



# 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 2018

## About this form

Use this form to apply to place clothing bins or the like in a public place in the Municipality of Woollahra. Pursuant to Council's **'Policy on Clothing Bins on Council Land'**, Council will only permit charity operated clothing bins in Council's public car parks

## 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.*

## ▼ Carpark Details

### 3. Name & location of carpark

(Attach plan to show precise location of bins within the carpark)

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## ▼ Checklist

### 4. 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

**5. 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>  ☒ Receiving Officer:..... Date:..... ☒ Cashier:..... Date:.....		<b>Fee</b>	<b>Receipt Code</b>	<b>Office Use</b>
	Application Fee	\$40.00	34	
	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](mailto:records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://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 \$40.00 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.

