



## Mobile Toilet Hire Private Works

Mobile toilet bond per toilet \$300.00

Mobile toilet hire including cleaning fee per day or part there of \$175.00 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**

<b>Full Name</b>	
<b>Business/ Committee Name</b>	
<b>Contact Name</b>	
<b>Position Title</b>	
<b>Street Address</b>	
<b>Postal Address</b>	
<b>Phone Contact Number</b>	
<b>Email Address</b>	
<b>ACN or ABN</b>	
<b>Registered for GST</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>Hire Period</b>	
<b>Hire Start Date</b>	
<b>Hire End Date</b>	
<b>Hire Start Time</b>	
<b>Hire End Time</b>	
<b>Hire Purpose/Event</b>	

Mobile Toilet Hire Private Works

**PRIVACY NOTICE:** Any personal information you have supplied to or is collected by the Richmond Shire Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

**Declaration**

I/we apply for an approval to hire the above Council Facility/ies or Equipment and declare as follows: -

1. That the information provided above is correct in every detail; and
2. That I have read the Facilities & Equipment Hire Conditions Agreement and accept all the conditions associated with the hire.

<b>Applicant Signature</b>	
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<b>Date</b>	
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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.

<b>Applicant Signature</b>	
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<b>Date</b>	
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**Confirmation from Plumbers Department**

Administration to call Plumbers to confirm that equipment is available.

<b>Authorised by Plumbers</b> <input type="checkbox"/>	<b>Name</b>
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**Approval**

Approved	<input type="checkbox"/>
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Declined	<input type="checkbox"/>
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Please state reason	
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<b>CEO/Director Signature</b>	
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<b>Date</b>	
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**Booking Confirmation**

<b>Book into calendar</b>	
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**Attach scanned copy of signed applications**

<b>Booked by</b>	
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<b>Date</b>	
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<b>Method of Payment</b>	Cheque <input type="checkbox"/> Card Details <input type="checkbox"/> Cash <input type="checkbox"/> EFT <input type="checkbox"/>
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<b>Confirmation to applicant sent</b>	In person <input type="checkbox"/> Email <input type="checkbox"/>
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**Richmond Shire Council Private Works Application Form**

<b>PW Number</b>	<b>PW</b>	
<b>Debtor Code</b>	<input type="checkbox"/>	
<b>Purchase order # (if applicable)</b>		
<b>Bad Debtor (must pay upfront)</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>Details of work required</b>		
<b>Date required by</b>		
<b>Request taken by (print name)</b>		

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.

<b>Applicant</b>		<b>Date/Times</b>	__/__/__ __: __ am/pm
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<b>PW Number</b>	
<b>Date of completion</b>	
<b>Signature (responsible officer)</b>	
<b>Quotation</b>	

Collection	
Pick up location	Crawford Street Depot
Pick up date	
Return location	Sewerage Treatment Plant, Pattel Drive
Return date	
Condition/s	
<b>Mobile Toilets are to be collected – DELIVERY IS NOT AVAILABLE.</b>	
I declare that this item has been picked up and is in clean working condition.	
Pick up person signature	
Plumber signature	
I declare that this item has been picked up and is in clean working condition.	
Returning signature	
Plumber signature	

OFFICE ONLY	
Received by	
Date received	
Bond Application	



PO BOX 18, Richmond QLD 4822



65 Goldring Street, Richmond QLD 4822



(07) 4719 3377



[enquiries@richmond.qld.gov.au](mailto:enquiries@richmond.qld.gov.au)

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