

# LATROBE CITY LITTER BIN SERVICES



This form is to be completed by organisations requesting Council approval for the assistance in the provision of litter bins.

The application must be submitted not less than **30 days** prior to the proposed event.

**NOTE: It is the event organiser's responsibility to clean up the area after an event. Any mess left will be cleaned by the City and charged to the event organising committee.**

Date of Application: \_\_\_\_\_

## EVENT DETAILS:

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ am / pm \_\_\_\_\_ am / pm

Organisation: \_\_\_\_\_

## CONTACT DETAILS (Event Manager):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (B/H) \_\_\_\_\_ (A/H) \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Event Description: \_\_\_\_\_

(If insufficient space please attach a sheet.)

Location where litter bins are to be delivered & picked up. (Location must be same for delivery & pick up): \_\_\_\_\_

Fill in the following details to book the required amount of Waste litter bins.

**Litter bins - Charges are \$\_\_\_ per rubbish bin.**

Quantity of rubbish bins required: \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

Time & date to be delivered: Time: \_\_\_\_\_ Date: \_\_\_\_\_

Time & date to be picked up: Time: \_\_\_\_\_ Date: \_\_\_\_\_

Litter bins units can be emptied throughout the event. If you require litter bins Units to be emptied during the course of the event please fill in the following information:

**Additional Waste collection- Charges are \$\_\_\_\_\_ per unit to be empty**

Quantity of Waste disposal units required: \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

Time to be emptied: Time 1: \_\_\_\_\_ Time 2: \_\_\_\_\_

Time 3: \_\_\_\_\_ Time 4: \_\_\_\_\_

**Litter Collection – Cost for bins \$\_\_\_\_\_ per unit**

Supply and collect 240 LTR wheelie bins

Quantity of Wheelie Bins required: \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

Additional collection of waste - \$\_\_\_\_\_ per bin

Number of additions Bins to be emptied: \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

Address & delivery point for bins: \_\_\_\_\_

Deliver by Date: \_\_\_\_\_ Time of Event: \_\_\_\_\_ am / pm

Pick-up by Date: \_\_\_\_\_ Time of Event: \_\_\_\_\_ am / pm

Bins to be emptied in addition to the collection time shown above at:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

OFFICE USE ONLY				
Date received: ___/___/___	Officer: _____			
Referred to: Latrobe Visitor Information Centre	Yes / No	Copied	Yes / No	
City Strategy	Officer: _____			
City Relations	Officer: _____			
City Infrastructure	Officer: _____			
Date of response: ___/___/___	Verbal / Letter / Confirmation only			