



INNER WEST COUNCIL

Application for Skip Bin Provider Licence

Section 68 of the Local Government Act 1993 and Section 138 of the Roads Act 1993

About this form	<p>This form is used by companies to apply for or renew a Skip Bin Provider Licence to supply/hire out skip bins (building waste containers) within the Inner West Council Local Government Area. License holders appear on Council's list of approved Providers and allows them to place their skip bins on the road carriageway for up to 3 weeks (or 10 days in a metered parking area), including initial free periods of seven (7) and three (3) days (metered parking area).</p> <p>Customers who wish to hire a skip bin from one of these companies are required to obtain a Skip Bin User Permit from Council before the bin can be placed. The permit is free for the initial period as above, then fees are payable if they wish to extend the permit beyond the free period.</p> <p>To seek to place a skip bin contrary to any of the licensing conditions on this form or using a company that is not participating in the licensing scheme, a separate application will need to be made using an Application for Road Footpath and Carpark Occupancy. The application form can be found on Council's website at: https://innerwest.staging.elcomcms.com/develop/development-support/works-within-roads-or-footpaths</p> <p>For further information on the placement of skip bins on public land and a link to forms and online lodgement facilities, please visit Council's website at: https://www.innerwest.nsw.gov.au/live/waste-and-recycling/construction-waste.</p>
How to complete	<ol style="list-style-type: none"> 1. Ensure that all fields have been filled out correctly. 2. Please print clearly 3. Once completed, please refer to the <i>How to Lodge</i> section for further information.

Application type:	<input type="checkbox"/> New Skip Bin Provider Licence OR
	<input type="checkbox"/> Renewal of current Licence

Section 1: Applicant's Details or Company and Representatives (Required)

If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead.

Salutation (✓)	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other (please specify)
First name			Surname	
Company name			ABN No	
Postal Address (If different to street address)				
Suburb			Post Code	
Email				
Phone number			Other	

Section 2: Public Liability – Provide details of public liability insurance cover (See Clause 5.14)

Insurance Company		Public Liability Expiry Date	
Policy Number			

Section 3: Mandatory Documents to be supplied with all applications as separate documents, in pdf format, with clear file names

<input type="checkbox"/> Application form – a signed copy of the application form.
<input type="checkbox"/> Public Liability Insurance
<input type="checkbox"/> Authorisation Letter with Company Letterhead <u>and</u> Company Seal

Section 4: Skip Bin Provider Licence Fees

Fees are not payable at lodgement. A Council officer will contact the applicant during assessment and the fees will be payable before the licence is issued or renewed.

Description	Fee \$	Quantity	Charge \$
Annual Licence Fee – Skip Bin Providers	\$1,569.80		
Pro-rata Licence Fee for new applicants (second half of license year)	\$784.90		
Deposit Fee – Skip Bin Provider (refundable)	\$3,327.00		
Lodgement Total			

Section 5: General Conditions for Skip Bin Provider and Licence

These conditions are to be read in conjunction with the NSW Roads & Maritime Services Technical Direction TD 2009 SR01 – Placement of Bulk Skip and Waste Containers. Where any conflict of interpretation exists between these conditions and the Technical Direction, then these conditions shall take precedence.

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

- 5.1 **Skips bins 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 bin and is known as a Skip Bin Provider Licence. See Section 7 for how to seek an exception.**
- 5.2 **The maximum dimensions of a skip bin are 5m x 1.8m (length x width). See Section 7 for how to seek an exception.**
- 5.3 The skip bin must be of a light colour with the name, address and telephone number of the owner/proprietor clearly displayed.
- 5.4 Skip bins must be **POST PICK-UP SORTED AND RECYCLED**. The persons or Companies is confirming this company policy when they sign the Declaration in Section 8 below.
- 5.5 Only one (1) skip bin may occupy the road reserve at any time at any property frontage. The Skip Bin Provider may replace the skip bin within the approved duration of the Permit, but this does not change the end date of the permit.
- 5.1 The skip bin 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.
- 5.2 All skip bins must be placed immediately in front of the property of the user of the bin. If the skip bin 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 bin beyond the applicant's property frontage, 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.
- 5.3 Skip bins must not be placed in any disabled parking space.
- 5.4 The skip bin must only be placed in a manner that ensures a three (3) metre wide passageway is maintained on the roadway for vehicles to pass the skip bin. Note that this may necessitate a smaller/narrower skip bin being placed in some locations or prevent the placement of the skip bin at all.
- 5.5 Skip bins must be placed to take up no more than one (1) parking space on the street, taking into account the position of adjacent vehicle crossings and relevant Australian Road Rules. The Skip bins must not restrict access to adjoining parking spaces. In parking areas where parking bays are marked out, the Skip Bin must be located wholly within and centred to the marked parking bay.
- 5.6 The skip bin must only be placed when a Skip Bin User Permit has been issued by Council. See Section 6 for details on Skip Bin User Permits. The skip bin must be removed prior to the expiration of the Permit.
- 5.7 The maximum durations for Skip Bin User Permits are as follows:
 - a) Three (3) weeks in a Non-metered parking space, including an initial seven (7) day free period
 - b) Ten (10) days in a metered parking area, including an initial three (3) day free period
- 5.8 A security deposit for damage to Council property must be lodged with Council for the period of the licence.
- 5.9 Payment of the annual fee must be made every financial year.
- 5.10 The Skip Bin Provider must hold Public Liability Insurance with a minimum cover of \$20 million for the period of the licence. The Policy is to note, and provide protection for Inner West Council, as an interested party.
- 5.11 The skip bin can only be used in association with works that either do not require approval of Council or works that have received consent from Council.

Please note:

- 5.12 Inner West Council may order the removal of any skip bin 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.
- 5.13 Transporting of waste over or under a public place requires an approval under S68 of the Local Government Act 1993.



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Section 6: General Conditions for Skip Bin User (hirer of skip bin)

Skip Bin User Permits

- 6.1 A Skip Bin User Permit must be obtained from Council before any skip bin is placed upon Council land. It is an offence to stand a skip bin upon any Public Place/Public Road without approval.
- 6.2 **The maximum duration for a Skip Bin User Permit, from date of placement to its removal date, is three (3) weeks for a non-metered parking area and ten (10) days for a metered parking area. A free period applies at from the start, as follows:**
- Non-Metered Parking Space
- a) Free for up to seven (7) days
 - b) For more than seven (7) days, up to three (3) weeks, a weekly fee applies
- Metered parking space
- c) Free for up to three (3) days
 - d) For more than three (3) days, up to ten (10) days, a daily fee applies
- 6.3 The Skip Bin User must follow these steps to obtain a Skip Bin User Permit:
- a) To qualify for the free permit, first arrange the hire of a skip bin from one of the approved Providers.
 - b) After arranging the skip bin hire, apply for the permit using the Inner West Council customer request management system OR if intend on keeping the skip bin in place for longer than the free period, lodge an *Application for Skip Bin Permit Extension* using Council's online self-service.
 - c) To extend the permit during the free period, lodge an *Application for Skip Bin Permit Extension* at least two (2) business days before the end of the free period, using Council's online self-service.

These steps and links to all forms and online services can be found on Council's website at:

<https://www.innerwest.nsw.gov.au/live/waste-and-recycling/construction-waste>

General Conditions

- 6.4 **The following conditions are set out to prevent injury or damage to any persons or property. Failure to comply with these conditions could mean immediate removal of the bin at your expense and/or the issue of on-the-spot fines.**
- 6.5 The Skip Bin Provider must accept liability for any damage caused to the road, gutter, grass verge, footpath or any injury sustained by any persons during the delivery, occupation and removal of the bin.
- 6.6 Council reserves the right to order the removal of any bin or the termination of any activity associated with it, which causes a nuisance or creates a danger. Upon receipt of such order, the licence holder shall comply immediately.
- 6.7 The Skip Bin Permit holder and Skip Bin Provider must agree to observe any special conditions that are imposed by Council.
- 6.8 The Skip Bin User Permit holder must agree to bear responsibility for the removal of any waste deposited in or around the bin, whether by their self, at their direction or by any other person.
- 6.9 The Skip Bin User Permit holder must also agree to indemnify the Council against any clean-up costs that may be incurred and acknowledge that the said costs may be recovered by the Council as a debt.
- 6.10 Food waste, dangerous or hazardous wastes shall not be placed in any skip bin.

Section 7: How to request an exception to the standard conditions

Following is information for applicants wishing to hire a skip bin from a Company not on the approved Provider list and/or not in full compliance with the above conditions, such as:

- a) A skip bin that exceeds the maximum dimensions in (Clause 5.2 above);
- b) Placing more than one skip bin at one location (Clause 5.5 above);
- c) Placing skip bins for more than three (3) weeks in a non-metered area (Clause 6.2 above); or
- d) Placing skip bins for more than ten (10) days in a metered parking area (Clause 6.2 above).

To apply for any of the above exceptions, applicants will need to lodge an *Application for Road Footpath and Carpark Occupancy* using Council's online self-service.

These steps and links to all forms and online services can be found on Council's website at:

<https://www.innerwest.nsw.gov.au/live/waste-and-recycling/construction-waste>

Section 8: Applicant's Declaration (Required)

- I declare that all the information in the application is to the best of my knowledge, true and correct
- I understand that if the information is incomplete, the application may be delayed/ rejected or more information may be requested and accept delays in processing may arise out of any inadequacies in the material submitted in support of the application
- I acknowledge that if the information provided is misleading, any approval granted 'may be void'
- I declare that any electronic data provided is a true copy of all plans and associated documents submitted with this application. I declare that any electronic data is not corrupted and does not contain any viruses
- I understand that Council will use the information and materials provided for notification and advertising purposes if required.
- I have read, understood and agree to comply with Council's permit conditions, and I agree to indemnify the Council against any action or claim for damages arising from work being undertaken under this permit.
- I will ensure safety at and around the works site is controlled and is in accordance with WorkCover requirements.
- It is company policy for skip bins must be Post Pick-up Sorted and Recycled.
- I understand that Council will not commence processing of my application until such time as fees are paid. I agree to pay the fees within 7 days of receipt of an invoice from Council. I understand that if the fees are not paid, the application will be rejected and returned to me.

Applicant's signature	Date	____/____/____
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Privacy statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at council@innerwest.nsw.gov.au or write to us at P.O. Box 14, Petersham, NSW 2049.

How to Lodge

Lodging an application requires a completed application form, all mandatory documents, all relevant information and payment of the required fees.

From 27 April 2020, applications can be lodged online on Council's website at:
www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service

- For applications being lodged in person or by mail, all documents must be contained on a USB device.
- All documents including plans must be submitted as separate PDF files, viewable in Adobe Acrobat– each document with clear (descriptive) file names.
- Security settings (including passwords and editing restrictions) must not be applied to electronic documents.
- Files larger than 5MB should be separated logically and supplied as separate PDF files.

Lodge online: www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service

Lodge by mail: Inner West Council, PO Box 14, Petersham NSW 2049

Lodge in person: Inner West Council's Customer Service Centres:

- Ashfield – 260 Liverpool Road Ashfield.
- Leichhardt – 7-15 Wetherill Street Leichhardt.
- Petersham – 2-14 Fisher Street Petersham.

Opening hours: Monday-Friday, 8:30am-5:00pm www.innerwest.nsw.gov.au/ContactUs

Cashiering: 8:30am-4:30pm.

Fees and charges: This form does not necessarily include a comprehensive list of the fees that may be applicable. Council will advise you of any additional fees after assessment of the application and payment will be required prior to any approval. Find fees and charges on the Council website: www.innerwest.nsw.gov.au/FeesAndCharges

Cheques are to be made payable to: Inner West Council

Office use only

Checked by officer:		Receipt number:	
Date		Amount Paid	\$
Application No: ENBU/_____/_____		Initial of officer:	