



Shire of Exmouth BIN REQUEST FORM

DETAILS

Property: Commercial Residential

Notified By: Owner Tenant Property Manager (if not Owner, authorisation in writing from the owner must be attached or evidence to show as owners rates are effected - excludes replacements)

Owner / Proprietor:

Business Name: _____

Property Address: _____

Phone Number.: _____

Assessment Number (If known): _____

SERVICE(S) REQUIRED

- New Bin / Collection (Newly Built Home or Business)
- Additional Bin / Collection - *Quantity #* _____ *and/or collections per week* _____
- Replacement Bin Only - *Quantity #* _____
- Replacement Wheels / Lid / Axel / Lid Pin
- Alterations to Collection *Please specify* _____

I declare that I am the ratepayer/property manager of this property and the above information is true and correct:

Signature: _____ **Date:** _____

OFFICE USE ONLY (refer to Bin Request Procedures for process details)

- Form recorded for distribution
- Works Depot completed Request
- Synergy updated for Rating Purposes & Bin Number recorded (*Rates Officer Only*)
- Invoiced (*Business / Property Managers Only Allowed Purchase Order / Written Request Required - Finance Only*)
- Sign & Return Form to Records for filing

Signature: _____ **Date:** _____

Sales Receipt / Invoice # _____ **Amount \$** _____