



## Waste Bin Permit summary and conditions

### Permit summary

A waste bin permit approves the placement of a waste container in public space solely within the City of Melbourne.

As a permit holder, your key responsibilities are to:

- ensure a valid adhesive bin permit is affixed to the bin at all times, with all information clearly displayed
- ensure the bin is stored in the approved location, either on your premises or within a prescribed area
- ensure the bin is regularly collected and remains closed and sealed when not being filled or emptied
- maintain the bin in a clean and presentable state and repair any damage or faults within 48 hours.

This summary is subject to any requirements or conditions set out during the application process and subject to the full conditions set out in the 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 bin permits](#)<sup>1</sup>.

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<sup>1</sup> [melbourne.vic.gov.au/bins-and-waste-collection-services-business](https://melbourne.vic.gov.au/bins-and-waste-collection-services-business)

# Permit Conditions

In this permit:

*“we”, “us”, “our” and “Council” refers to Melbourne City Council,  
“you” and “your” refers to the applicant/permit holder,  
“waste bin” and “bin” refers to a bin, cart or other receptacle of a kind approved by the Council for the purpose of waste collection within the municipality or part of the municipality.*

## 1. Compliance

- a. You must comply with, and are responsible for compliance by your employees, agents, cleaners and volunteers with:
  - i. all relevant legislation,
  - ii. [Council's Local Laws](#)<sup>2</sup>,
  - iii. our [central city waste laws](#)<sup>3</sup> and
  - iv. all conditions of this permit.

## 2. Identification sticker

- a. We may issue you with an adhesive bin permit to affix to your permitted bin.
  - i. You must ensure the adhesive bin permit is affixed to the approved bin at all times, with all information on the adhesive permit clearly displayed.
  - ii. If the bin is replaced or the adhesive permit becomes damaged, you must contact us to arrange a replacement adhesive permit.

## 3. Specific conditions

- a. You must not allow any material including dust, wastewater, waste, mud, oil or chemicals to be blown, conveyed, deposited or discharged in, on or across any public place.
- b. Bins must not be allowed to overflow or produce odour.
- c. To prevent odour issues, bins must be collected by your private provider:
  - i. daily for bins containing food waste
  - ii. at least weekly for bins containing recycling material.
- d. You must take all reasonable measures to ensure your bins are kept clean and presentable. This includes but is not limited to keeping approved bins in a safe, clean and well-maintained condition.
- e. All waste and recyclables must be placed immediately into the bin and never left on the ground or on top of the bin. You must clean up any spilled solid rubbish or liquid waste or recycling.
- f. If you wish to vary bin size, waste stream, bin number or collection days, amendments must be submitted to and approved by us prior to any variation. This condition constitutes a direction to remove under our Activities Local Law meaning that non-permitted bins can be disposed of without further notice should there be failure to comply with this condition.

## 4. Bins stored on private property

- a. When bins are placed out for collection:
  - i. for overnight collection, bins can be placed out from 6pm and must be brought in before 10am the following day.
  - ii. for daytime collection, bins can be placed out anytime between 7am-7pm, but must be brought in within 3 hours of collection.
  - iii. Bins must be kept locked at all times and remain locked unless being filled or emptied. You must replace any broken or missing locking within 48 hours.

## 5. Bins permitted to be stored in public space

- a. You must only use bins in an Approved Location within a Prescribed Area. This includes obeying any bin screens and ground line markers indicating the approved bin storage area within the Approved Location. You are responsible for ensuring all approved bins are kept inside the Approved Location at all times.
- b. Bins must be kept locked at all times unless being filled or emptied. You must replace any broken or missing locks within 48 hours.

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<sup>2</sup> [melbourne.vic.gov.au/acts-and-local-laws](http://melbourne.vic.gov.au/acts-and-local-laws)

<sup>3</sup> [melbourne.vic.gov.au/citywaste](http://melbourne.vic.gov.au/citywaste)

- c. You must replace or repair any damage to the bin or faulty bin parts within 48 hours. This includes, but it is not limited to: broken or missing lids, cracked bin bodies, missing or dislodged bin bungs, broken or missing wheels and broken or missing locks. You are responsible for making immediate contact with your waste provider to report the damage for repair. The bin must not discharge any liquid or food waste at any time.
- d. Bins must be professionally cleaned on a regular basis:
  - i. fortnightly for general waste bins or organics bins containing food waste or any other organic waste
  - ii. monthly for all other bins.
- e. We reserve the right to request evidence of professional bin cleaning services.

## 6. General conditions

- a. Where required by us, you must maintain a comprehensive [public liability insurance policy meeting our requirements](#)<sup>4</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.
- 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.
- h. We reserve the right to remove any bin that does not comply with these conditions or is placed without a valid permit. Costs incurred for removal and storage will be borne by the bin owner.
- i. You must immediately inform us of any breach of these Conditions immediately, or if not possible such as in the event of an emergency, within 48 hours.
- j. We are not liable for any claims for loss or damage sustained or incurred to any person or property due to the approval, issue, rejection, suspension or cancellation of a permit.
- k. You are responsible for all costs for any damage to our assets caused by bins or associated equipment. This includes food, organic and liquid discharge from bins. We reserve the right to recover costs from the responsible party for repair or replacement of damaged assets including any cleaning fees.
- l. You may be fined under our Activities Local Law for a bin that does not comply with these conditions or a bin that is placed without a valid permit.

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<sup>4</sup> [melbourne.vic.gov.au/public-liability-insurance](http://melbourne.vic.gov.au/public-liability-insurance)