email:

### Property Details

Property Address:

Assessment Number:

Property ID:

Service Type:  New Domestic Service

New Business Service

Request Type:  New Additional Domestic Service

New Additional Business Service

Domestic Upsize

Business Upsize

Are you within the existing collection area:  Yes  No

Number of Existing Services:

Shire collection areas can be located on Council's website.

Item	Domestic	Business	No. Required
New Service	<input type="checkbox"/> General Waste 140L (red lid) <input type="checkbox"/> Recycling 240L (yellow lid) <input type="checkbox"/> Organic Waste 240L (green lid) <input type="checkbox"/> Kitchen Caddy & Enviro Bags	<input type="checkbox"/> General Waste 240L (red lid) <input type="checkbox"/> Recycling 240L (yellow lid)	
Additional Full Service	<input type="checkbox"/> (General Waste 140L, Recycling 240L, Organic Waste 240L) Kitchen Caddy & Enviro Bags	<input type="checkbox"/> General Waste 240L (red lid) <input type="checkbox"/> Recycling 240L (yellow lid)	
Additional General Waste (red lid)	<input type="checkbox"/> 140L	<input type="checkbox"/> 240L	
Additional General Waste (yellow lid)	<input type="checkbox"/> 240L	<input type="checkbox"/> 240L	
Additional General Waste (green lid)	<input type="checkbox"/> 240L		
Upsize	<input type="checkbox"/> Upsize General Waste (red lid) 240L		
	<input type="checkbox"/> Upsize Recycling (yellow lid) 360L	<input type="checkbox"/> 360L	

Additional business bin collection within Narrabri **CENTRAL BUSINESS DISTRICT (CBD) ONLY** can nominate the day of the additional collection by ticking the appropriate box below. All other additional bin collections will be on the same day as the usual service.

Monday

Wednesday

Friday

## Terms and Conditions

Applicant should be aware of the following Terms and Conditions which apply to requests for new, additional and upsize waste services:

- Charges for the Service are levied in advance to the end of the financial year
- Charges shall be in accordance will Council's Schedule of Fees and Charges in force from time to time
- Notification of cancellation of service must be received in writing.
- Council will monitor recycling and organic services for 'contamination' and continual 'offenders' will be removed from the service
- The applicant agrees to present the bin at the nominated collection point. This will generally be at the closest point to the applicant's property to which Council's Domestic Waste Collection Service is provided OR as otherwise determined by Council.
- The nominated collection point and collection service may vary in style of operation or location depending on circumstances relating to the provision of the service that may arise from time to time.
- Council will not guarantee that a bin will be collected if it has not been presented to the nominated collection point before 6.00am on the day of collection.
- Ongoing administration of the service shall be in accordance with Council Policy or Practice that would otherwise apply to compulsorily supplied garbage services in a defined 'Domestic Waste Management Service Area'.
- Council reserves the right to modify the nature of any service or cancel any service as deemed appropriate.
- Should a service be cancelled by Council, the applicant will only incur service charges until the cancellation date

### Applies to new service only

1. In the event that the service is removed in accordance with Term 3, charges payable will be in accordance with Terms 1 to 2 as applicable

### Applies to additional and upsize service only

1. In the event that the service is cancelled within the first twelve (12) months, the equivalent annual fee remains payable in full.
2. In the event the service is cancelled after the first twelve (12) months, charges will be amended on a pro-rata basis for the current financial year.
3. In the event that the service is removed in accordance with Term 6, charges payable will be in accordance with Terms 1 to 4 as applicable

### Applies to waste collection outside collection area only

1. A 'NEW Garbage Service in an OPTIONAL (OUTSIDE COLLECTION AREA)' can only be supplied to a property that has one or more habitable dwellings constructed upon it.
2. The bin can be presented for collection at the nominated collection point no earlier than 6.00pm on the day prior to the collection up unto 6.00am on the morning of the collection. The bin must be removed from the collection point and returned to a safe/secure location before 6.00pm on the day of the collection.
3. The bin remains the property of Council and must be returned to Council if requested

### Acknowledgment

I have read and fully understand and agree to the Terms and Conditions relating to the supply of a new, upsize or additional service and accordingly, hereby make application for the above mentioned service to commence on:

Owner/Authoring Agent Name: (please print)

Owner/Authoring Agent Signature:

Date:

### Office Use Only

Payment information for one-off payment to upsize recycling bin

AMOUNT:		RECEIPT:	
DATE:		METHOD:	

ATTENTION:	CONTRACTOR	FROM:	
DATE:		NSC CRM NUMBER:	
CONTRACTOR USE ONLY			
ID NUMBER:		COMPLETED BY:	
DATE COMPLETED:		BIN NUMBER:	

- New service or additional bins can only be requested by the owner of the property