

# Application for: Annual Waste Bin/Shipping Container Permit

Includes Waste Bins, Mini Skips, Pallets and Shipping Containers



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## HOW TO COMPLETE THIS FORM

1. Read the 'Conditions of Issue and Use' section before completing this form
2. Fill out all fields correctly using block letters
3. Complete the supporting documentation checklist; and
4. Ensure all supporting documentation is submitted to Council with the completed application form
5. Refer to the 'How to Apply' section for further information.

**Please note:** The application will not be processed unless all details are completed and all required supporting documentation has been provided.

**PLEASE ALLOW FIVE (5) WORKING DAYS FOR PROCESSING OF THIS PERMIT APPLICATION**

## SECTION 1: APPLICANT DETAILS

**Supplier details** - this section must be completed by the Supplier

Supplier name

Supplier Contact name

Supplier Telephone

Supplier Email address

Supplier Address (location where item is to be placed)

Suburb

State

Post Code

## SECTION 2: ITEM DETAILS

**(1) What type of item(s) are you placing on Council land?**

Waste Bin  Mini Skip  Shipping Container  Pallet(s)

Other (please specify)

## SECTION 3: PERMIT FEES – All fees are non-refundable

### ANNUAL FEE

This permit allows the applicant (Supplier) to place one (1) item per day on a naturestrip/road within the Frankston municipality. Suppliers will need to submit an application with the required documentation for each item placed on a naturestrip/road within the Frankston municipality.

An annual fee applies to this permit.

This annual permit only allows for the placement of one (1) item per day on a naturestrip/road within the municipality. Any additional items to be placed on the same day will require a separate application form to Council where a casual rate will be applied for any additional item(s).

Note: Suppliers may apply for more than one (1) annual permit.

Suppliers will need to submit an application with the required documentation for each item placed on a naturestrip/road within the municipality 48hours prior to the placement of the item.

Council will issue a permit (subject to approval) to the supplier for each application submitted.

**Annual Permit** \$790.00 per permit, per annum, waste bins and shipping containers  
**Placement fee (for shipping containers only)** \$250.00 one time fee

No of Annual Permit's

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#### SECTION 4: SUPPORTING DOCUMENTATION CHECKLIST

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The following documentation must be provided to Frankston City Council at the time of application. Applications received without the required documentation will not be processed.

- Certificate of Currency (Public Liability Insurance)  
\*Cover must be current for the date/s requested to conduct the activity and show cover to the value of or greater than \$10 million.

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#### SECTION 5: STATEMENT OF ACCEPTANCE

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This section must be completed by all applicants.

I declare that the information I have provided is true and correct. I have read, understood and agree to Frankston City Council's Waste Bin / Shipping Container Permit 'Conditions of Issue and Use' and wish to apply for the selected permit to use in accordance with these terms. I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for the purposes as stated. I agree to return the permit if my eligibility changes. I acknowledge any information found to be false in support of this application will result in my permit being cancelled.

Applicants Name

Applicants Signature

Date

Frankston City Council is committed to protecting your privacy. The personal information you provide on this application is being collected by Frankston City Council for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. Failure to provide the information required means your application will not be processed. If you wish to gain access to, or alter any information you have applied to Frankston City Council whilst completing this application, please contact Council on 1300 322 322.

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#### HOW TO APPLY

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Please detach the completed application form and return with the required supporting documentation to Council via one of the methods below. **Please ensure you keep the 'Conditions of Issue and Use' information for your reference.**

- |  |  |   |  |   |
|--|--|---|--|---|
|  <b>In Person</b> | Civic Centre<br>30 Davey Street<br>Frankston VIC 3199  | Seaford Community Centre<br>Shop 1, 6 Broughton St<br>Seaford, VIC 3198 | Langwarrin Service Centre<br>Shop 6, Gateway Shopping Centre<br>Langwarrin, VIC 3190 | Carrum Downs Library<br>Lyrebird Drive<br>Carrum Downs, Vic |
|  <b>By Mail</b>   | Frankston City Council<br>PO BOX 490<br>Frankston VIC 3199   |   |  |   |
|  <b>By Email</b>  | Please email the completed application form to: <a href="mailto:info@frankston.vic.gov.au">info@frankston.vic.gov.au</a> |   |  |   |

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#### OFFICE USE ONLY - All fees are non-refundable

Payee Name:

ANNUAL PERMIT ONLY \$790.00

CONTAINER PLACEMENT \$250.00

Address:

Account Code: RC 374



# Conditions and Issue of Use: Waste Bin/Shipping Container Permit

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## **SUPPLIER**

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### **The supplier shall:**

- Ensure that the item is maintained in good order and that the company name and telephone number are clearly visible.
- Ensure the specified retro-reflective material is affixed to the item to ensure its visibility at all times.
- Seek approval and a permit from Council prior to placing the item on Council land.
- Comply with Councils provisions for the placement of the item and the Bulk Rubbish Container Conditions and Issue of Use.
- Ensure the hirer is aware of the type of contents that may be placed in the item and their responsibility to reduce litter.
- Ensure the driver is aware of the need to place the item in accordance with Councils direction.
- Ensure that the item is removed within the time frame outlined on the permit issued by Council.
- Contact Council to arrange for an extension of time if the item is required to be placed on Council land for longer than the duration permitted as per the permit issued.
- Rectify damage to assets (including the road, road reserve, nature strip or other assets) as a consequence of placement or collection of the item.

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## **DRIVER**

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### **The driver shall ensure that:**

- Permit authorisation from Council has been obtained to place the item in the agreed location prior to accepting the item for delivery
- Ensure the item is placed in accordance with the permit conditions.
- All signage and parking restrictions are observed, unless written permission has been granted by Council.
- Advice is provided to the supplier if it is not possible to place the item in accordance with the permit conditions.
- The conditions of the permit are explained to, and understood by the hirer.
- The item is not in an overloaded state at any time, or in a state which permits spillage whilst in transport.

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## **HIRER**

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### **The hirer shall, where possible, ensure:**

- The item does not cause an obstruction
- Items are secured and cannot be readily dislodged.
- The Item is not left in an overloaded state and;
- The item is made safe and removed when directed by Council or the responsible authority.

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## PERMIT CONDITIONS

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- Suppliers must complete Frankston City Council's Waste Bin/Shipping Container Permit Application form and submit it to Council with the required supporting documentation within prior to the placement of the item on Council land.
- All applicants must provide a copy of Certificate of Currency (Public Liability Insurance). Cover must be current for the dates proposed to conduct the activity and show cover to the value of or greater than \$10 million.
- All applicants must provide a site plan 1:100 or a full colour photograph identifying the proposed location where the item will be placed. The documentation provided must clearly show the location of existing trees, light poles, signs, pits, fire hydrants, car parking, bus stops, driveways, footpaths and the road.
- Frankston City Council reserves the right to request additional information or documentation that may support the application.
- Any instruction(s)/direction(s) issued by an authorised officer of Frankston City Council or a member of Victoria Police must be complied with immediately.
- Any instruction(s)/direction(s) issued by an authorised officer of Frankston City Council or a member of Victoria Police not complied with may result in the issuing of an infringement to the individual under Infringement 'Failure to comply with the direction of an authorised officer'.
- The area must be left in a clean state to the satisfaction of Frankston City Council. Any unreasonable damage or spoiling of an asset as a result of the activity will incur a rectification cost.
- Litter dropped must be retrieved immediately. Failure to do so will result in cleaning and/or infringement costs.
- Placement of an item outside the Conditions and Issue of Use are prohibited and subject to enforcement.
- Shipping Containers are not permitted to be placed on a Naturestrip.
- Items must not be located in high volume pedestrian and vehicle traffic area, unless there is no other alternative.
- Clear access to laneways and right of ways (or cul-de-sacs) must be maintained at all times.
- Reasonable access to, or egress from private driveways, must be maintained.
- Items are not permitted to be located where they would cause an obstruction to delivery vehicles.
- Items must not be placed on a road where the stopping of motor vehicles is prohibited under the Road Rules – Victoria such as: on a length of road or area to which a 'No Stopping' or 'No Parking' sign applies.
- Items must not be placed within 20 metres of an intersection with traffic lights, and within 10 metres of an intersection without traffic lights.
- Items must not be placed within 20 metres before and 10 metres after a school crossing, pedestrian crossing or bus stop.
- Items must not be placed within 20 metres either side of a railway crossing.
- Items must not be placed in a 'Clearway', in a taxi or bus zone, or in a loading zone.
- Items must not be placed on a median strip or traffic island.
- All parking regulations, other than restrictions on timed parking, are to be complied with unless signs indicate otherwise.
- Where an item is placed on a roadway, it must be positioned as close to, and parallel to, the kerb as practicable.
- Items are not permitted in locations which obstruct access to utility service manholes or devices which require servicing (e.gg. Traffic signal boxes, telephone boxes, post boxes, fire hydrants or plugs etc).
- Items are not to be positioned on a hill or curve where the view of the item is not clear for at least 100 metres along the road.
- All items placed on the road must be marked with yellow retro-reflective tape. Tape is to be at least 50mm wide and a minimum horizontal length of 200mm and 350mm high. Tape must be placed in the pattern of an inverted 'L' located as close as practical to each top corner to identify its length, width and height. Markings at opposite ends of each side shall be placed at the same relative height. Retro-reflective tape must be kept clean and be subject to regular frequent inspection by the supplier. Damaged tape must be replaced to ensure adequate visibility is maintained.
- When required by Council, yellow flashing lights are to be placed on the corner of the item when it is left on a nature strip or road and must be operative between sunset and sunrise.
- Any permit which is obtained as a result of providing false or misleading information may be cancelled and the supplier may be ineligible to obtain a permit for a period of up to twelve (12) months.
- Failure to comply with the Condition and Issue of Use may result in cancellation or withdrawal of the permit(s) and the supplier may be ineligible to obtain a permit for a period of up to twelve (12) months.
- Frankston City Council reserves the right to withdraw a permit at any time.
- Frankston City Council reserves the right to change the Conditions and Issue of Use of the permit at any time.

### **Suppliers, drivers and hirers must comply with the following including relevant legislation not listed below:**

- Community Local Law 2020
- Road Safety Regulations
- VicRoads Code of Practice for the Placement of Waste Bins on Roadsides