

# Request to Change the Domestic Waste Service Units/ Strata Properties Shared Bins (2022/2023)



📍 Civic Centre, 68 Elizabeth Street, Moss Vale NSW 2577 (PO Box 141, Moss Vale NSW 2577)  
 ☎️ (02) 4868 0888 ✉️ mail@wsc.nsw.gov.au

This form must be completed by an authorised agent. Shared bins can be requested through the Strata Manager only.

## 1. Applicant Details

<b>Name of Applicant:</b>			
<b>Postal Address:</b>			
<b>Mobile Phone:</b>		<b>Business Phone:</b>	
<b>Email:</b>			

## 2. Property Details

<b>Property Number:</b> As shown on rates notice			
<b>Property Address</b> Name, Street/Lot Number, Locality			
<b>Is this your current mailing address? (please circle one)</b>	<b>Yes</b>	<b>No</b>	
<b>If no, please provide your mailing address here:</b>			
<b>Special instructions to locate property when delivering or removing your bins:</b>			

This document has three (3) pages. The completed form can be returned to:

**Email:** [mail@wsc.nsw.gov.au](mailto:mail@wsc.nsw.gov.au)

**Mail:** Wingecarribee Shire Council, PO Box 141, Moss Vale, NSW 2577

**In Person:** Customer Service, Wingecarribee Shire Council, Civic Centre, 68 Elizabeth Street, Moss Vale

For more information about the service you are currently being charged or how to complete this form, please email the address above, or call **(02) 4868 0888**.

WSC Office Use Only:		JRR Office Use Only:	
Date Received:		Date Received:	
Date Processed:		Date Processed:	
Processed By (Name):		Processed By (Name):	
Journal No:			
Docket No:			

*Working with you*

### 3. Change To Existing Waste Service Request

Please complete this section if you are requesting a Change to the Waste Service currently supplied to the property.

Service	Cost per annum	Change From	Change To	Office Use
Fortnightly Waste Service (per unit)	\$255.80			SGFM
Weekly Waste Service (per unit)	\$372.60			SGSM

#### Important Note

The charge for each unit is based on collection volumes of 80L garbage and 240L recycling collected on the agreed frequency.

For Example:

- 3 units are entitled to 1 x 240L garbage bin and 3 x 240L recycling bins
- 11 units are entitled to 4 x 240L garbage bins and 11 x 240L recycling bins

Where communal garbage bins are issued, the service frequency provided to all residents must be the same. To change the frequency of the collection e.g. weekly to fortnightly, this must be requested through the Strata Manager and be based on all owners agreeing to the change. Proof of this agreement must be provided with the Change Request.

It is possible for the Strata Manager to request additional services based on shared need (e.g. additional garbage or organics bins). These services would be charged directly to the strata through the rates process.

Upgrades / Additional Bins				
Recycling				
Service	Cost per annum	Change From	Change To	Office Use
<b>360L Recycling Bin Upgrade</b> (1 x 360L bin replaces 1 x 240L recycling bin)	\$45.20			XLR
<b>Additional 240L Recycling Bin</b> (collected fortnightly)	\$129.00			XR240
<b>Additional 360L Recycling Bin</b> (collected fortnightly)	\$175.30			XR360
Garbage				
<b>Additional 80L Garbage Bin</b> (collected weekly)	\$243.70			XG80
<b>Additional 140L Garbage Bin</b> (collected weekly)	\$361.60			XG140
<b>Additional 240L Garbage Bin</b> (collected weekly)	\$535.80			XG240
Garden Organics				
<b>Additional 240L Garden Organics Bin</b> (collected fortnightly)	\$104.80			XO

## 4. Owner's / Agent's Acknowledgement

I have read and understand the following terms:

1. If the Wingecarribee Shire Council does not have you listed as the owner or authorised agent, proof of this position must be provided in the form requested by Council staff before any changes can be made.
2. I understand that the availability of a council collection service is dependent on location and truck access. I will be notified if a service is not available.
3. I understand delivery of bins will occur within 5 working days from the approval date of this application.
4. I acknowledge that charges will be added according to my selection, and in line with the timeline above.
5. I understand the charges will be adjusted on a pro-rata basis and any adjustments reflected on any notices issued during the remainder of the year.
6. I understand that a \$47.46 service fee may apply for more than one service change in a rating year. (N.B. New Owners are exempt from the service fee).
7. I will ensure that all waste and bins will be stored within the property between collections.

**To avoid a delay in this application from being processed please ensure the form is fully completed, signed and all required documentation attached.**

Applicant Name	Applicant Signature	Date
I am completing this form as one of the following (please tick one):	<input type="checkbox"/> the owner, or <input type="checkbox"/> Director <b>Note – you may be asked to provide proof if this has not previously been provided to Council</b> or <input type="checkbox"/> the managing agent <b>Note – written authorisation from the property owner must be attached to this application if not already provided to Council</b>	

## Privacy Statement

In lodging this form, you are providing personal information such as your name and contact details. The personal information that Council has collected or is collecting from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* (PPIPA). Your personal information will be handled in accordance with the PPIPA and Council's [Privacy Management Plan](#). For further information regarding Council's privacy obligations, see [Privacy Guidelines](#).

**Purpose of collection:** Your personal information is being collected for the purpose of contacting you or serving correspondence upon you in relation to your domestic waste request. Your personal information will also be communicated to [JR Richards & Sons](#), Council's domestic waste collection service provider, for the purpose of providing the requested waste service and contacting you in relation to your waste service.

**Intended recipients:** The intended recipients of the information include Council officers, contractors and agents of Council (including JR Richards & Sons) and persons granted lawful access under the *Government Information (Public Access) Act 2009*.

**Supply:** Supply of your personal information is voluntary, however, if you cannot or refuse to provide some or all of the information sought, Council may be unable to process your request.

**Access/Correction:** You may make application to access or amend your personal information held by Council. Council will consider any such application in accordance with the PPIPA.

**Storage:** Your personal information is being, or has been, collected and will be held by: Wingecarribee Shire Council, Civic Centre 68 Elizabeth Street, Moss Vale NSW 2577. Your personal information will also be held by JR Richards & Sons 92-94 Manning Street, Tuncurry NSW 2428. This form will be placed on a relevant file and/or recorded in both Council's and/or JR Richards & Sons' electronic document and records management system.