

# Domestic Waste Service Request Wheel In Wheel Out Service (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](mailto:mail@wsc.nsw.gov.au)

The Wheel in Wheel out Service is available to residents who are unable to present bins to the kerb.

**This form needs to be completed by the resident and a medical practitioner.**

## 1. Applicant Details

<b>Full Name of Applicant:</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:	
Property No:		Processed By (Name):	
Processed By (Name):		Processed By (Name):	
Docket No:			
Debtor No/ Invoice No			

*Working with you*

### 3. Medical Certificate

<b>Medical Practitioner's Name:</b>			
<b>Practice Name:</b>			
<b>Practice Address:</b>			
<b>Contact Number:</b>			
I certify that the applicant is unable to present bins to the kerb and requires assistance for this activity (please tick):			
	Short term (insert dates) - Period of assistance required is from    /    /    to    /    /		
	Long term. The requirement for assistance is ongoing.		
<b>Signature:</b>		<b>Date:</b>	

### 4. Applicant's Acknowledgement

I have read and understand the following terms:

<p>1. I understand I will receive an annual invoice for this service, calculated on a pro rata basis for the year. It is separate to the waste charges levied on the property. The cost is \$1.70 per bin per service.</p> <p>Examples of annual costs are detailed below:</p> <table border="1"> <thead> <tr> <th></th> <th><b>Garbage Bin Collection Frequency</b></th> <th><b>No of Garbage Collections</b></th> <th><b>No of Organics Collections</b></th> <th><b>No of Recycling Collections</b></th> <th><b>Total Annual Cost</b></th> </tr> </thead> <tbody> <tr> <td rowspan="2"><b>3 bin service</b></td> <td>Weekly Waste</td> <td>52</td> <td>26</td> <td>28</td> <td>\$180.20</td> </tr> <tr> <td>Fortnightly Waste</td> <td>26</td> <td>26</td> <td>28</td> <td>\$136.00</td> </tr> <tr> <td rowspan="2"><b>2 bin service</b></td> <td>Weekly Waste</td> <td>52</td> <td>0</td> <td>28</td> <td>\$136.00</td> </tr> <tr> <td>Fortnightly Waste</td> <td>26</td> <td>0</td> <td>28</td> <td>\$91.80</td> </tr> </tbody> </table>							<b>Garbage Bin Collection Frequency</b>	<b>No of Garbage Collections</b>	<b>No of Organics Collections</b>	<b>No of Recycling Collections</b>	<b>Total Annual Cost</b>	<b>3 bin service</b>	Weekly Waste	52	26	28	\$180.20	Fortnightly Waste	26	26	28	\$136.00	<b>2 bin service</b>	Weekly Waste	52	0	28	\$136.00	Fortnightly Waste	26	0	28	\$91.80
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<p>2. I understand that my property will be checked by the collection contractors to ensure WH&amp;S requirements are met while providing the Wheel In Wheel Out service.</p>																																	
<p>3. I understand that my bins must be in a suitable location to be accessed by the contractors.</p>																																	
<p>4. I understand that the cost is based on the number of bins and frequency of collection paid for by the Domestic Waste Management Charge on the property, not on whether the bins are full or empty on any given day.</p>																																	

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"/> the resident	

## 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.