

PRINCIPAL OFFICE:
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ALL CORRESPONDENCE TO:
 PO Box 57, MAITLAND, SA 5573
 Fax (08) 8853 2494
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APPLICATION TO BOOK PORTABLE TOILETS	SF134
	Responsible Officer: Operations Manager
	Issue Date: 06/03/2017
	Next Review Date: March 2019

Applicant			
First Name:		Surname:	
Residential Address:			
Suburb:		Postcode:	
Contact Number:			

Function Details			
Type of Function:			
Function Address:			
Date(s) of Function	From:		To:
Pick-up Date (Mon – Fri)*:			8.00am or 4.00pm (Please circle)
Return Date (Mon – Fri)*:			8.00am or 4.00pm (Please circle)
* Please contact Council's Operations Coordinator on telephone 0419 817 975 to arrange before returning the application form.			

A list is attached of <u>fees and charges</u> applicable to the portable toilets available for hire. Fees need to be paid prior to the collection.	
<input type="checkbox"/> I have read, and agree to comply with, the Yorke Peninsula Council Conditions of Hire.	
Signature:	Date:

OFFICIAL USE ONLY:			
Hire Amount:	\$	Receipt Number:	
Bond Received:	<input type="checkbox"/>	Bond Amount:	\$
Booking Calendar Completed: Including attaching a copy of completed Form.	<input type="checkbox"/>	Bond Register Updated:	<input type="checkbox"/>
Officer:		Date:	

CONDITIONS OF HIRE

1. All bookings must be made through the Yorke Peninsula Council, at any Council office, by completing this SF134 Application to Book Portable Toilets.

Telephone bookings will be accepted, and a copy of SF134 forwarded to the hirer for completion and return to PO Box 57, Maitland SA 5573 within seven (7) days of receipt, to confirm the booking. On receipt of the completed SF134 by Council a copy will be forwarded to the **Designated Depot**.

Staff: Please ensure that the booking details are transcribed into the Portable Toilet Calendar located in Microsoft Outlook and complete the template with a scheduled reminder one (1) day prior to commencement of the booking.

2. A bond of \$100 is payable by all hirers and must be paid to the Yorke Peninsula Council before collection of the toilets. The refunded bond will be returned to the hirer as a cheque via post once the returned toilets have been inspected by an authorised officer of Council and deemed to be in good condition.
3. Toilets must to be collected and returned to the **Designated Depot** at the prearranged time.
4. Organisations or private users are responsible for any damage or misuse of the facilities.
5. Water and paper are to be provided by the hirer.
6. The toilets must be returned undamaged, in a clean condition, and emptied of **all** waste and fluids.

Suggested methods of disposal are:

- via hirer's own septic system;
 - at one of Council's designated caravan and camping dump sites, i.e. Ardrossan (tennis court facility) or Maitland (showgrounds); or
 - by a registered / licensed septic tank cleaner.
7. The toilets must be returned to the **Designated Depot** on the first working day following the event date.

FEES AND CHARGES

1. The hire fee is \$50 (GST Inclusive) per day of use. For exemptions see Point 3.
2. A bond of \$100 is payable by all hirers and must be paid at a **Council Office** before collection of the toilets. Upon the return of the toilets to the **Designated Depot**, an inspection will be undertaken by an authorised officer of Council to ensure the toilets are returned in good condition. The refunded bond will be returned to the hirer as a cheque via post, if the toilets are deemed to be in good condition. If the toilets are deemed to have been returned to Council in an unsatisfactory condition the bond will not be refunded.
3. Non-profit organisations who undertake community work may use the toilets free of hire charge; however, payment of a bond is still required.

The following is a reference list of organisations that are exempt for paying the hire fee; however, it is not exclusive:

- Progress Associations
- Service Groups
- Scouts and Guides
- Church Groups
- Minlaton Show Society

A request for an exemption from paying a hire fee may be made in writing to the Director Assets and Infrastructure Services.