



## Kerbside Waste Collection Request

Assessment No \_\_\_\_\_

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address of property \_\_\_\_\_

Telephone \_\_\_\_\_

Details (including purchase of bins only/ new collection service/ change in collection service)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recycle

Commercial

Household

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Official Use Only**

Receipt Number \_\_\_\_\_

Bin Number \_\_\_\_\_ Commercial / Residential

Date bin issued (if new bin purchased) \_\_\_\_\_

Collection start date /cancellation date \_\_\_\_\_

|  |     |
|--|-----|
| Bin number entered on Works database                                   | [ ] |
| Rates Officer notified of bin number and any new charges               | [ ] |
| Contractor emailed with new collection address and number/type of bins | [ ] |
| Bin sticker number added/removed in assessment number file             | [ ] |
| Synergy all relevant documents   | [ ] |

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date