Mobile Toilet Hire
Private Works

Mobile toilet bond per toilet $310.00

Mobile toilet hire including cleaning fee per day or part there of $180.00 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

Full Name		
Business/ Committee Name		
Contact Name		
Position Title		
Street Address		
Postal Address		
Phone Contact Number		
Email Address		
ACN or ABN		
Registered for GST	**YES** ☐	**NO** ☐

Hire Period	
Hire Start Date	
Hire End Date	
Hire Start Time	
Hire End Time	
Hire Purpose/Event	

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.	
Applicant Signature	
Date	
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.	
Applicant Signature	
Date	

Confirmation from Plumbers Department		
Administration to call Plumbers to confirm that equipment is available.		
Authorised by Plumbers ☐	**Name**	

Approval	
Approved	☐
Declined	☐
Please state reason	
CEO/Director Signature	
Date	

Booking Confirmation	
Book into calendar	
Attach scanned copy of signed applications	
Booked by	
Date	
Method of Payment	Cheque ☐ Card Details ☐ Cash ☐ EFT ☐
Confirmation to applicant sent	In person ☐ Email ☐

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.

Richmond Shire Council Private Works Application Form			
PW Number	**PW**		
Debtor Code	☐		
Purchase order # (if applicable)			
Bad Debtor (must pay upfront)	**YES** ☐	**NO** ☐	
Details of work required			
Date required by			
Request taken by (print name)			

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/Times**	_ _/_ _/_ _ _ _ : _ _ *am/pm*

PW Number	
Date of completion	
Signature (responsible officer)	
Quotation	

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.

Collection	
Pick up location	Crawford Street Depot
Pick up date	
Return location	Sewerage Treatment Plant, Pattel Drive
Return date	
Condition/s	
Mobile Toilets are to be collected – DELIVERY IS NOT AVAILABLE.	
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

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.