



## Waste Collector Permit summary and Conditions

### Permit summary

This permit allows authorised vehicles to collect waste containers from public space in the central city solely within the City of Melbourne.

As a permit holder, your key responsibilities are:

- ensure collection in ['hot spot' zones](#) is limited to between 6am and 11pm
- ensure all bins are returned to their original point of collection
- wherever locks are available, lock bins following collection
- keep bin information up-to-date to provide Council with current records on request.

This summary is subject to any requirements or conditions set out during the application process and subject to the full conditions set out in this permit. We encourage you to take a few moments to read the **full conditions**, as these will impact the conduct of your activities and help you avoid a fine, delays or cancellation of the permit.

You can visit our website for more information on [waste collector permits](#)<sup>1</sup>.

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<sup>1</sup> [melbourne.vic.gov.au/business/waste-recycling/pages/waste-collection-permits.aspx](http://melbourne.vic.gov.au/business/waste-recycling/pages/waste-collection-permits.aspx)

## Permit Conditions

In this permit:

*“we”, “us”, “our” and “Council” refers to Melbourne City Council,*

*“you” and “your” refers to the applicant/permit holder,*

*“vehicle(s)” refers to a waste collection vehicle(s),*

*“waste container(s)” refers to a bin, cart or other receptacle of a kind approved by Council for the purpose of waste collection*

### 1. Compliance

- a. You must comply with:
  - i. all relevant legislation,
  - ii. [Council's Local Laws](#)<sup>2</sup>, and
  - iii. all conditions of this permit.
- b. You are responsible for compliance with this permit by your employees, agents, volunteers and sub-contractors.

### 2. Specific conditions

- a. This permit is only for use by waste collection vehicles owned, leased or hired by you during the permit term. For the avoidance of doubt, any waste collection vehicle owned, leased or hired by a sub-contractor must be authorised on a waste collector permit in the name of that sub-contractor.
- b. Vehicles must prominently display on their exterior your business name and telephone number unless otherwise agreed by Council.
- c. Vehicles must be fit for purpose including meeting any requirements of VicRoads and the Australian Design Rules and be safe and in good working order including servicing being up to date.
- d. Following waste collection, waste containers must be returned to their original point of collection, while ensuring padlocks are relocked if available.
- e. Waste collection can only occur between 6am and 11pm from prescribed 'hot spot' zones (see [prescription 16-2019](#)<sup>3</sup> and [map of 'hot spot' zones](#)<sup>4</sup>).
- f. You must maintain an up-to-date database of waste containers that collection may occur from, containing at a minimum:
  - a unique identifiable number for waste containers (e.g. a hot-stamped serial number)
  - the location(s) where the waste container is placed for both storage and collection
  - the name, address and telephone number of the premises using the waste container
  - the size of the waste container
  - whether the waste container is for general waste, recycling or other
  - the times and frequency of collection.
- g. Waste collection can only occur from waste containers that are included on your database and which prominently display on their exterior your business name and telephone number as well as the business name and address of the premises using the waste container.

### 3. General conditions

- a. Where required by us, you must maintain a comprehensive [public liability insurance policy meeting our requirements](#)<sup>5</sup> for the duration of this permit.
- b. This permit is not transferable. It must be held on site and be produced on request by an authorised officer of Council or member of Victoria Police. You must comply promptly with any notices and instructions.
- c. Any variation required to a permit must be submitted to and approved by us in writing prior to any change or variation to activities.
- d. This permit does not exempt you from compliance with our Local Laws.
- e. All activities under this permit must be undertaken during the hours stated herein, or in accordance with a relevant out of hours permit.

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<sup>2</sup> [melbourne.vic.gov.au/about-council/governance-transparency/acts-local-laws/Pages/local-laws-2019.aspx](http://melbourne.vic.gov.au/about-council/governance-transparency/acts-local-laws/Pages/local-laws-2019.aspx)

<sup>3</sup> [melbourne.vic.gov.au/SiteCollectionDocuments/prescription-16-2019.pdf](http://melbourne.vic.gov.au/SiteCollectionDocuments/prescription-16-2019.pdf)

<sup>4</sup> [melbourne.vic.gov.au/wastecollectors](http://melbourne.vic.gov.au/wastecollectors)

<sup>5</sup> [melbourne.vic.gov.au/about-council/governance-transparency/policies-protocols/Pages/public-liability-insurance.aspx](http://melbourne.vic.gov.au/about-council/governance-transparency/policies-protocols/Pages/public-liability-insurance.aspx)

- f. You are responsible for ensuring all permit details are correct as no refunds will be considered after the date of permit issue, unless required by law.
- g. We reserve the right to amend, suspend or cancel this permit at any time.