

How to apply for a skip bin permit

Overview of new process

Online application

Link from City of Boroondara website to Service Victoria application form.

Enter delivery address, date/s of placement and collection.

Upload documents

Enter valid ABN and upload a copy of current Public Liability Insurance certificate.

Submit payment

Fees are calculated based on application cost and number of days bin is placed.

Payment is required at the time of application.

Instant approval

Receive immediate approval and Service Victoria reference number.

Confirmation email acts as permit.

Applying for a skip bin permit

Before you start

Summary of the skip bin permit application.

Roadside skip bin approval

Notify your council to place a skip bin on a road or council land

 This takes about **15 mins**

[→ Before you start](#) [→ What you'll need](#) [→ FAQ](#)

This form lets you quickly apply to your council to use a skip bin on council-owned land.

Once you've applied to your council, you can place a skip bin in line with the Automatic Approval Program conditions.

How we use your info

We will pass your info to your nominated local council so they can process your application. We won't use your info for any other purpose unless permitted by law. For more about how we use your info, head to the FAQs.

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 **VICTORIA**
State Government

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What you'll need

To complete your application, you'll need:

- to be a skip bin operator with a valid ABN
- to provide a certificate of public liability insurance of \$20 million coverage per occurrence.

Roadside skip bin approval

Notify your council to place a skip bin on a road or council land

 This takes about **15 mins**

[→ Before you start](#) [→ What you'll need](#) [→ FAQ](#)

To complete your application, you'll need

- to be a skip bin operator with a valid ABN
- to provide a certificate of public liability insurance of \$20 million coverage per occurrence

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Frequently Asked Questions

Information includes:

- Payment options
- Automatic approvals
- What happens after application
- Permit conditions
- Fees and charges
- Privacy statement

Notify your council to place a skip bin on a road or council land

 This takes about **15 mins**

[→ Before you start](#) [→ What you'll need](#) [→ FAQ](#)

What are my payment options? +

What is the automatic approvals program? +

I've just applied, what's next? +

How are the conditions of the program different to those that currently apply to permits? +

Are there any fees? +

How we use your info? +

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Delivery details

1. Enter the address of where the bin will be placed - this must be within the City of Boroondara. Select the address from the dropdown menu. If the address doesn't appear, you can enter it manually.

Roadside skip bin approval

- 1 Delivery details**
- 2 Business details
- 3 Documents
- 4 Review
- 5 Conditions
- 6 Declaration
- 7 Complete

Delivery details

Delivery address

- 8 Inglesby Road, CAMBERWELL VIC 3124**
- Unit 8 43 Inglesby Road, CAMBERWELL VIC 3124

Next

2. Select where the bin will be placed.

- 1 Delivery details**
- 2 Business details
- 3 Documents
- 4 Review
- 5 Conditions
- 6 Declaration
- 7 Complete

Delivery details

Delivery address

[Enter address manually](#)

Local Council: City of Boroondara

Skip bin location placement

Total fees breakdown

Date of delivery

Date of collection

Cost: \$0.00

Next

3. Information about fees can be viewed by expanding the *Total fees breakdown*. A permit is charged at \$27 per day plus a \$27 application fee.



Delivery details

Delivery address

1a Balwyn Road, CANTERBURY VIC 3126 X

[Enter address manually](#)

Local Council: City of Boroondara

Skip bin location placement

On Road

| Total fees breakdown | |
|-----------------------------|---------------|
| Application fee | \$27 |
| <hr/> | |
| Permit Length (Days) | |
| 1 | \$27 |
| 2 | \$54 |
| 3 | \$81 |
| 4 | \$108 |
| 5 | \$135 |
| 6 | \$162 |
| 7 | \$189 |
| 8 - 28 | +\$27 per day |

4. Enter delivery and collection dates. Total cost will then display based on length of permit.



Delivery details

Delivery address

1a Balwyn Road, CANTERBURY VIC 3126 X

[Enter address manually](#)

Local Council: **City of Boroondara**

Skip bin location placement

On Road



Total fees breakdown



Date of delivery

03 / 12 / 2022



Date of collection

10 / 12 / 2022



Cost: \$243.00

Application fee: \$27.00

Duration: 8 days: \$216.00

Surcharges may apply depending on your payment method.

Next

Business details

1. Enter your ABN

Business details

ABN

Business entity name

C & R RYDER CONSULTING PTY LTD

Business name
(if different from entity name)

Business address

[Enter address manually](#)

Your contact details

✓ Delivery details

2 Business details

3 Documents

4 Review

5 Conditions

6 Declaration

7 Complete

2. If the ABN is entered incorrectly or invalid, you will be asked to try again.

Business details

ABN

The ABN you've entered is cancelled. Please enter another ABN.

3. Enter your business name (if different from entity name) and provide your business address. Select address from drop down or enter manually if it doesn't appear.
4. Enter contact details for your business. **Ensure your email address is correct as this is where your permit will be sent.**

Your contact details

This will be the contact person for this notification.

Given name(s)

Family name

Phone

Email

Documents

1. Upload a copy of your **Public Liability Insurance Certificate of Currency**.
File must be a jpg, png, or pdf and up to 5MB



Documents

Upload your documents here. No scanner? Snap a pic with your camera and upload the documents here.

1. Public liability insurance Certificate of Currency

With a minimum of \$20 million coverage per occurrence.

Public liability insurance expiry

Upload file(s)

Drag and drop here

- We accept jpg, png or pdf
- files can be up to 5MB

or

You must upload at least one document.

2. Enter your public liability insurance expiry date.



Documents

Upload your documents here. No scanner? Snap a pic with your camera and upload the documents here.

1. Public liability insurance Certificate of Currency

With a minimum of \$20 million coverage per occurrence.

Public liability insurance expiry

Upload file(s)

Drag and drop here

- We accept jpg, png or pdf
- files can be up to 5MB

or

Public Liability Insurance.jpg
887.59 KB

Remove

3. Upload any other supporting documents

2. Additional documents (optional)

E.g. Photos of bin storage and access points

Upload file

Drag and drop here

- We accept jpg, png or pdf
- files can be up to 5MB

or



Choose file

Back

Next

Review your application

1. Check your details and edit any incorrect information before submitting your application. In particular your email address as this is where your permit will be sent.

If everything is correct, select **Next**.

- ✓ Delivery details
- ✓ Business details
- ✓ Documents
- 4 Review**
- 5 Conditions
- 6 Declaration
- 7 Complete

Review

Check your details and edit any incorrect info before submitting your application.

Delivery details

Local council
City of Boroondara

Delivery address
1a Balwyn Road, CANTERBURY VIC 3126

Skip bin placement
On Road

Date of delivery
2022-12-03

Date of collection
2022-12-10

[Edit !\[\]\(72e459a994a5c733205e52517be7a78b_img.jpg\)](#)

Business details

Entity name

C & R RYDER CONSULTING PTY LTD

ABN

95 601 897 929

Business address

43 Fletcher Street, ESSENDON VIC 3040

Contact name

Bob Builder

Phone

408123456

Email

brenda.utano@boroondara.vic.gov.au

Edit 

Documents

Documents

 **Public Liability Insurance.jpg**

Edit 

Fees payable

Cost: \$243.00

Application fee: \$27.00

Duration: 8 days: \$216.00

Surcharges may apply depending on your payment method.

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[Next](#)

Accept terms and conditions

1. Read and accept the Terms and Conditions to proceed.

Terms and Conditions

General placement

You can only place a skip bin on a road, street or public place (council land, reserves, open spaces, shopping centres and car parks) where there is insufficient space or access for the placement of the bin within the premises that the skip bin is servicing.

If you place the skip bin on a road, it must be:

- in a place where vehicles are allowed to park under Victorian Road laws. It must be placed in the parking lane and within parking bays if marked
- clear of footpaths, nature strips, landscaped areas and vehicle crossings
- there is at least 5m of clear road in a two-way street for passing vehicles, and 3m in a one-way street or laneway
- next to the hirer's property if possible

Placement of a skip bin within the road reserve is subject to:

- full compliance with these conditions for placement on any part of an arterial road for which the Department of Transport is the responsible road authority, being the roadway of an arterial road in an urban area used by through traffic, or the roadway and roadside of an arterial road in a rural area, or
- receipt of written permission, where required from the relevant council, for placement on municipal roads and the various parts of an arterial road in an urban area (e.g. outer separator, service road, nature strip, roadside, footpath/pathway where present) for which the council is the responsible road authority (refer Code of Practice for Operational Responsibility for Public Roads).

You can only place a skip bin on a footpath, nature strip or road verge where:

- it is impractical to place the skip bin within the premises that the skip bin is servicing
- adequate provision is made for the safe movement of pedestrians, cyclists and horse riders
- the footpath, verge, and public utility assets are adequately protected from potential damage
- adequate passage is made available for motor vehicles (including service vehicles such as garbage collection vehicles)
- access is not unduly or unreasonably obstructed

- the skip bin is adequately identifiable and clearly visible.

In placing the skip bin, you must:

- not obstruct the passage of any vehicle, cyclists or pedestrians
- not obscure motorists' view
- ensure the skip bin does not present a physical hazard
- obtain the consent of any resident who will be immediately affected by the placement of the bin
- maintain the safe and efficient operation of the roadway
- ensure bins are not located in high volume pedestrian and vehicle traffic areas, unless there is no other alternative
- not place the bin on the roadway of an arterial road with a speed limit of 70km/h or greater
- not place the bin on the centre median of a divided road
- not place the bin on any part of the roadway of an arterial road used for through traffic where the arterial road has adjoining service roads
- provide clear access to laneways and right of ways (or cul-de-sacs) at all times
- maintain reasonable access to private driveways
- not place bins where they would cause an obstruction to delivery vehicles
- not place skip bins in any area where the stopping of motor vehicles is prohibited under the Road Rules - Victoria, such as:
 - on a length of road or area to which a 'no stopping' or 'no parking' sign applies
 - within 20m of an intersection with traffic lights, and within 10m of an intersection without traffic lights
 - within 20m before and 10m after a school crossing, pedestrian crossing or bus stop
 - within 10m before a tram safety zone or tram stop, and within 10m after a tram safety zone
 - within 20m either side of a railway crossing
 - in a clearway, in a taxi or bus zone, or in a loading zone
 - on a median strip or traffic island
- comply with all parking regulations (other than restrictions on timed parking) unless signs indicate otherwise
- position bins as close to, and parallel to, the kerb as is practicable without obstructing the natural flow of storm water
- not obstruct access to utility service covers or devices that require servicing (e.g. traffic signal boxes, telephone boxes, post boxes, and fire hydrants or plugs)

- not position the bin on a hill or curve where the view of the skip bin is not clear for at least 100m along the road approaches
- not place the bin in a position that obstructs access to any item legally placed, or any permitted event on any road or public place

If you plan to place the skip bin on an arterial road in a way that differs from what is allowed under these conditions, contact the Department of Transport to discuss road occupancy arrangements through the [VicRoads website](#).

Size

The skip bin must be a maximum of 7.5 m long, 2.5 m wide and 1.5 m high.

Where a skip bin is placed on any part of the roadway of an arterial road used for through traffic, the width of the skip bin should not exceed 2.4 metres.

To place larger skip bins, contact council.

Damage

The placement or removal of the skip bin must not cause damage to council's infrastructure or community assets.

If damage occurs, tell the council as soon as possible.

Any costs for damage to Council assets resulting from the placement, occupation or removal of the skip bin will be borne by your business.

Visibility

You can place a skip bin as long as:

- it's easily seen at all times during hours of daylight and darkness
- the bin uses either:
 - a yellow flashing light or
 - yellow retroreflective tape fixed to the corners of the bin (to provide enhanced visibility and early recognition and identification of bins during hours of darkness, particularly for vehicle drivers), the tape must be kept clean and you must inspect it frequently, and if damaged the tape must be replaced to ensure adequate visibility is maintained
- both flashing lights and retroreflective tape must be used when:
 - you fail to maintain the retroreflective tape
 - in a heavily trafficked area
 - where vertical or horizontal curves of a road reduce visibility
 - where background conditions reduce the effectiveness of the tape
 - in unlit areas

- reflective tape must be placed at the top corner of each side in an inverted "L" to identify its length, width and height. The tape must be clean and undamaged
- markings at opposite ends of each side shall be placed at the same relative height
- the material must be:
 - at least 50 mm wide, and
 - a minimum horizontal length of 200 mm and 350 mm high
- the tape material is microprismatic retroreflective material, and bears the European "E" marking on "C" class material. "C" class material is used for contour/strip marking and has specific retroreflective properties. These material requirements are based on the European Regulation UN/ECE 104 – "Uniform Provisions Concerning the Approval of Retro-Reflective Markings for Heavy and Long Vehicles and their Trailers"
- the tape material is pressure sensitive and applied in accordance with manufacturer's specifications and instructions
- if the bin is placed on a main arterial road, a road with reduced visibility, in low-lit or unlit areas the bin must be fitted with flashing yellow lights on the corners of the skip bin from sunset to sunrise
- the name and contact details of your business are easily identified on the bin

Contents

- Material stored in the skip bin must not include food or waste that contains organic matter and must not rot or cause offensive odours.
- Material must not protrude from the waterline level of the bin.
- Material must not contain any prescribed or reportable wastes.
- The total bin weight must not exceed 10 tonnes.

Responsibilities

You must:

- have a public liability insurance policy that covers the permit period. If the policy expires during the permit period, the permit is invalid.
- ensure that the skip bin is maintained in good order, and that the company name and telephone number are clearly visible.
- ensure that the specified retroreflective material is affixed to the skip bin to ensure its visibility at all times, in particular the hours of darkness, and when required by council, ensure that a flashing light is attached to the waste bin.
- obtain approval, where required, from a council, as the responsible road authority, for the placement of a skip bin on a municipal road and the various parts of an arterial road in an urban area for which it is responsible (eg. outer

separator, service road, nature strip, roadside, footpath/ pathway where present).

- ensure that these conditions are complied with where a skip bin is to be placed on any part of a roadway or roadside of an arterial road for which the Department of Transport is the responsible road authority (eg. the roadway of an arterial road in an urban area used by through traffic, or the roadway and roadside of an arterial road in a rural area).
- ensure that the hirer is aware of the type of waste that may be placed in the skip bin and their responsibility to reduce litter. The hirer shall, where possible, ensure that:
 - the skip bin does not cause an obstruction
 - all waste placed in bins is secured and cannot be readily dislodged
 - the skip bin is not left in an overloaded state
 - the skip bin is made safe and removed when directed by council or the responsible authority
- instruct the hirer to load the bin in such a way to prevent the escape of wind-blown litter.
- ensure that the skip bin delivery driver is aware of the need to place skip bins in accordance with these conditions - in particular the driver should ensure that:
 - council approval has been obtained to place the skip bin in the agreed location, prior to accepting the skip bin for delivery
 - the skip bin is placed in accordance with these conditions
 - all parking restrictions in relation to intersections, driveways, clearway hours etc are observed, unless alternative written permissions has been granted by council
 - the skip bin is appropriately located from a road safety aspect as detailed in these conditions
 - advice is given to the supplier if it is not possible to place the skip bin in accordance with these conditions
 - the conditions are explained to, and understood by the hirer
 - the skip bin is not in an overloaded state at any time, or in a state that permits spillage, while in transport.
- ensure that the vehicle depositing the skip bin does not deposit hydraulic or engine oil on the roadway or leave loose waste.
- ensure that the skip bin is removed within the allowable period to avoid overloading by unauthorised persons.
- rectify damage to assets (including the road reserve, nature strip or other assets) as a consequence of placement or pickup of bins.

- remove all waste within a three metre radius of the skip bin, or any waste that has spilt or been blown from the skip bin. All litter brought to the bin by other members of the public and stored inside or within a three metre radius of the skip bin is your responsibility.
- empty the skip bin often so that its contents don't overflow. If loose materials or particles can be blown out of the skip bin, it must be covered.
- make sure waste that won't fit in the skip bin isn't put in other rubbish or waste bins in the area.

I have read, understood and agree to the Roadside skip bin approval terms and conditions.

You must select this to continue.

I have read, understood and agree to the Roadside skip bin approval terms and conditions.

Declaration

1. Read and agree the declaration to proceed.

By allowing businesses to place skip bins on roadsides, the council expects compliance with the set of conditions and expectations of a responsible business owner. Failure to meet any of the conditions may result in penalties.

By lodging with your council, you declare that:

- you understand you are participating in the automatic approvals program and you must operate your business in line with the conditions specified
- the council reserves the right to take enforcement action for non-compliance
- you will ensure that all supporting documents are kept up to date and a copy provided to the council when renewed or changed
- you have provided the council with a copy of your current certificate of currency for the insurance required
- your business has all the permits and licences required to operate, and
- you agree to indemnify the Council, its servants and agents from and against all actions, costs, claims charges, expenses, penalties, demands and damages which may be brought or made or claimed against them in connection with your participation in the automatic approvals program, due to your breach of the terms and conditions of the program or in connection with your negligent acts or omissions.
 - This means that you are agreeing to compensate the Council if a claim is brought against it by a third party, such as a member of the public, if they suffer (or claim to have suffered) loss or damage (including property damage, personal injury, and death) due to your acts or omissions. This will include any legal costs of the Council associated with such a claim or action. This indemnity is binding, and the Council will rely upon this indemnity if a claim is brought against it in connection with your participation in the automatic approvals program
- you agree to release the Council, its servants, and agents in relation to all claims resulting in loss, damage, death, or injury, in connection with the automatic approvals program.
 - This means that you are agreeing that Council will not be liable for any loss or damage you suffer because of your participation in the automatic approvals program. You are agreeing that you cannot bring a claim against the Council for loss or damage caused by your participating in the program. This is legally binding, and the Council will rely upon this release if you do bring a claim

- you indemnify the Department of Transport against claims for damage and injury arising from the placement of the skip bin where it is to be placed on any part of a roadway or roadside of an arterial road for which the Department of Transport is the responsible road authority

You understand and agree to comply with all of the conditions outlined above.
You must select this to continue.

You understand and agree to comply with all of the conditions outlined above|

Submit application

Next steps

Clicking "Submit" will send your notification to **City of Boroondara**. You'll also get an email for your records.

[Back](#)

[Submit](#)

Make a payment

1. Select your payment method.

Make a payment

What you're paying for

Skip Bin Permit
City of Boroondara
Quantity: 1

\$243.00

Select your payment method



Card (Visa/Master)

Total

\$ 243.00

Back

Pay

2. Enter your credit card details and select **Pay**.

What you're paying for

Skip Bin Permit
City of Boroondara
Quantity: 1

\$243.00

Select your payment method

 Card (Visa/Master)

Enter card details

Name on card

RN Dummy

Card number

4242424242424242



Expiry

12

23

CVC/CVV ⓘ

123

Total

\$ 243.00

Back

Pay

Application complete

Your Service Victoria transaction reference number will display and a confirmation email will be sent

- ✓ Delivery details
- ✓ Business details
- ✓ Documents
- ✓ Review
- ✓ Conditions
- ✓ Declaration
- 7 Complete**

**Success!**

Your notification was successfully submitted to **City of Boroondara**.

Your council will contact you if there are any issues.

Your Service Victoria transaction reference number:

SV-SBP-967-792-895

How was your experience?