



Waste Management Service Bins & Spare Parts Order Form

Version No:	V 01.03
Reviewed Date:	1/11/2022
Next Review:	1/11/2023

Name	
Postal address	
Phone contact number	
Email contact details	
Delivery address	

Request for New Bin/s (please tick and number the quantity required)

Are you on an existing service route? Yes ___ No

(if you are unsure or are not on an existing service route, please contact Council before lodging a request).

240L Recycling, Qty: ___ 240L Green Waste, Qty: ___ 140L General Waste, Qty: ___

Request for Spare Parts

	Quantity
240L Yellow Lid	
240L Green Lid	
140L Red Lid	
Pins	
Hinges	
Wheels	
140L Bin Axle	
240L Bin Axle	

Signature:	Date:
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Payment Options (please indicate your preferred payment method)

- Pay in person at the Administration Centre, 3 Stuart Street, Melrose
 Tax invoice

Please note:

- Refer to Council's website fees and charges listing for the current fees and charges.
<https://www.mtr.sa.gov.au/documents/fees-and-charges>
- Payment for bins or parts is required prior to delivery/collection.
- If **additional bin collection** is required, please complete a Waste Management Service Request form
[Application Forms & Information Sheets | District Council of Mount Remarkable \(mtr.sa.gov.au\)](#)

Office Use Only

Date of Bin/Part Delivery: _____

Assessment No: _____

Entered Synergy: Y/N

Bin(s) No: _____

Request sent to Works [RFS No]: _____

Other Information and Guidelines

1. Bins are to be out for collection no later than 7.00am on collection days.
2. Council's waste contractor may move your bin to a preferred location in order to maximise efficiency of collection. Residents should note this as the best location for future collections. If the bin is not put in this spot for future collections, it will not be emptied.
3. Bin identification is established in accordance with the National Standards:
 - General Waste (140 litres) – Red bin lid
 - Recycling (240 litres) – Yellow bin lid
 - Green Waste (240 litres) – Green bin lid
4. Should your Recycling Bin not have a yellow lid, or a yellow Recycling sticker, please contact Council to make arrangements to have a lid or sticker delivered or picked up.
5. For safety and environmental reasons, bins without lids will not be emptied by the Contractor (ie possible risk of rubbish falling from the bin while being emptied, bins blowing over in strong wind, bins being filled with rainwater, etc).
6. Properties on the defined route are charged within Council Rates, the standard collection fee (this is comprised of one weekly General Waste collection and one fortnightly Recycle and Green Waste collection).
7. Properties not on the defined route are charged for the collection/s specified. The relevant collection charges are invoiced on an annual basis.
8. The township of Hammond has General Waste collected per fortnight, however residents may put two standard General Waste bins out for collection. The township has Recycling and Green Waste collected per month and may have two standard Recycling and Green Waste bins out for collection.
9. Extra bins and/or collection services, can be requested by completing an order form available on Council's website and delivery or send it to Council
https://www.mtr.sa.gov.au/_data/assets/pdf_file/0034/1189870/Bins-and-Parts-Form-V01.02.pdf
10. Additional information and guidelines about waste types to go into each type of bin, along with relevant forms are available on Council's website or by contacting Council.
11. Information about disposing of larger volumes of waste at the Willowie Transfer Station is available here:
[Waste Management | District Council of Mount Remarkable \(mtr.sa.gov.au\)](https://www.mtr.sa.gov.au/waste-management)

Contact us:

Administration Centre
3 Stuart Street, Melrose SA 5483
PO Box 94, Melrose SA 5483
Telephone: 08 86662014