

# BIN / CONTAINER ON COUNCIL LAND PERMIT APPLICATION

## RECIPIENT CREATED TAX INVOICE (GST exempt)

Group Name .....

Commercial / Non Profit Org .....

ACN / ABN No. ....

Name of Company supplying bin .....

Contact Person .....

Postal Address .....

Contact numbers    Private.....    Business.....

   Mobile.....    Fax .....

   Email .....

Proposed date(s)    From.....    To.....

Proposed times    Start.....    Finish.....

Location of proposed Land Use .....

If granted how would you like to receive your permit?     Via post     Via email

| ✓                      Activities (Select applicable)        | ✓                      Activities (Select applicable)       |
|--|---|
| <input type="checkbox"/> Clothing Bin (Local Law 3.1)        | <input type="checkbox"/> Shipping Container (Local Law 3.2) |
| <input type="checkbox"/> Skip Bin / Bulk Bin (Local Law 3.1) | <input type="checkbox"/>                                    |

Please provide details of the activity \_\_\_\_\_

**A COPY OF YOUR CERTIFICATE OF CURRENCY FOR \$20 MILLION PUBLIC LIABILITY INSURANCE MUST BE SUBMITTED WITH THIS APPLICATION.**

| PAYMENT OPTIONS  |  |
|--|--|
| <b>Application Fee</b> (not for profit / charity may be exempted)  | <b>\$75.00</b>   |
| <input checked="" type="checkbox"/> <b>By Mail</b><br>Please attach a cheque or money order made payable to the <b>Greater Shepparton City Council</b> to this renewal form and mail to the Greater Shepparton City Council, Locked Bag 1000, SHEPPARTON VIC 3632. | <input type="checkbox"/> <b>In Person</b><br>Cash, cheque, eftpos or credit card (Visa or Mastercard) payments can be made at 90 Welsford Street, Shepparton between 8:15am and 5:00pm Monday to Friday. |
| Office Use    Date Paid:   | Receipt Number:  |
| Amount Paid:    \$   | Ledger No - 10LFIN   |

M18/84960

**Greater Shepparton City Council**  
 Building, Planning and Compliance  
 Locked Bag 1000, Shepparton 3632  
 90 Welsford Street, Shepparton 3630  
 Ph: (03) 5832 9730 Email: [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au)  
[www.greatershepparton.com.au](http://www.greatershepparton.com.au)  
 ABN 59 835 329 843

# APPLICATION

If you wish to place a bulk bin, skip bin or clothing bin on Council land or highway a Local Laws Council Land Use permit is required under Councils Community Living Local Law No.1 2018.

## APPLICATION PROCESS

Complete the following application form and submit to Council with the permit Application fee to Building, Planning and Compliance, City of Greater Shepparton, Locked Bag 1000, Shepparton, Vic, 3632. For all inquiries please telephone: 03 5832 9730.

- The Application fee is non-refundable and is payable upon applying for a permit.
- Applications must be received by Councils Local Laws department at least 14 days prior to the proposed date otherwise approval cannot be guaranteed.
- Permits can only cover a maximum of a 12 month period.
- If any other Council permits are required, please contact the required Council department at least 14 days prior to the proposed activity.
- The declaration must be signed by the Contact Person and returned with the application.
- If approved, a Local Laws permit will be forwarded to the Contact Person advising of approval and any specific terms and conditions.
- Booking fees, bonds, costs or other permits may be required from other Council departments, depending on the nature, size and time of the event. These costs may only be determined after an application is assessed.

## DECLARATION

The following declaration is to be signed by the Contact Person.

I accept and understand the terms and conditions of applying for a Council Land Use Permit.

Name: \_\_\_\_\_ (Please Print)

Position: \_\_\_\_\_ (Please Print)

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## TERMS AND CONDITIONS

Please ensure that you read all conditions and requirements.

- Permission to use Council land is only granted once a written permit has been issued.
- Council land and facilities must only be used for the approved purpose and at the approved times.
- All conditions set by Council for this permit will be outlined in the Council Land Use permit. If all conditions are not met, the permit may be revoked.
- A permit may be revoked, altered or amended by Council at any time.
- The permit holder must not (whether by act or omission) cause any damage to Council land or facilities or leave the area in an untidy state. The cost to restore any damage to Council land or facilities as a result of the activity will be borne by the permit holder.
- The permit holder must not do anything that will void or otherwise negatively affect the insurance policy obtained and must, as soon as is practicable, inform the Council in writing of any such voidance or negative effect.
- The permit holder must promptly advise the Council of the occurrence of an event that gives or may give rise to a claim under the policy and must keep the Council fully informed of subsequent action and developments concerning the claim.

- The permit holder indemnifies Council against any claim, demand, action, suit or proceeding that may be made or brought against the Council arising from the permit or use of the facilities, except where the claim, demand, action, suit or proceedings relates to the negligent act or omission of the Council.
- The permit holder must ensure that no nuisance is caused to properties within the surrounding neighbourhood.
- The permit holder must, as soon as practicable, make good any damage caused (whether by act or omission) to the facilities/area. The Council may remedy any breach, the cost of which shall be a debt due to the Council from the permit holder.

## PUBLIC LIABILITY INSURANCE

Public Liability Insurance cover for a minimum of \$20,000,000 must be supplied for all Applications. A Local Laws Permit will not be approved if evidence of current Public Liability Insurance is not supplied.

|   | YES                      | NOTES |
|---|--------------------------|-------|
| Have you attached a copy of the <b>Applicants</b> current Certificate of Currency for \$20 million Public Liability Insurance?    | <input type="checkbox"/> |       |
| Have you attached a copy of the <b>bin Companies</b> current Certificate of Currency for \$20 million Public Liability Insurance? |                          |       |

## SKIP BIN / BULK BIN / CLOTHING BIN

|  | NO                       | YES                      | NOTES   |
|--|--------------------------|--------------------------|---|
| Do you wish to place a skip/bulk bin on Council land?  | <input type="checkbox"/> | <input type="checkbox"/> | If No, move to next section.<br>If Yes, please supply the reason why the bin must be on Council land and how many bins you require.<br><br>Number of bins?  |
| Do you wish to place a clothing bin on Council land?   | <input type="checkbox"/> | <input type="checkbox"/> |   |
| What are the dimensions of each bin?   |                          |                          | Please supply a description of the size of the bin.<br><br>Number of bins?  |
| Do you wish to place a bulk/clothing bin on a Council road or in a Council parking space/bay?<br><br><b>If Yes, you must also complete a Parking Bay Reservation application (M08/3164) to be approved by the Parking Coordinator. For further information please telephone: 03 5832 9730.</b> | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, the bin must comply with the VicRoads Code of Practice for the Placement of Waste Bins on Roadsides. For a copy of the Code, please contact Building, Planning and Compliance. Telephone: 03 5832 9730. |
| Will the skip/bulk/clothing bin have reflective tape, flashing lights and warning signs?   | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, each bin must comply with the VicRoads Code of Practice for the Placement of Waste Bins on Roadsides. For a copy of the Code, please contact Building, Planning & Compliance. Telephone: 03 5832 9730.  |

|   |                          |                          |  |
|---|--------------------------|--------------------------|--|
| Will the skip bin/bulk bin comply with the <b>Code of Practice for the placement of waste bins on roadsides</b> ?   | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, each bin must comply with the VicRoads Code of Practice for the Placement of Waste Bins on Roadsides. For a copy of the Code, please contact Building, Planning & Compliance. Telephone: 03 5832 9730. |
| Have you completed the <b>Clothing Bin Permit Guide Booklet</b> ?   | <input type="checkbox"/> | <input type="checkbox"/> | The Council Clothing Bin Permit Guide and Booklet must be completed and attached to this application. For a copy of the booklet, please contact Building, Planning & Compliance. Telephone: 03 5832 9730.      |
| A site plan is required to be completed for all permit applications. Site plans should include the proposed location of the bin, traffic/pedestrian access, work site etc |                          | <input type="checkbox"/> |  |

| <b>ACCESS BY MACHINERY / VEHICLES</b>   | <b>NO</b>                | <b>YES</b>               | <b>NOTES</b>   |
|---|--------------------------|--------------------------|--|
| Is vehicle or machinery access required?  | <input type="checkbox"/> | <input type="checkbox"/> | If No, move onto next section.<br>If Yes, a Local Laws permit from Building, Planning & Compliance may be required. Telephone: 03 5832 9730. Details required include; location of vehicles; nature / size / number of vehicles; number of vehicle movements; purpose of access; registration numbers; description of vehicles, name of drivers and drivers licence numbers. |
| Has a Local Laws permit for vehicular access been obtained (if required)?                         | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Have you indicated the vehicle access corridor and vehicle locations on Attachment 1 (site plan)? | <input type="checkbox"/> | <input type="checkbox"/> |  |

| <b>WASTE MANAGEMENT / CLEANING</b>   | <b>NO</b>                | <b>YES</b>               | <b>NOTES</b>   |
|--|--------------------------|--------------------------|--|
| Do you have a cleaning management strategy in place to ensure the site is clear of waste at all times? | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please supply a copy of this strategy.             |
| Have you organised a private contractor to provide waste management?                                   | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please outline your waste management arrangements. |

| <b>SAFETY / SECURITY / RISK MANAGEMENT</b>                 | <b>NO</b>                | <b>YES</b>               | <b>NOTES</b>  |
|--|--------------------------|--------------------------|---|
| Have you prepared a risk assessment and safety procedures? | <input type="checkbox"/> | <input type="checkbox"/> | If No, please seek assistance from Work Safe Victoria on your roles and responsibilities as an event organiser.<br>If Yes, provide full details of the procedures to be taken to ensure the safety of participants and spectators, including First Aid, emergency vehicle access, names of individuals responsible and their roles. |

Have you created a Risk Management plan?

If No, a Risk Management Plan is required to hold an event on Council land.

If you require a Risk Management Plan or Assessment template – please contact Councils Risk Department on 03 5832 9700.

If Yes, provide a copy of your written Risk Management Plan.

