



Activity Application Place Clothing Bin(s) in a Public Place

Under Section 68 – Part C3 of the Local Government Act 1993

Expiry Date: 30 June 2009

About this form

Use this form to apply to place clothing bins or the like in a public place in the Municipality of Woollahra.

Documentation

As detailed below, including sketch plans, an insurance certificate and proof of membership of the National Association of Charitable recycling Organisations (NACRO) or charitable organisation.

Any questions

Phone Customer Service on (02)9391 7000, or call in personally (see page 2)

▼ Applicant's Details

1. Charity's name, address and contact details.

ACN No:
Name of Applicant:
Address of Applicant:
..... Post Code:.....
Phone: (B) (...) Fax: (...)
Phone: (H) (...) E-mail:
Nominated Contact person
(Who has control of locating and servicing the clothing bins)

▼ Public Liability Insurance Details

2. Public liability Insurance name, address and contact details.

Name of Insurer:
Address of Insurer:
..... Post Code:.....
Phone: (B) (...) Fax: (...)
Phone: (H) (...) E-mail:
Contact person (Only if a company etc).....
NB Please attach a copy of insurance policy
Insurance Policy Number.

Note: You must attach a copy of the Certificate of Currency for the insurance which must nominate Council as an insured interested party.

▼ Checklist

3. The following information must accompany your application

- A fully dimensioned location sketch plan
- Details on the number and size of clothing bin(s)
- A management statement on how the bin(s) and surrounding area is to be maintained, including time and frequency of emptying the bin(s)
- Proof of membership of National Association of Charitable Recycling Organisation (NACRO) or proof that the organisation is a 100 percent charitable organisation

▼ Signatures

4. Applicants declaration

On behalf of the above nominated charity I verify that the information submitted with this application is true and accurate.

Must be signed by the Charity applying for the approval.

☒ Signature: Date:

To be completed by Council's Cashier and Customer Service Officer. GST may be applicable (refer receipt) <i>Retain your receipt as proof of lodgement of the application.</i> <input checked="" type="checkbox"/> Receiving Officer: Date: <input checked="" type="checkbox"/> Cashier: Date:		Fee	Receipt Code	Office Use
	Application Fee	\$40	536	
	Total:			

▼ How to lodge this application

Address the application to: The General Manager
Woollahra Municipal Council

You can send it to us by any of the following methods

Post: PO Box 61
Double Bay 1360

DX: DX 3607 Double Bay

Courier or personal delivery: Council Chambers
536 New South Head Road
Double Bay NSW 2028

How to contact us by phone, fax or electronically

Phone: (02) 9391 7000

Fax: (02) 9391 7044

Email: records@woollahra.nsw.gov.au

Web: www.woollahra.nsw.gov.au

Who to contact: The Ranger handling your application in the Compliance section.

If you wish to discuss a proposal with one of our Compliance officers, it's essential that you arrange an appointment. We recommend that you consult with a Compliance officer before lodging this application.

Fees

A fee of \$40 is to be paid with this application.

Payment methods

In Person

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card — American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

By Mail

For credit card payments, please complete the attached "Credit Card Payment" form.

For cheque payments, please make payable to Woollahra Council.

Acknowledgement

You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application and provide you with the registered number of the application and the name of the officer who will be dealing with your application.

Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

Bus or Rail: Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

Parking: Short term customer parking spaces are available on site. On street parking in nearby streets is also available.

▼ Privacy notification

The personal details requested on this form are required under the *Local Government Act 1993* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.



Credit Card Payment Form

All credit card payment will incur a processing fee currently 1%

Payments should be sent to: Wollahra Council
536 New South Head Road
DOUBLE BAY NSW 2028

OR

PO Box 61
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

Credit card payment

This matter will not be processed until the credit card payment has been authorised

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA											
Full Name on Credit Card															
Credit Card No.				--						--					
Card Expiry Date			--			Total Amount Paid	\$								
Cardholder's Signature															
Date						Contact Phone No.									

Reason for payment

Please indicate in this section the reason for the payment and any other applicable information.

Payment For _____

Council Reference Eg. DA No.etc _____

Address (where applicable) _____

PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	_____	
	Date	_____	