

WASTE BIN PERMITS INFORMATION PACK



CITY OF MELBOURNE

Acknowledgement of Traditional Owners

The City of Melbourne respectfully acknowledges the Traditional Owners of the land, the Wurundjeri Woi Wurrung and Bunurong Boon Wurrung peoples of the Eastern Kulin and pays respect to their Elders past, present and emerging. We are committed to our reconciliation journey, because at its heart, reconciliation is about strengthening relationships between Aboriginal and non-Aboriginal peoples, for the benefit of all Victorians.

CONTENTS

Introduction	06
Waste bin permits	08
Types of bin permits	
Red bin permits	
Green bin permits	
Orange bin permits	
Waste bin permit fees	09
Other bin storage options	11
Waste streams	13
Landfill/general waste	
Recycling	
Food organics	
Tips to minimise your waste	16
Finding the right waste company	17

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INTRODUCTION

We know that waste management is an important aspect of running a business. That's why City of Melbourne is committed to helping your business understand waste and recycling.

While most businesses in the City of Melbourne organise for waste to be collected through a private waste collection company, we also offer a range of waste and recycling services to businesses in the central city, including communal waste compactors, recycling hubs and food waste collection.

This information pack is for businesses in the central city that have their waste collected by a private waste collection company. It includes information about:

- the permits required for bins in the central city
- the different waste streams available to your business
- how to minimise waste and increase recycling
- how to find the right waste collector for your business.

You can find out more about waste and recycling for businesses at melbourne.vic.gov.au/waste-and-recycling-for-businesses or by contacting the Waste and Recycling team at waste.recycling@melbourne.vic.gov.au





WASTE BIN PERMITS

Businesses in the central city must have a permit for each bin collected from public space.

All waste bins must be stored within your business' property, and most businesses in the City of Melbourne also have their bins collected from their property. You do not need a permit for waste bins stored in and collected from your property.

If this is not possible and your waste bins must be collected from public space, waste bins must be stored on your property and only brought out for collection. You need a permit for bins that are brought into public space for collection if your business is in the central city.

Storing bins permanently in public space is permitted only under special circumstances. Special bin permits for this are at City of Melbourne's discretion. Fees and strict permit conditions apply.

Types of bin permits

The City of Melbourne has three types of permits available: red bin permits, green bin permits and orange bin permits. Permits are valid for one year and must be renewed before they expire. To apply for a bin permit, visit melbourne.vic.gov.au/bins-and-waste-collection-services-business

Red bin permits

A red bin permit is required for businesses that have the space to store bins inside their property. These bins are usually brought outside for collection and must be brought back inside when emptied.

Once your red bin permit application has been submitted, a Waste and Recycling Officer will assess your application and issue you a red bin sticker label. These permit labels must be placed on the front, top right corner of your bin so it is clearly visible at all times.



Green bin permits

A green bin permit is required for businesses that permanently store bins in one of our prescribed bin areas within the City of Melbourne.

Please note that in line with our 2030 Waste and Resource Recovery Strategy, the City of Melbourne is actively reducing the number of bins permanently stored on the streets. Permanent storage of bins in public space is usually not allowed. In limited situations, the City of Melbourne may approve this through a special bin permit.

Approval is at the City's discretion, and approved permits are subject to fees and strict conditions. This means that not all businesses or commercial properties will be eligible for a green bin permit. If you cannot store bins on-site and are not allowed to store them outside, you may be able to share bins with nearby businesses if the bin size and collection frequencies of the permitted bin does not need to be increased. Businesses that store bins permanently in one of our laneways will be charged a permit fee from 1 April 2026.

	CITY OF MELBOURNE	Bin Size:
		Expiry Date:
Permit No:		
Name of business:		
Business address:		
Permitted Storage Location:		

Orange bin permits

An orange bin permit is required for businesses that temporarily store bins in approved areas within the City of Melbourne. These permits are short-term only and are usually issued when:

- a business is undergoing internal refurbishment, or
- time is needed to build or upgrade internal bin storage within the property.

Orange bin permits are not intended for long-term bin storage.

	CITY OF MELBOURNE	Temporary Bin Label
Permit No:		
Name of business:		
Expiry Date:		
Permitted Storage Location:		

WASTE BIN PERMIT FEES

From 1 April 2026, fees will apply for green and orange waste bin permits.
There is no fee for red bin permits.

		BIN SIZE					
	WASTE STREAM	80L	120L	240L	360L	660L	1100L
Green permit (annual fee)	Garbage	\$97	\$107	\$153	\$186	\$321	\$401
Green permit (annual fee)	Other streams	\$46	\$51	\$73	\$89	\$153	\$191
Orange permit (monthly fee)	Garbage	\$8	\$9	\$13	\$16	\$27	\$33
Orange permit (monthly fee)	Recycling	\$4	\$4	\$6	\$7	\$13	\$16

OTHER BIN STORAGE OPTIONS

Some businesses do not have the space to store their bins inside their property. If you cannot store bins inside and are not eligible for external storage, you can consider some of the solutions below.

Bin sharing

Bin sharing can be arranged between businesses within the same building, area or building managers. These negotiations and arrangements will need to be agreed by all the parties involved. Some important things to discuss include:

- who can access the bins
- where the shared bins are located
- how payment and contracts between the parties will work
- how costs are shared between users (percentage or usage).

Shared storage areas in nearby buildings

In some cases, businesses may be able to negotiate shared use of:

- basements
- car parks
- service corridors.

These spaces may be located in nearby buildings, subject to agreement with building owners or managers.

Waste and recycling hubs

You may be eligible to use one of City of Melbourne's waste and recycling hubs as an alternative to storing bins on the street.

Visit melbourne.vic.gov.au/waste-and-recycling-hubs to find your nearest waste and recycling hub and to find out more about the waste types available.

Reducing waste volumes

Reducing the amount of waste your business produces may allow you to:

- use smaller bins
- have less frequent collections
- reduce your waste management costs
- require less storage space.



WASTE STREAMS

Landfill/general waste (usually red-lidded bin)

Landfill/general waste includes rubbish items from your business that can't be recycled and therefore must be placed inside the landfill/general waste bin.

When collected, this rubbish is taken to a landfill. While your general waste bin is used for rubbish that can't be recycled, it's important to note that there are some materials which don't belong in your red-lidded general waste bin as they can cause problems when taken to a landfill. These include:

- chemicals
- oils and paint
- asbestos and other hazardous waste
- garden waste
- e-waste including batteries.

It's also important to reduce your landfill waste as much as possible by practising responsible recycling. Visit melbourne.vic.gov.au/bins-and-collections for the full list of items that can and can't be placed inside your general waste bin.

Recycling

City of Melbourne currently offers free recycling and cardboard hubs for businesses within the central city.

Businesses outside the central city need to engage with a private waste collector to collect their waste.

It is important for all businesses to practice correct recycling as it can reduce greenhouse gas emissions and help protect our environment.

Recycling your materials can also help give them a second life and reduce the need to purchase more.

Mixed recycling (yellow-lidded bin)

Your mixed recycling bins help you reduce the amount of waste sent to landfill by allowing us to reuse materials such as plastic and glass. While some items can be recycled, many are not suitable to be placed in your yellow-lidded recycling bin and may need to be dropped off to a dedicated recycling facility.

Did you know? Plastic bags are a 'soft plastic' and can't be recycled. Your recyclable items must be placed loose in your yellow-lidded recycling bin.

Items that can be recycled	Items that can't be recycled
Paper	Soft plastics (for example, plastic bags or plastics that can be easily scrunched up in your hands)
Milk and egg cartons	Recycling materials inside a plastic bag
Lids from bottles and jars	Compostable and biodegradable packaging
Hard plastics such as bottles labelled 1 and 2 (no lids)	Coffee cups
Plastic food packaging (labelled 5)	Nitrous oxide and butane canisters

For a full list of materials that can and can't be recycled visit melbourne.vic.gov.au/bins-and-collections.



WASTE STREAMS

Cardboard (blue bin)

The City of Melbourne currently offers free cardboard hubs for all businesses. Most cardboard can be recycled however, cardboard cannot be recycled if it has:

- heavy food stains
- a waxy coat
- a glossy or shiny finish.

If your cardboard can't be recycled, it must go into the general waste bin, not the blue cardboard bin.

While the City of Melbourne cardboard bins are blue, some private waste collectors may use a different bin colour. If you engage a private waste collector, make sure you confirm the cardboard bin colour they use.

Tip! When disposing of your cardboard please flatten it or cut up large pieces into smaller sections.

Food organics

City of Melbourne is committed to improving waste and recycling services and reducing the amount of waste going to landfill. Around half of the rubbish created in our municipality is made up of food scraps and garden waste. By recycling your food in an organics bin, you can help reduce greenhouse gases and the amount of waste that gets sent to landfill.

The City of Melbourne provides food organics bins at our Degraes Street recycling facility. Businesses in the Degraes Street, Centre Place, Literature Lane, Caledonian Lane, Donaldson Lane and Rainbow Alley precincts can join the City of Melbourne food waste collection service. For more information call 03 9658 9658 or visit melbourne.vic.gov.au/waste-and-recycling-hubs.

You can arrange a private waste collector to collect your organics waste. To find a food waste collector visit melbourne.vic.gov.au/waste-providers

TIPS TO MINIMISE YOUR WASTE

Use a food organics bin

Businesses produce nearly 26% of food waste annually in the City Melbourne. For businesses that do not have a food organics bin, most of this waste ends up in landfill.

By incorporating a food organics bin into your waste management, you can drastically reduce your volume of waste and therefore the frequency of your general waste bin collections.

Go plastic free

Avoiding the use of single-use plastics can also drastically reduce the waste that goes in your landfill bins. Introducing reusable items is strongly encouraged and can also reduce the frequency of your bin collections.

The most common single-use plastics include:

- straws
- single-use plastic bags
- coffee cups
- takeaway containers.

Install bin posters and stickers

City of Melbourne offers signage to help businesses understand waste and recycling. These posters can also be used as an education pack for new starters at your business and to encourage them to become more environmentally conscious.

Contact our Waste and Recycling team at waste.recycling@melbourne.vic.gov.au to order signage for your business.

FINDING THE RIGHT WASTE COLLECTION COMPANY

Before signing a contract, it is important to research different waste collection companies. Most waste collection companies do similar work, but they may not offer the services your business needs.

Questions to ask when choosing a waste collection company:

- Does this waste company collect waste within the City of Melbourne?
- Does the waste company have a valid Waste Collector Permit from the City of Melbourne?
- Does the waste company provide services that suit your waste type and volume? For example, if your business produces food waste, ask if they collect food organics.
- Does the waste company offer internal collections (collecting bins from inside your property) or collect on weekends/public holidays, if these are required?

City of Melbourne cannot make specific recommendations for waste collection companies as each business is different and has its own needs. We recommend speaking with several companies to find the most suitable option for your business.

How to negotiate a contract

Prior to signing your contract, it's important to identify your needs and whether the chosen waste company can meet those requirements. Things to consider when negotiating:

- What waste types your business produces and whether the waste company collects those streams (e.g. general waste/landfill, mixed recycling, organics)
- Whether you need internal collection from inside your building
- Whether the company offers the bin sizes your business needs
- Whether the company offers flexible contract arrangements (e.g. early cancellations, and amendments to contracts if your business needs change)

Always ask about any hidden fees that may not be clearly outlined. This includes late fees, early exit fees, contract amendments fees and any other charges that may apply.

Tip! How to find the right contract

To find the best contract, it's important to contact several waste company and ask for quotes.

A good contract should:

- work with your budget
- provide reliable collection times
- support the correct waste types for your business.

From 1 July 2026, a new annual fee of \$3,750 per truck applies to companies that collect waste from businesses in the CBD. It is important that you enquire about how this will be incorporated into your contract with the waste company.

How to contact us

Online:

melbourne.vic.gov.au

In person:

Melbourne Town Hall - Administration Building
120 Swanston Street, Melbourne
Business hours, Monday to Friday
(Public holidays excluded)

Telephone:

03 9658 9658
Business hours, Monday to Friday
(Public holidays excluded)

Fax:

03 9654 4854

In writing:

City of Melbourne
GPO Box 1603
Melbourne VIC 3001
Australia



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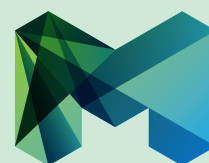
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National Relay Service:

If you are deaf, hearing impaired or speech-impaired,
call us via the National Relay Service: Teletypewriter (TTY)
users phone 1300 555 727 then ask for 03 9658 9658
9am to 5pm, Monday to Friday (Public holidays excluded)

melbourne.vic.gov.au



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