



# Not For Profit Organisations Recycling Service and Fee Waiver Application Form

Darebin businesses and not for profit organisations are entitled to an optional recycling service. Up to two 240 litre mobile recycling bins can be supplied for fortnightly collection of recyclable materials.

**If you are a not for profit organisation use this form to apply for Council's recycling service.**

Not for profit organisations may be entitled to a waiver of the start-up fee\* for Darebin's business recycling service. To apply for the recycling service and waiver, complete all sections of this form.

*\*A \$96.00 start-up fee per recycling bin applies to all businesses in Darebin. Only not for profit organisations are eligible to apply for this fee to be waived. Fees may only be waived if this application form is completed and waiver application is approved by Council Officers. Policies surrounding fees and charges may change and participating organisations will be kept informed of any changes.*

**Please Print All Responses Clearly**

This form is for use by Not For Profit Organisations only.

Other businesses must complete applications online at: [www.darebin.vic.gov.au/businessrecycling](http://www.darebin.vic.gov.au/businessrecycling) or in person at any Darebin Council Customer Service Centre.

## Not for Profit Organisation Details

Building Number & Street Name: .....

Suburb: .....

Not for Profit Organisation Name: .....

## Applicant Details

Applicant Family Name: .....

Applicant Given Name: .....

Postal Address: .....

Phone (BH): .....

E-mail Address: .....

## Recycling and Waste Information

Does your organisation currently have an 80 litre Council waste bin?  Yes  No

Does your organisation currently use an alternative recycling collection service (non-Council service)?

Yes  No

If Yes, please indicate who currently provides this service, the number and size of bins used and how frequently the bins are collected:

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.....

Does your organisation currently use Council's recycling collection service?

Yes

No

If your organisation does currently use Council's recycling collection service, please indicate:

How many Council recycling bins you have at present: .....

Approximately how long you have used Council's recycling collection service for: .....

Was any fee previously paid for the service:

Yes (if Yes, how much) .....

No

Uncertain/Unknown

**Number of Bins Requested:**

Please indicate how many new recycling bins you are requesting:

One 240L bin

Two 240L bins

**Note: Not for Profit Organisations may apply for a fee waiver for up to two Council recycling bins.**

**Bin Delivery Information:**

**Bins will be delivered to organisations 8am to 12 noon Monday to Friday, to the front of the property. Organisations not operating within these hours may request alternative delivery arrangement times, however these cannot be guaranteed. Bins will not be delivered to laneways.**

Please indicate where your bin is to be delivered to:

Front of Property

Side Street (available for corner properties only)

If Side Street please give details: .....

Are you making an alternative delivery time request outside of the above times?  Yes  No

If Yes, please indicate alternative delivery time request details: .....

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**Please note, no guarantee is provided that alternative delivery times will be able to be met.**

**Fortnightly Bin Collection Information:**

**Bins must be placed for collection before 5 am on collection day for emptying, and returned to the property for secure storage on the same day. Bins must be placed at least 0.5m from obstructions to allow clear access for collection. Bins will not be collected from laneways or on private property. Bin use and collection is required to comply with the Business Recycling Conditions of Service below, which are also available on Council's website [www.darebin.vic.gov.au/businessrecycling](http://www.darebin.vic.gov.au/businessrecycling)**

Please indicate where your bin is to be collected from:

Front of Organisation

Side Street (available for corner properties only)

If Side Street please give details: .....

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**Application for Fee Waiver**

Number of people employed by your organisation at this address: .....

What is your not for profit organisation type?

- |  |  |
|--|--|
| <input type="checkbox"/> Health & Health Promotion   | <input type="checkbox"/> Legal & Human Rights        |
| <input type="checkbox"/> Aged Care                   | <input type="checkbox"/> Environment & Conservation  |
| <input type="checkbox"/> Social Work                 | <input type="checkbox"/> Arts & Culture              |
| <input type="checkbox"/> International Aid           | <input type="checkbox"/> Advocacy & Campaigning      |
| <input type="checkbox"/> Housing & Homelessness      | <input type="checkbox"/> Mental Health & Counselling |
| <input type="checkbox"/> Social Enterprise           | <input type="checkbox"/> Volunteer Services _____    |
| <input type="checkbox"/> Community Development       | <input type="checkbox"/> Education                   |
| <input type="checkbox"/> Other (please detail) ..... |  |

**Granting of a fee waiver is at Council's discretion.**

To apply for a fee waiver, please attach proof of your organisation's not for profit status which should include at least one of the following:

- A copy of your organisation's endorsement as a tax concession charity from the Australian Taxation Office.
- A copy of your organisation's Constitution or Governing Rules Trust Deed (if it is a Trust) clearly highlighting the relevant not for profit sections.
- A copy of your organisation's Registration with Regulatory Bodies that require not for profit status including the particular community purpose for that registration (clearly highlighted).

Please provide some detail which may assist in your application outlining details of your organisation and its Charter and Purpose, or other information you think relevant. *(Attach further information if more space is needed)*

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## Conditions of Service

**We require you to use your bin correctly.** Unless otherwise notified by Council, only the recyclable material listed on Council's "Business Recycling" web page ([www.darebin.vic.gov.au/businessrecycling](http://www.darebin.vic.gov.au/businessrecycling)) will be collected. If your bin contains non-recyclable material it may not be emptied. Subsequent contamination may lead to your service being discontinued. Audits may be conducted of your bin.

**Materials must be inside your bin.** Your bin lid must be closed for collection and any material left beside, near, or on top of the bin will not be collected. Fines may apply for material left outside the bin. Over-filled bins or bins weighing more than 30kg will not be collected.

**Bin must be placed in an accessible location for collection.** Your bin should be placed on the nature strip where possible, or footpath, but must not block pedestrians. It must be ½ metre from any obstructions with bin lid opening facing the road.

**Bin must be out by 5am on collection day and returned to the property on the same day.** Bin must be securely stored at all other times. A fine may be issued for bins left out. If your bin is unable to be securely stored, the service may not be provided.

**Bin remains the property of Council at all times.** The bin is numbered and registered to your organisation. You are required to keep the bin clean and tidy. If it is damaged, destroyed, lost or stolen, contact Council immediately on 8470 8888. Bins repeatedly damaged, destroyed, lost or stolen may not be replaced or may incur a replacement fee.

**Termination or Variation of Service.** A minimum of four weeks notice is required for the cancellation or relocation of this service. Contact Council on 8470 8888 for cancellation or other enquiries. Council reserves the right to terminate the service, with no refund payable, if you do not meet any of the Conditions of Service.

**Failure to abide by these conditions may result in the removal of your service and no refund will be provided.**

### PLEASE COMPLETE THE DETAILS BELOW TO FINALISE YOUR APPLICATION

The collection and handling of personal information is in accordance with Council's Privacy Policy which is displayed on Council's website and available for inspection at, or collection from, Council's customer service centre/s.

I have read and accept the Conditions of Service. I understand that I am required to abide by these and any other collection requirements outlined by Council, or the service may be terminated with no refund.

Signed : .....

Print Name : .....

Position held in Organisation..... Date: ...../...../.....

**Not for profit organisation applications will be assessed by Council and responses will normally be received within 14 working days.**

Please return your completed form to any Council Customer Service Centre or post to:

Environment Officer Water & Waste  
Darebin City Council  
PO Box 91  
PRESTON VIC 3072

