

Request for a new kerbside waste service: Non-residential property



City of
Newcastle

You can use this form to arrange for bins where there is no existing kerbside waste service at a rateable business property or at a non-rateable/exempt property.

Please make sure you have the correct application form before proceeding. If you would like to:

- upgrade an existing waste service at a rateable **business** property or a **non-rateable/exempt** property, such as upsizing current bins or arranging for extra bins, please use our *Request to upgrade a kerbside waste service: Non-residential property* form.
- arrange for a brand new waste service at a rateable **residential** property, such as a new home, please use our *Request for a new kerbside waste service form: Residential property* form.



Correct application form check

Which statement best describes your situation?

1. I am at a rateable **business** property or a **non-rateable/exempt** property where there are **NO EXISTING BINS** ▶
Please go to Property details.
2. I am at a rateable **business** property or a **non-rateable/exempt** property that **ALREADY HAS ONE OR MORE BINS** ▶
Do not proceed. Please use our *Request to upgrade a kerbside waste service: Non-residential property* form to arrange for bigger bins, extra bins or more frequent collection services.
3. I am at a rateable **residential** property ▶ Do not proceed.
Please use our *Request for a new kerbside waste service: Residential property* form.

Property details

Property address (where bins are located)

	Postcode	

Account number (from Rates & Charges notice)

Preferred service commencement date

Please note: Bins will not be delivered until your application is processed and any additional requested services paid in full. Delivery may take up to 15 business days from processing/payment.

Customer details

Given name(s)

Surname

Business name (if applicable)

ABN (if applicable)

Telephone number (business hours)

Mobile phone number

Fax number

Email address

I am the:

- Property owner Tenant
 Managing/Authorising agent

I am applying for a brand new waste service at a:

- Rateable business property ▶ Please go to Part A
 Non-rateable/exempt property ▶ Please go to Part C

PART A: RATEABLE BUSINESS PROPERTY – STANDARD WASTE SERVICE

Under the Business Waste Management Services Charge levied under your property rates and charges, you are entitled to one **140-litre general waste** (red lid) bin, serviced weekly.

I would like:

- A 140L red lid bin (standard size) ▶ If you would like additional (user pays) waste services, please go to **Part B**. Otherwise, please go to **Part D** to finalise your application.

PART B: RATEABLE BUSINESS PROPERTY – ADDITIONAL WASTE SERVICES

We offer optional, additional waste services for rateable business properties that are surplus to those provided under your standard rateable entitlement. This includes extra waste bins, more frequent services, or recycling and garden organic services.

Annual charges apply that must be paid in advance, with an account issued at the start of each financial year. All charges are subject to annual change. **Please choose carefully:** In accordance with our annual fees and charges, fees apply for all account cancellations and amendments (\$78.75 and \$33.60 respectively in 2023/24).

I would like: <i>(please tick)</i>	No. of additional bins requested	2023/24 charge per bin	Office use only
RECYCLING BINS (FORTNIGHTLY SERVICE)			
<input type="radio"/> A 240L yellow lid bin (standard size)		\$119.25	240AdRecY
<input type="radio"/> A 360L yellow lid bin (large size)		\$142.60	360AdRecY
GARDEN ORGANICS BINS (FORTNIGHTLY SERVICE)			
<input type="radio"/> A 240L green lid bin		\$121.70	240AdGrn
GENERAL WASTE BINS			
<input type="radio"/> To upsize the standard 140L red lid bin provided (Part A) to a 240L bin		\$320.25	240UpgRed
Additional Services		No. of extra weekly services requested	2023/24 charge per bin
<input type="radio"/> My standard 140L red lid bin serviced more often than once a week			see Table 1
Additional Bins	No. of extra bins requested	No. of weekly services requested	2023/24 charge per bin
<input type="radio"/> Additional 140L red lid bins			see Table 1
<input type="radio"/> Additional 240L red lid bins			see Table 1
Preferred collection day/s!:	<input type="radio"/> Mon <input type="radio"/> Tue <input type="radio"/> Wed <input type="radio"/> Thu <input type="radio"/> Fri <input type="radio"/> Sat <input type="radio"/> Sun		
I would like to receive my annual account invoices:		Postal address <i>(if different from property address)</i>	
<input type="radio"/> By email: I have added DoNotReply@ncc.nsw.gov.au to my safe senders list (This can typically be set under your "junk email" options)		<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<input type="radio"/> By post			
			Postcode

PART C: NON-RATEABLE/EXEMPT PROPERTY

All waste services to non-rateable/exempt properties are provided upon request on a fee-for-service basis. Annual charges apply that must be paid in advance, with an account issued at the start of each financial year. All charges are subject to annual change. **Please choose carefully:** In accordance with our annual fees and charges, fees apply for all account cancellations and amendments (\$78.75 and \$33.60 respectively in 2023/24).

I would like: <i>(please tick)</i>	No. of additional bins requested	2023/24 charge per bin	Office use only										
RECYCLING BINS (FORTNIGHTLY SERVICE)													
<input type="radio"/> A 240L yellow lid bin (standard size)		\$119.25	240AdRecY										
<input type="radio"/> A 360L yellow lid bin (large size)		\$142.60	360AdRecY										
GARDEN ORGANICS BINS (FORTNIGHTLY SERVICE)													
<input type="radio"/> A 240L green lid bin		\$121.70	240AdGrn										
GENERAL WASTE BINS													
Additional Bins	No. of bins requested	No. of weekly services requested	2023/24 charge per bin	Office use only									
<input type="radio"/> A 140L red lid bin			see Table 1	140Wk...									
<input type="radio"/> A 240L red lid bin			see Table 1	240Wk...									
Preferred collection day/s ¹ :	<input type="radio"/> Mon <input type="radio"/> Tue <input type="radio"/> Wed <input type="radio"/> Thu <input type="radio"/> Fri <input type="radio"/> Sat <input type="radio"/> Sun												
I would like to receive my annual account invoices:		Postal address <i>(if different from property address)</i>											
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	Postcode												
<input type="radio"/> By post													

TABLE 1: GENERAL WASTE ANNUAL CHARGES

COLLECTION DAYS	No. of general waste bin services per week	2023/24 charge per 140-litre bin	2023/24 charge per 240-litre bin
Monday to Friday	1-4	\$630.00	\$777.00
	5-8	\$609.00	\$750.75
	9 and over	\$582.75	\$729.75
Saturday or Sunday	1 or more	\$708.75	\$966.00

The annual charges above are for each additional general waste bin serviced once per week. Multiple bins and/or collections are charged accordingly. For example, two 140-litre bins collected twice weekly equals four services (that is, 2 bins x \$630 p.a. x 2 services = \$2,520 p.a.), as does a single 140-litre bin collected four times per week (that is, 1 bin x \$630 p.a. x 4 services = \$2,520 p.a.). All charges are subject to annual change.

¹General waste bins serviced once a week will generally be serviced on the regular collection day for the property. You can find your collection day by visiting newcastle.nsw.gov.au/collection-days or by phoning 4974 2000.

PART D: DECLARATION AND SIGNATURE

I acknowledge and agree to abide by the following terms and conditions:

- All general waste and garden organics bins remain the property of City of Newcastle; all recycling bins remain the property of City of Newcastle's recycling contractor.
- All bins are identifiable by a RFID chip and serial number and are not transferable to another property without obtaining prior permission, in writing, from City of Newcastle. Fees and charges apply.
- Should the contents of any bin be contaminated with items not deemed acceptable by City of Newcastle or its contractors, removal of the bin may occur at the owner/authorising agent's cost and the service suspended.
- Recycling and garden organics bins are serviced fortnightly, on the regular collection day for the property. General waste bins serviced once a week will generally be serviced on the regular collection day for the property. Collection day information can be located at newcastle.nsw.gov.au/collection-days or by phoning 4974 2000.
- If additional waste services have been requested as part of this application:
 - Additional waste services have annual charges that are subject to change each year. All charges shown in this application are for 2023/24 only. An account is issued at the start of each financial year that is separate to the rates and charges notice, and which must be paid in advance for the service to continue.
 - Bin(s) will not be delivered until full payment has been received and shall occur within 15 business days of full payment receipt.
 - Following payment of the annual account each year, City of Newcastle will arrange for a sticker to be attached to the front of general waste bins and garden organics bins that have upgraded sizes/additional waste services associated with them. Upgraded/additional general waste and garden organics bins not displaying the current account stickers will not be serviced.
 - Account customers are to notify City of Newcastle in writing of any changes to property ownership, cancellation or other changes in service.
 - Fees apply to all account cancellations and amendments in accordance with City of Newcastle's adopted fees and charges applicable at the time of the request. Details are available at newcastle.nsw.gov.au/fees.
 - Customers opting to receive invoices by email are responsible for adding DoNotReply@ncc.nsw.gov.au to their 'safe senders' list to prevent invoices from being filtered as junk/spam and potentially overlooked.

Name

Signature

Date

PRIVACY DISCLAIMER

We are committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and our Privacy Management Plan.

Purpose: We will use the information to process your request. **Intended recipients:** Authorised City of Newcastle Officers and its contractors or agents. **Supply:** Voluntary. **Consequence of non-provision:** We may not be able to process your request. **Storage and security:** Information will be stored in accordance with City of Newcastle's Record Management Policy. **Access:** Contact us by phone on (02) 4974 2000 or attend the City Administration Centre.

TO SUBMIT YOUR APPLICATION

Please forward your completed and signed application form to wasteaccounts@ncc.nsw.gov.au or mail it to **Waste Services, City of Newcastle, PO Box 489 Newcastle NSW 2300**. You can also hand in your application at our City Administration Centre, located at 12 Stewart Avenue, Newcastle West, 8.30am–5pm Monday–Friday (excl. public holidays). Once we have processed your application, we will issue an invoice if any additional kerbside waste services have been requested. Delivery of bin(s) shall not occur until within 15 business days of payment receipt.