

# KERBSIDE WASTE COLLECTION REQUEST

Assessment No.: \_\_\_\_\_

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

Surname: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Telephone: \_\_\_\_\_

Bin type: ☐ Recycle ☐ Commercial ☐ Household

Details Including purchase of bins only / new collection service / change in collection service

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## OFFICE USE ONLY

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

Bin Number: \_\_\_\_\_ ☐ Commercial ☐ Residential

Date Bin Issued: (If new bin purchased) \_\_\_\_\_

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

- ☐ Bin number entered on 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
- ☐ Synergised all relevant documents

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date