



INNER WEST COUNCIL

ANNUAL LICENCE – SKIP BINS 2017-18

Issued under guidelines for Waste Containers – Roads & Maritime Services NSW

Note: Existing Licensed Skip Bin Operators in LMC are charged an annual fee of \$1,500.00. Companies that are registering as New Operators must pay a deposit fee of \$3,177.50 + \$ 1,500.00 (annual fee).

Please tick relevant box below:

NEW OPERATOR:

EXISTING OPERATOR:

APPLICANTS DETAILS:	I wish to make application for an annual licence to place bulk waste containers on public roads.	
trade / company name		
address		
contact numbers		
	I agree to bear responsibility for any damage done to the road, kerb, footway or any property of the Council caused by the placement or removal of the container. I am also aware that this licence is revocable on 24 hours' notice in writing.	
	Further, I agree to abide by the conditions of Council's Policy on the placement of Waste Containers on Roadways and "The Interim Guidelines for Placement of Building Waste containers" issued by the Roads & Traffic Authority of NSW.	
	I hereby declare that I have taken out Public Liability Insurance for \$20,000,000.00, indemnifying Council of claims resulting from damage or injury caused by placement of skip bins, details of policy below –copy of policy attached.	
signature - company representative/position held	➔	
INSURANCE DETAILS:		
name of insurance company		
policy number		
policy expiry date		
New Operator deposit of \$3,177.50 is to allocated to Receipt Code: TMSB Annual Skip Fee of \$1,500.00 is to be allocated to Receipt Code: SKIP	OFFICE USE ONLY:	
	Annual Fee: \$ 1,500.00 New Operator Deposit: \$ 3,177.50	Receipt Code: SKIP Receipt Code: TMSB
	Receipt No:	Cashier Initial:
	Receipt Date:	



CONDITIONS FOR LICENSEES

These conditions are to be read in conjunction with the 'Interim Guidelines for the Placement of Building Waste Containers' issued by the Roads and Maritime Services of NSW. Where any conflict of interpretation exists between these conditions and the Interim Guidelines then these conditions shall take precedence.

A waste storage container (skip) may be placed in a Public Place/Public Road (within the meaning of the Local Government Act 1993) subject to the following conditions:

- Skips may only be placed by persons, or Companies, holding a current licence from Council. The licence applies to the owner, or provider, of the skip.
- **Maximum skip length of 4m.** (If a larger skip is required an Activity Application must be approved by Council). The skip **cannot be wider than 1.5m** and the skip must be of a light colour with the name, address and telephone number of the owner/proprietor clearly displayed.
- Council will only licence waste storage containers that are **POST PICK-UP SORTED AND RECYCLED**. Proof of this company policy is required prior to issue of licence.
- Only one skip at any time may occupy the road reserve at any property frontage.
- The skip shall be placed only on the carriageway (and not on the footpath) parallel to and 450mm from the kerb so as not to impede the flow of water in the gutter or to cause any obstruction to traffic.
- All skip bins must be placed immediately in front of the property of the user of the bin. If the skip is to be placed outside a corner property it shall not be located closer than six (6) metres from the boundary of the cross street. If this were to place the skip beyond the applicant's property, then the prior written consent of the adjacent property owner must be obtained. The skip bin must be positioned to comply with all restrictions of the Australian Road Rules as if they were a motor vehicle.

Maximum duration of the activity:

i. Metered parking space

A total of three days from the date of placement of the container in the public place to the removal date. A fee of \$100 per day will be charged to owner of skip bin for any containers placed for a period exceeding three days. The skip bin is to be placed wholly within designated car space and must not restrict access to adjoining spaces. Skip bins must not be placed in any disabled parking space.

ii. Non-Metered Parking Space

A total of five days from the date of the placement of the container in the public place to removal date.

- The supplier of the waste container must ensure that there is a minimum of \$10 million public liability/risk insurance cover for the placement of the waste container in a public place. It is the supplier's responsibility to provide Council with a copy of the policy.
- A security deposit for damage to Council property must be lodged with Council for the period of the licence.
- Payment of the annual fee must be made every financial year.
- The waste container can only be used in association with works that either don't require approval of Council, or works that have received consent from Council.



Please note:

- Inner West Council - Leichhardt may order the removal of the container if there is a failure to comply with the terms and conditions of the policy or if the placement of the container results in a nuisance or danger to the public.
- If a waste container is required for removal of material arising from development consent, an Activity Application is required to be issued by Council prior to the placement of the waste container in a Public Place.
- Transporting of waste over or under a public place requires an approval under S68 of the Local Government Act 1993.
- Council approval is required for placement of containers for a period exceeding five days. An Activity application must be submitted to Council for consent.

INSTRUCTIONS FOR APPLICANTS

- Lodging an application requires a completed application form, all relevant information and the payment of the required fee.

INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO YOU

- Lodge in person – Inner West Council’s Leichhardt Customer Service Centre, 7-15 Wetherill St, Leichhardt.
- Council’s opening hours are Monday - Friday, 8.30am – 5.00pm, cashiering hours are Monday - Friday, 8.30am - 4.30pm. Please note Applications must be lodged by 4.00pm.
- Lodge by mail – Inner West Council - Leichhardt, PO Box 45, Leichhardt NSW 2040
- Lodge by Email – leichhardt@lmc.nsw.gov.au
- Application will be checked at lodgement to ensure the required information is provided
- Payment – In person – cash, cheque, EFTPOS, credit card (0.8% charged on credit card payments; MasterCard and Visa only).
- Payment – By mail/Email – Cheque or complete the Credit Card Authorisation form – located on Council’s website under About Council / Forms / General Forms. Make cheque payable to Inner West Council - Leichhardt.

Please attach Insurance Policy



INNER WEST COUNCIL

CREDIT CARD AUTHORISATION

How to complete this form;

1. Complete all fields ensuring that all mandatory fields marked with * have been completed.
2. Review the information to ensure it has been entered correctly.
3. Once completed either email, post or fax to Inner West Council - Leichhardt.
4. Payment will not be processed unless all information is present, including if other relevant forms/documentation needs to be attached.

CUSTOMER DETAILS

Surname*		Given Name/s*	
Company Name*			
Address*			
Home Number		Business Number	
Mobile		Fax Number	
Email			
Reason for Payment* (If paying for multiple services, please itemise. If you are paying an invoice please state the Debtor ID and Invoice number)			

OFFICE USE ONLY

Application number or details			
Council Officer:		Date	
Receipt Number		Amount	

CREDIT CARD DETAILS

Please note that an additional 0.8% merchant service fee will apply to all payment made by credit card.

Cardholders Name* (Please print in capital letters)															
Credit Card Details* (Visa and MasterCard only)										<input type="checkbox"/> Visa		<input type="checkbox"/> MasterCard			
CVC* (3 digit reference on the back of credit card)								Credit Card Expiry Date*							

AUTHORISATION

I hereby authorise Inner West Council to debit my credit card in the amount of:*														\$	
(Please specify the amount)															
Card Holders Signature*															
Date*															
Contact Telephone No.*															
Is a receipt needed? (Unless otherwise stated the receipt will be made out to the cardholders name)															