



# Kerbside Collection

## New/Amendment Request

Contact Council if you have any specific enquiries regarding fees or how to complete this form.  
Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

- New Service Application       Additional Bin Request       Upgrade/Downgrade Bin Size

### SECTION 1 – APPLICANT DETAILS

Full Name:				
Company:				
Street Address:				
Locality:	State:	Postcode:		
Phone:				
Email:				

### SECTION 2 – PROPERTY DETAILS

Lot _____ on Plan _____ Assessment Number: _____
Address: _____

Wheelie Bins are available for purchase at all Cook Shire Waste Transfer Stations, however LABELLED wheelie bins can ONLY be purchased from the Cooktown Waste Transfer Station. Bins without labels will NOT be serviced. If you purchase a bin from a third party source, please contact Cook Shire Council to organise a bin audit and labelling.

### SECTION 3 - SERVICE DETAILS

Please select the applicable bin size(s) on your property and specify the corresponding quantity for each size in the designated space below:

<input type="checkbox"/> 120 litre – Number of Bins on property: _____	<input type="checkbox"/> 240 litre – Number of bins on property: _____
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### SECTION 4 – BIN SUPPLY AND LABELLING

*This section must be completed for all Upgrade/Downgrade Bin Size and Additional Bin Request applications. It ensures your bin service charge is actioned correctly before any rate adjustment takes effect.*

4.1 Do you currently have a suitable bin available at the service address?

- Yes – I have a suitable bin at the service address       No – I require a new labelled bin on property

4.2 Please select how you would like to arrange bin supply and/or labelling:

Option A – Purchase a new labelled bin from Council

- I agree to purchase a new labelled bin from the Cooktown Waste Transfer Station and have it delivered to my property in accordance with Council's approved fees and charges.

Option B – Council officer attendance at property

- I agree for a Council officer to attend my property to inspect and label my existing bin, remove labels from any previously labelled bins no longer in use, and accept all associated charges in accordance with Council's approved fees and charges.

Option C – Deliver bin to Cooktown Waste Transfer Station

- I agree to deliver my bin to the Cooktown Waste Transfer Station for assessment and labelling and hand in the old bin prior to a new label being issued.

Important: Your kerbside service change and any associated rate adjustment will not take effect until the bin supply and/or labelling process has been completed by Council's Waste team. You will be notified of the effective date once this has occurred.

**TERMS AND CONDITIONS**

1. This application must be submitted by the property owner/ratepayer ONLY.
2. ALL sections of this application must be completed. Incomplete applications cannot be effectively actioned and may result in processing delays.
3. All applicable charges and fees are determined in accordance with Cook Shire Council's Revenue Statement for the current financial year. These statements can be found on Council's website.
4. Rate adjustments will not be applied until the bin and/or labelling process has been completed and confirmed by Council's Waste Management team.

**PRIVACY STATEMENT**

You are providing personal information, which will only be used for Council business activity specific to your enquiry, request, or application. Your personal information is managed in accordance with the *Information Privacy Act 2009*, will only be handled by persons authorised to do so and will not be disseminated unless you have given Council permission to do so or the disclosure is required by law.

**DECLARATION - ALL owners MUST sign the declaration**

As the registered owner/s for the above property, I acknowledge that the applicable fees for this service are charged in accordance with the current financial year's revenue statement. I hereby authorise the change to my kerbside refuse collection service and confirm that the information provided in this form is true and correct.

Applicant 1 Signature:

Date:

Applicant 2 Signature:

Date:

**LODGMET**

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COOKTOWN QLD 4895

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Email: [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au)  
Website: [www.cook.qld.gov.au](http://www.cook.qld.gov.au)

**FOR OFFICE USE ONLY**

WASTE MANGEMENT – Bin supply/labelling completed – Forward to Rates for system update.

Date completed:

Officer name: