

# Paid collection of special event bins

Fees are valid until 30 June 2020

## About this form

This form is to be used to arrange for bins and waste collection for special events by Woollahra Municipal Council.

## Lodgement & fees

Please follow the instructions on page 2.

## Any questions?

Please telephone Customer Service on (02) 9391 7000 or visit our Customer Service Centre (see page 2).

## ▼ Applicant's details

### Name, collection address and contact details of applicant

Title: Mr  Mrs  Miss  Ms  Other: .....

Family name: .....

Given name: .....

Company name (if applicable): .....

Delivery/Collection address: .....

.....Post Code: .....

Date bins to be delivered (Mon – Fri).....

Date bins to be emptied (Mon – Fri).....

Date bins to be collected (Mon – Fri).....

Phone (H) (....) ..... Phone (B) (....) .....

Mobile: .....

Email: .....

*Note: Bins must be placed at kerbside the night before the collection date.*

### Special event bins

	No. of 240L bins	Cost per bin	Cost	Receipt Code
<input type="checkbox"/> Administration cost (1-5 bins)		FLAT RATE	\$91.80	312
<input type="checkbox"/> Cost of emptying each 240 litre bin	.....	\$24.48	.....	312

**TOTAL COST \$** .....

### General

240L bins supplied on a one-off basis for parties/events where extra waste is generated. Bins can only be kept for a maximum of 2 weeks.

A request for Special Event Bins must be made at least 5 business days prior to the event.

Please allow an additional 2 business days for postage.

# ▼ 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 Rd  
Double Bay NSW 2028

**Contact us by phone, fax or electronically**

**Phone:** (02) 9391 7000

**Fax:** (02) 9391 7044

**E-mail:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**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.

**Making a personal visit?**

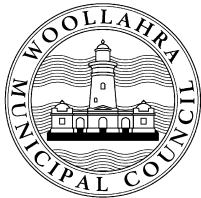
Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.  
**Bus or Rail:** Take the train to Edgecliff, then take the bus or walk from the interchange at the Edgecliff Centre.

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

To be completed by Council's Cashier and Customer Service Officer. GST may be applicable ( <i>refer receipt for details</i> ) Retain your receipt as proof of lodgement of the application.  <input checked="" type="checkbox"/> Receiving Officer:.....Date:..... <input checked="" type="checkbox"/> Cashier: .....Date:.....  CRM Ref No.....	<b>OFFICE USE ONLY</b>		
	Fee Type	Receipt Code	Fee \$
	Bins for special events	312	
	Cost for emptying each 240 litre bin	312	
	<b>Total:</b>		

# ▼ Privacy Notification

The personal details requested on this form are being collected and will only be used for the purpose of processing your application/keeping records/establishing your identity. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. 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 payments will incur a processing fee, currently 0.55%**

Payments should be sent to: Woollahra 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) . . . . .

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## 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	. . . . .	