

# APPLICATION FORM

## CONTAINER PERMIT

**Includes Skip Bins, Trade Waste Bins, Hoppers, Shipping & Storage Containers**

Wyndham City Council  
PO Box 197 Werribee 3030  
45 Princes Hwy Werribee 3030  
mail@wyndham.vic.gov.au

**HOW TO COMPLETE THIS FORM:**

1. Read the 'Conditions of Issue and Use' section before completing this form.
2. Fill out the 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.

**Note:** The application will not be processed unless all details are completed, and all required supporting documentation has been provided. Permit applications will be processed within **fifteen (15) business days** of receipt providing all relevant information is received.

**SUPPLIER DETAILS** (this section must be completed by the supplier)

Supplier's Name: .....

Supplier's ABN: .....

Supplier's Address: .....

Contact Name: .....

Telephone: ..... Mobile: .....

Email: .....

**COPY OF CURRENT SUPPLIER'S PUBLIC LIABILITY INSURANCE MUST BE PROVIDED WITH THIS APPLICATION FORM**

**ITEM DETAILS**

What type of item are you placing on Council land?

Shipping/Storage Container       Trade Waste Bin/Hopper/Skip

Other (please specify): .....

Size:                      Width x Length: .....                      Cubic metres: .....

Container Number: .....

**LOCATION DETAILS**

Placement Address: .....

Onsite Contact Name: .....

Onsite Contact Phone: .....

Onsite Contact Email: .....

Placement Date: .....

Collection Date: .....

Placement:       Nature Strip                       Road

Reason for placement: .....

**FEES    Non-Refundable**

Container Fee                                      \$ 141.70                                      (Maximum of two weeks placement)

## CONTAINER PERMIT

**OFFICE USE ONLY**

Application Fee	GL 1LL Permit No GST	Narrative Bin Skip Permit	Fees do NOT fall within the scope of the GST
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## CONTAINER PERMIT

### SUPPORTING DOCUMENTATION CHECKLIST

- Certificate of Currency (Public Liability Insurance) of Supplier  
\*Cover must be current for the date/s requested to conduct the activity and show cover to the value of, or greater, than **\$20 million**.
- Site Plan  
\*Diagram outlining the proposed location of the item which clearly shows the location of existing trees, light poles, signs, pits, fire hydrants, car parking, bus stops, driveways, footpaths, curb lines and the road.

### DECLARATION

I hereby undertake to comply with the requirements of the Wyndham City Council's Community Amenity Local Law in relation to public safety and any special conditions as stated on the permit, including those outlined on the following pages. I agree to comply with all conditions of the Vic Roads Code of Practice for the Placement of Waste Bins on Roadsides and any further instructions required by an Authorised Officer of Council.

Signature of Applicant ..... Date .....

**PRIVACY NOTE:** Your personal information is being collected by Council for a Container Permit. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for Council to deliver services and information to you. For further information on how your personal information is handled, visit Council's Privacy Policy on Wyndham's website.

## PAYMENT OPTIONS

### IN PERSON

Payment can be made with cash, cheque/money order, eftpos and credit card in person at: *Civic Centre, 45 Princes Hwy, Werribee.*

### BY POST

Forward your cheque/money order along with your completed application form and all additions documents to:  
*Wyndham City Council, PO Box 197, Werribee 3030.*

**CHEQUES/MONEY ORDERS SHOULD BE MADE PAYABLE TO WYNDHAM CITY COUNCIL AND BE  
CROSSED WITH NOT NEGOTIABLE. POST DATED CHEQUES WILL NOT BE ACCEPTED**

### CREDIT CARD

Please complete the credit card authority below and return to Council with your completed application form to Wyndham City.

#### PAYMENT AUTHORITY

Card Type:  Visa  MasterCard *No other cards types accepted*

Card Number: .....

Card Expiry: ..... / ..... Card Holder's Name: .....

Telephone: ..... Mobile: .....

**I authorise Wyndham City Council to collect this information for the purpose of processing my payment. It will not be disclosed or used for any other purpose and may be accessed by me upon request.**

Signature: ..... Date: .....

## CONTAINER PERMIT

### CONDITIONS OF ISSUE AND USE:

#### **SUPPLIER / PERMIT HOLDER:**

##### **The supplier / permit holder shall:**

- Ensure that the item is fit for purpose 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.
- Only place item/s after approval of a permit from Council prior to placing the item on Council land.
- Comply with Council's permit conditions for the placement of the items.
- Ensure the hirer is aware of the type of contents that may be placed in the item and their responsibility to prevent over filling and environmental contamination, for example litter.
- Ensure the driver is aware of the need to place the item in accordance with Council's 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.
- Agree to indemnify and to keep indemnified the Wyndham City Council, its servants and agents (the Principal), and each of them from and 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, in connection with the permit holder's performance or purported performance of its obligations under this permit and be directly related to the negligent acts, errors or omission of the permit holder.
- If Wyndham City Council is required to undertake any work, including any rectification work, as a result of failure to comply with this Permit, these charges may be passed on to the Permit Holder.

#### **DRIVER:**

##### **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.

#### **HIRER:**

##### **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.
- The item is made safe and removed when directed by Council or the responsible authority.

#### PERMIT CONDITIONS:

- Suppliers must complete Wyndham City Council's Shipping/Storage Container, Trade Waster, Hopper or Skip Permit Application form and submit it to Council with the required supporting documentation 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 \$20 million.**
- All applications for Shipping Containers must include a site plan 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.
- Wyndham 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 Wyndham City Council or a member of Victoria Police must be complied with immediately.
- Any instruction(s)/direction(s) issued by an authorised officer of Wyndham 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' and possible impounding of items.
- The area must be left in a clean state to the satisfaction of Wyndham 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 to the supplier.
- Placement of an item outside the Conditions and Issue of Use are prohibited and subject to enforcement.
- 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 vehicles using the road.
- 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 taxi or bus zone, or in a loading zone.
- Items must not be placed on a median strip, dividing 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 (eg. 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 that meets AS/NZS 1906.4. 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 or per the VicRoads Code of Practice, 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.
- Wyndham City Council reserves the right to withdraw or cancel a permit at any time.
- Wyndham City Council reserves the right to change the Conditions and Issue of Use of the permit at any time.
- If Wyndham City Council is required to undertake any work, including any rectification work, as a result of failure to comply with this Permit, these charges may be passed on to the Permit Holder.

#### The Permit Holder and all agents (suppliers, drivers, hirers, etc.) must also comply with the following:

- Community Amenity Local Law (2023)
- Road Rules Regulations 2017
- VicRoads Code of Practice for the Placement of Waste Bins on Roadsides