



Richmond Shire Council

PO Box 18, Richmond QLD 4822
65 Goldring Street, Richmond QLD 4822

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Email: enquiries@richmond.qld.gov.au
Website: <https://www.richmond.qld.gov.au/>

Office Use Only	
Received by:	
Bond Application:	<input type="checkbox"/>

Mobile Toilet Hire – Private Works

Mobile toilet bond per toilet \$300.00
Mobile toilet hire including cleaning fee per day or part there of \$150.00 each
Method of transport & pick up/ drop off of mobile toilets will be advised once approved by the plumbing department. NOTE: Dirt road access will require the mobile toilets to be transported on a truck. No exceptions.

Applicant Details	Full Name(s) of Applicant:			
	Business Name:			Your Ref:
	Contact Name:		Position Title:	
	Street Address:			
	Postal Address:			
	Phone:		Fax:	
	Mobile Phone:		A/H Phone:	
	ACN or ABN :			
	Registered for GST:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
	Email Address:			

Hire Item	Mobile Toilet	Qty
Hire Period	Hire Start Date:	Hire End Date:
Purpose/Event		

Declaration	<p>I apply for an approval to hire the above Council Facility/ies or Equipment and declare as follows :-</p> <ol style="list-style-type: none"> That the information provided above is correct in every detail; and That I have read the Facilities & Equipment Hire Conditions Agreement and accept all of the conditions associated with the hire. <p>Applicant's Signature: Date:</p> <p>I, the applicant have read the Facilities & Equipment Hire Conditions Agreement and accept my responsibility as the hirer. I understand that I must adhere to the Council's requirements in order to receive the full amount of my bond.</p> <p>Applicant's Signature: Date:</p>
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Confirmation from Plumbers	Administration to call Plumbers to confirm that equipment is available. <input type="checkbox"/> Authorised by Plumbers Name: Administration to book into Venue & Equipment Calendar.
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Approval (Office Use Only)	<input type="checkbox"/> Approved <input type="checkbox"/> Declined – Please state reason:..... CEO/ Director Signature: Date:
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Office Use Booking Confirmation	Book facility/equipment into calendar, attached scanned copy of signed applications.	<input type="checkbox"/>
	Taken by :	Date :
	Method of Payment for Bond:	Cheque <input type="checkbox"/> Card Copy <input type="checkbox"/> Cash <input type="checkbox"/>
	Confirmations to Hirer Sent :	In Person <input type="checkbox"/> Email <input type="checkbox"/>

Richmond Shire Council Private Works Application Form

PW Number	PW	Debtor Code	
Purchase Order # (if applicable)		Bad Debtor (must pay upfront)	Y <input type="checkbox"/> N <input type="checkbox"/>
Details of work required			
Date required by			
Request taken by (Print)			

I hereby request and authorise the Richmond Shire Council to carry out the above works on my behalf subject to the availability of Labour, Plant and Materials, and hereby undertake to pay to Council the cost of such work within 30 days after notification by Council of such cost to me.

Please note that:

- (a) In some instances, (e.g. supply of large quantities of concrete) an advance or part payment may be required before Council's services are provided.
- (b) A minimum of 2 working days must be allowed for the supply of material and labour, from the date of request for the private works.

I understand that any total price quoted for the work is an indication only, and that actual costs or those set down in Council's Commercial Fees & Charges will apply. In requesting and authorising the Richmond Shire Council to carry out the above described works on my behalf, I hereby indemnify, and keep indemnified, the Richmond Shire Council against any claim, action or process for damage or injury that may occur during the progress of the work, and/or injury that may occur from the existence of such works.

Applicant		Date / Time	__/__/__ : am/pm
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PW Number	PW	
Date of completion	___/___/___	
Signature of (responsible officer)		
Quotation	Pick up location :	Crawford Street Depot
	Pick up date :	
	Return location :	Crawford Street Depot
	Return date :	
Condition/s	I declare that this item has been picked up and is in clean working condition	
	Pick up person sign :	Plumber signature:
	I declare that is item has been returned and is in clean working condition.	
	Return person signature :	Plumber signature: