

Skip Bin Permit Application

Select your permit type from the list below. For more information, refer to the relevant section of the [Community Local Law 2023](#) listed below.

Permit Type	Local Law (Part/Section)
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☐ Skip bin (less than 4 cubic metres on Council land)

Part 2 (7) 1-4

Size of Skip Bin

☐ 2m³ ☐ 3m³ ☐ 4m³ ☐ Other _____



If the skip bin is over 4 cubic square metres an [Asset Protection Permit](#) will be required.

Applicant Details

Full name: _____

Address: _____

Email: _____

Mobile: _____

Preferred Method of Contact

☐ Email

☐ Post

Property Owner Details (if different from applicant)

Full name: _____

Address: _____

Email: _____

Mobile: _____

Company delivering skip bin

Full name: _____

Address: _____

Email: _____

Mobile: _____

Description of Proposed Activity

Location / address of proposed activity: _____

Property Number: _____

The Property Number is a 7-digit number which you can search for at macedonranges.pozi.com

Date of activity

From: _____

To: _____

Time of activity (if applicable)

From: _____

To: _____

Description of Proposed Activity (continued)

I wish to be able to:

Applicant Signature: _____

Owner Signature: _____

(if applicable) _____

Prepare your supporting documentation

The following documentation is required for each permit unless otherwise stated.

- **Public Liability Insurance Certificate of Currency** (minimum \$10 million cover)
- **Aerial map of the proposed location of skip bin on Council land.**
- **Other information**

[Refer to Code of Practice for the placement of waste bins on roadsides](#)

The information required to support each application will vary in nature. It will assist Council staff to properly assess your request and understand what is being proposed. Various Council units may be involved in assessing your application.

If you are unsure about the information you are required to provide, contact us to discuss before you submit your application.

Submit your application

- **In person:** present your application, supporting documents and payment at one of our customer service centres in Gisborne, Kyneton, Romsey or Woodend.
- **By phone:** call our customer service team on (03) 5422 0333 to pay the application fee over the phone, and then:
 - email your completed application form and supporting documents to mrsc@mrsc.vic.gov.au, or
 - post to Macedon Ranges Shire Council, PO Box 151, Kyneton VIC 3444.

Privacy

Macedon Ranges Shire Council will only collect information from you with your knowledge and consent. Council will use personal information provided by you for the purposes for which it was collected. Personal information you provide to Council is protected by the Privacy and Data Protection Act 2014. Council will not disclose your personal information to a third party unless required by law.

Office use only

Receipt No: _____ Date: _____ Amount \$: _____