



TRADE WASTE SERVICE APPLICATION/AGREEMENT

Customer Name: _____

Trading as: _____

Billing Address: _____ Post Code: _____

Service Address: _____ Post Code: _____

Contact: _____ Mobile: _____ Fax: _____

Council rates on commercial properties **DO NOT** include a waste removal service fee and therefore, a separate fee is charged for a trade waste service.

1. Upon receipt of an application form, Council will forward an invoice for a deposit of two hundred dollars GST exempt (\$200.00) to the customer. As soon as the deposit is paid, the bin will be delivered. Please note that the invoice for the deposit will normally be emailed to you to expedite the process. Invoices for the service will be forwarded by post. The deposit will be returned to the customer on cancellation of the service providing conditions (a), (b) and (c) are met.
 - (a) Council will be notified in writing of the cancellation of the service;
 - (b) The bin is in a serviceable condition on collection of cancelled services and
 - (c) Account is paid in full at the time of cancellation.
2. Businesses using council's trade waste service will receive monthly invoices, after the service has been rendered. The charge may vary from year to year at Council's discretion.
3. Businesses using Council's trade waste service must use the bin issued by Council. ONLY COUNCIL ISSUED BINS WILL BE SERVICED BY THE CONTRACTOR. The bins are fitted with red lids for easy identification.
4. Council's trade waste service is ongoing, and not available for seasonal or one off requests. Minimum period is 12 months.

PLEASE NOTE: Your service is liable to be discontinued if your trade waste account is not paid within one (1) month of issue of invoice.

Due to the Health and Safety requirements the following conditions prevail in the use of your trade waste service:

- your 'wheelie' bin must be used exclusively for commercial waste emanating from your business
- all damage to the bin to normal wear and tear will be repaired by Council at no cost, but it is your responsibility to keep the bin clean and ensure that it remains in the same condition as it was delivered.
- your bin must be left at the kerbside the night before collection and returned to a suitable location within your premises as soon as possible after it is emptied
- the lid must be closed at all times – your bin will not be emptied if it is overfull
- the weight of the bin must not exceed 80kg
- the following items should NOT be placed in your commercial waste container:
 - liquids, such as paint, oil and chemicals
 - building materials, such as bricks, concrete and sand

I have read and understood the above conditions and agree to abide by them.

PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998

The information collected on this form may be provided to other officers within Council and where required by legislation, to other State and Commonwealth agencies and departments. Failure to provide the required information could result in a delay to, or the non-supply of the requested service.

Signed _____ Position: _____ Date: _____

OFFICE USE ONLY			
Approved	YES <input type="checkbox"/> NO <input type="checkbox"/>	Deposit: _____	Bin No: _____
		Delivery Date: _____	Debtor No: _____
		Receipt: _____	Date: _____

REQUIREMENTS FOR USING COUNCIL'S COMMERCIAL WASTE COLLECTION SERVICE

Willoughby City Council provides 240 litre wheelie bins as part of its Commercial Waste Service. The rates collected by Council on commercial properties do not include a waste removal fee and therefore business operators who wish to utilize Council's Trade Waste Services will be charged a separate fee. In accordance with current legislation and also due to Health and Safety requirements the following conditions prevail in the use of Council's trade Waste Service:

1. Businesses using the Commercial Waste Service must use only the bin provided by Council. Non-Council issued bins will NOT be collected.
2. Your wheelie bin must be used exclusively for the commercial waste emanating from your business.
3. Your bin must be presented at kerb side the night before collection and returned to a suitable location within your premises as soon as possible after it is emptied.
4. The lid must be closed at all times – your bin will not be emptied if it is overfull.
5. The weight of the bin must not exceed 80kg.
6. Plastic bags placed next to the bin will not be collected. All waste must be contained in the bin.

The following items should NOT be placed in your commercial waste bin.

- Liquids, such as paint, oil and chemicals
- Building materials, such as bricks, concrete and sand

PROVISION OF A GARBAGE SERVICE TO COMMERCIAL PROPERTIES

It is your legal responsibility, as commercial operators within Council's area, to dispose of your waste properly. Your options for waste disposal are:

- Council's trade waste service or
- Private contractor or
- Self-disposal at an authorised Waste Management Centre (e.g. Artarmon Waste Transfer Station)

The disposal of waste in the following ways is considered illegal and is punishable by on-the-spot fines or court action:

- Using a Council's Be Tidy bin
- Storing of waste for prolonged periods on your premises (e.g. more than 1 week)
- Using other people's commercial containers
- Taking it home and depositing it in a residential container
- 'Dumping' it on the kerbside or in access laneways.

RECYCLING MATERIAL

Currently Willoughby Council does not provide any recycling services to office buildings and other commercial properties. There are, however, several private companies which do operate recycling collection services to commercial properties, mainly either paper or glass; these can be found under Recycling in Yellow Pages.

If you wish to use Council's Trade Waste Service, please fill in the attached Trade Waste Service Application/Agreement form.

For further information contact Council's Help & Service Centre on 9777 1000.