

CBD Waste and Recycling Service Cancellation and Transfer Form

1. Cancellation of existing CBD Waste and Recycling Service

Please tick one of the following boxes to indicate your preference when cancelling your CBD waste and recycling service:

- I agree to cancel my CBD service. I understand my bins will be collected and I will not receive a refund for the remainder of the current financial year (as per application).
- I agree to cancel and transfer my CBD service to another party. I understand I will not receive a refund for the remainder of the financial year (as per application). If transferring both parties need to complete sections 2 and 3.

2. Transfer of existing CBD Waste and Recycling Service

- I agree to transfer the CBD Waste and Recycling Service

Please print

Title Given Name/s

Surname CBDW No.

Unit/Street No Street

Suburb State Postcode

Bin Address (if different from above address)

Unit/Street No Street

Suburb State Postcode

Signed Date / /

3. New CBD Waste and Recycling Service Customer

- I agree to accept the CBD Waste and Recycling Service
- I agree that I will be invoiced for CBD Waste and Recycling Service commencing the next financial year as per fee structure determined by Council.

Title	<input type="text"/>	Given Name/s	<input type="text"/>		
Surname	<input type="text"/>				
Unit/Street No	<input type="text"/>	Street	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Signed	<input type="text"/>	Date	/	/	

Please return your completed form to Council by email or post; or you may drop it directly in to the Customer Service Centre in the Town Hall.

For full fees and charges and service details please refer to www.launceston.tas.gov.au/Natural-Environment-and-Waste/Kerbside-Collection#section-4 or contact City of Launceston on 6323 3000.

Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*

1.	Personal information is managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates, on request to Launceston City Council.
2.	Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of Launceston City Council, in accordance with Council's Personal Information Protection Policy (17-Plx-005).
3.	Failure to provide this information may result in your application not being able to be accepted or processed.

<<If Record's stamp applicable, delete this text and enter File Number in field OR if no Record's Stamp applicable, delete both the text and the table>>

File No. << SF/Prop No.>>					
EO		OD		Box	
Doc. No.					
Action Officer			Date Received		

PURPOSE

To provide a form for customers to cancel or transfer their CBD waste and recycling service.

SCOPE

The form applies to the opt-in CBD waste and recycling service only to cancel or transfer the service to an existing party.

RELATED POLICIES & PROCEDURES

N/A

DOCUMENT INFORMATION

Reference number	33-Fmx-191
Version	30/06/2020
Review	01/07/2021
Key function	Waste Management
Document type	External Use Form
Responsible Network	Infrastructure Assets Network
Approved by	General Manager Infrastructure and Assets
Action Officer	Rachael Eberhardt
Text search key words	Waste recycle recycling CBD cancel transfer service

To be communicated to (To be identified by Approver) (Insert ✓ in relevant row)	✓	Department/Area only
		Network via General Manager or Team Managers
	✓	Specific Areas: <ul style="list-style-type: none"> • Customer Service • Sustainability
		Organisation-wide
	✓	Website
		Intranet (via a link)
		External notification e.g. Department Premier and Cabinet, Director Public Health, Tasmania Police

Hard copy distribution	N/A
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