

# A Step-by-Step Guide to Applying for a Skip Bin Permit at Yarra Ranges Council

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## Overview of new process

### **Online application**

Redirected via link on Yarra Ranges Council website or ePathway site to Service Victoria application form.

Register for an account or enter login details.

Enter delivery address, date/s of placement and collection.

### **Upload documents.**

Enter valid ABN and upload a copy of current Public Liability Insurance certificate.

### **Submit payment.**

Fees are calculated based on application cost and number of days bin is placed.

Payment is required at the time of application.

### **Instant approval**

Receive immediate approval and Service Victoria reference number.

Confirmation email acts as permit.

# Applying for a Skip Bin Permit


## Before you start – Summary page:

1. What you will need to complete the application
2. How the process will go and,
3. Frequently asked questions that cover subjects related to:
  - Payment options
  - Placement conditions
  - Permit conditions
  - Fees and charges
  - What happens after application
  - Data collection and privacy

## Roadside skip bin approval

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Apply to place a skip bin on council land

 This takes about **5 mins**

### Before you start

Apply for a skip bin permit to place a skip bin on council land.

**You'll need:**

- to be a skip bin operator
- an ABN
- a certificate of public liability insurance with \$20 million coverage per occurrence.

**Costs:**

The cost of a skip bin permit is different with every council. We'll give you more info about your costs once you tell us the skip bin location.

**How we use your info**


We'll pass your info to your nominated local council so they can process your application. We won't use your info for any other purpose unless permitted by law. You can [contact us](#) or your nominated council if you want to access your info.

Learn more about [how we use your info](#).

How it works +

FAQ +

A program of



**Get started**

## Create a new Service Vic Business Hub account or login to an existing account

Please note, all logins will need to be verified using multifactor authentication.

### Sign Up for a new account

- Enter details and select next
- A security code will be sent to your email
- A second code will be sent to your phone number

The first screenshot shows the 'Sign up' page with the Service Vic logo and a 'Log in' link. It contains input fields for 'Given name', 'Family name', 'Email', and 'Password'. The password requirements are: 'Must be at least 8 characters long' and 'One lowercase character, one uppercase character'. A 'Next' button is at the bottom.

The second screenshot is 'Verify your email', featuring an envelope icon. It states: 'We've sent a security code to your email. It lasts 10 minutes. We do this to make sure it's really you.' It has a 'Resend code' link, a 'Check your details' link, a 'Security Code' input field, and a 'Verify' button.

The third screenshot is 'Add a phone number', with the Service Vic logo. It says: 'Please add a phone number to turn on 2-step secure login and keep your account safe. We will send a security code to your phone. We will use this number for future communications.' It includes a 'Telephone Number' input field and a 'Next' button.

The fourth screenshot is 'Verify your phone number', with an envelope icon. It says: 'We've sent a security code to your phone number. It lasts 10 minutes. We do this to make sure it's really you.' It has a 'Resend code' link, a 'Check your phone number' link, a 'Security Code' input field, and a 'Verify' button.

The fifth screenshot is '2-step secure login is turned on', featuring a green checkmark icon. It asks 'Remember me on this device?' with radio buttons for 'Yes' (selected) and 'No'. A 'Continue' button is at the bottom.

### Login to an existing account

- Enter details and select next
- Enter code sent to your phone number

The sixth screenshot is the 'Log in' page, with the Service Vic logo. It has a 'Sign up' link and a 'Forgot your password?' link. It contains input fields for 'Email' and 'Password', and a 'Next' button.

The seventh screenshot is 'Enter security code', with an envelope icon. It says: 'We've sent a security code to your phone number. It lasts 10 minutes. We do this to make sure it's really you.' It has a 'Resend code' link, a 'Check your phone number' link, a 'Don't have access to the device?' link, a 'Try account recovery instead.' link, a 'Security Code' input field, and a 'Verify' button.

## Provide the Delivery Details

1. Enter the address of where the bin will be placed - this must be within the Yarra Ranges Council area. Select the address from the dropdown menu. If the address doesn't appear, you can enter it manually.

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#### Address details

What's the address?

15 Anderson Street, LILYDALE VIC 3140

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#### Address details

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Street address

Address must be a physical address, cannot be a PO Box etc.

Suburb/Town

Postcode

State/Territory

**i** The location of a skip bin must meet the requirements of the VicRoads Code of Practice for the Placement of Waste Bins on Roadsides. Please ensure all requirements are met before selecting a skip bin location. For more information read the [Guidelines for placement of skips on roadsides: VicRoads](#).

# Add the Business's Australian Business Number (ABN)

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### Applicant details

#### Personal details

Given name(s)

Family name

Email

Phone

**i** Need to update your details? Visit [My account](#).  
Note: Updates may take time to reflect on your application, so continue forward.

#### Business details

We'll add your business info to the application and your business profile using your ABN.

#### Add your ABN

**Add**

*11-digit Australian Business Number*

Registered business name	-	ABN Status	-
ABN	-	Registration date	-
ACN	-	Business structure	-

**i** Note: The address is not linked to your ABR address. Please contact ABR if you want to make any changes.

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## Choose where the bin is to be placed and enter the date of placement and collection

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#### Permit cost

The location of a skip bin must meet the requirements of the VicRoads Code of Practice for the Placement of Waste Bins on Roadsides. Please ensure all requirements are met before selecting a skip bin location. For more information read the [Guidelines for placement of skips on roadsides: VicRoads](#).

Placement option

  
 On roadway  
 On nature strip  
DD / MM / YYYY

Date of collection

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## A breakdown of the fees will be displayed

[Business hub](#) / Skip bins permit

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#### Application fees

The location of a skip bin must meet the requirements of the VicRoads Code of Practice for the Placement of Waste Bins on Roadsides. Please ensure all requirements are met before selecting a skip bin location. For more information read the [Guidelines for placement of skips on roadsides: VicRoads](#).

7 day(s)	\$70.00
Application fee	\$0.00
<b>Total</b>	<b>\$70.00</b>

Payment is non-refundable

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Enter Public Liability Insurance expiry date and upload a copy of the certificate and other supporting documents if required.

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### Supporting documents

**1. Public liability insurance certificate of currency**  
With a minimum of \$20 million coverage per occurrence

Public liability insurance expiry

DD / MM / YYYY

\* Upload file

Upload Files Or drop files

**2. Supporting documents (optional)**  
Share additional information for skip bin placement E.g. Photos of bin storage and access points

Document

Upload Files Or drop files

Upload your documents here. No scanner? Snap a pic with your camera and upload the docs here.

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Review the details within each section

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### Review

Check your details and edit any incorrect info before submitting your application.

**Address details** -

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**Local council**  
Yarra Ranges

**Address**  
15 Anderson Street, LILYDALE VIC 3140

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Applicant details +

Application fee +

Supporting documents +

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## Agree to the Terms and Conditions

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#### Consent & declaration

Read the terms and conditions at the links below.

[Skip bin placement terms and conditions](#)

[General terms and conditions](#)

By tapping 'I agree' you agree that:

- you understand and agree to the Skip bin placement terms and conditions.
- you understand and agree to the general terms and conditions.

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I agree

### Roadside skip bin approval

#### Skip bin terms & conditions

Council will not approve any permit application, where the Skip Bin can be placed safely on private property.

The Skip Bin site must be safe and provide convenient access to members of the general public.

The Skip Bin must have:

- Reflective marking tape at the ends and sides of the container to ensure the container is visible at all times. (In accordance with the Code of Practice for the Placement of Waste Bins on Roadsides).
- Hazard lights placed on the corners of the container nearest to traffic between the hours of sunset and sunrise.
- Materials in the Skip Bin must not rot or cause offensive odours.
- Skip Bins must be removed by the end of the day the permit expires.

Close



# Roadside skip bin approval

## General terms & conditions

By lodging with your council, you declare that:

- You understand you are participating in the automatic approvals program and you must operate your business in line with the conditions specified.
- The council reserves the right to take enforcement action for non-compliance.
- You will ensure that all supporting documents are kept up to date and a copy provided to the council when renewed or changed.
- You have provided the council with a copy of your current certificate of currency for the insurance required.
- Your business has all the permits and licences required to operate, and you agree to indemnify the council, its servants and agents from and against all actions, costs, claims charges, expenses, penalties, demands and damages which may be brought or made or claimed against them in connection with your participation in the automatic approvals program, due to your breach of the terms and conditions of the automatic approvals program or in connection with your negligent acts or omissions.
- This means that you are agreeing to compensate the council if a claim is brought against it by a third party, such as a member of the public, if they suffer (or claim to have suffered) loss or damage (including property damage, personal injury, and death) due to your acts or omissions. This will include any legal costs of the council associated with such a claim or action. This indemnity is binding, and the council will rely upon this indemnity if a claim is brought against it in connection with your participation in the automatic approvals program.
- You agree to release the council, its servants, and agents in relation to all claims resulting in loss, damage, death, or injury, in connection with the automatic approvals program.
- This means that you are agreeing that council will not be liable for any loss or damage you suffer because of your participation in the automatic approvals program. You are agreeing that you cannot bring a claim against the council for loss or damage caused by your participating in the program. This is legally binding, and the council will rely upon this release if you do bring a claim.
- You indemnify the Department of Transport against claims for damage and injury arising from the placement of the skip bin where it is to be placed on any part of a roadway or roadside of an arterial road for which the Department of Transport is the responsible road authority.

Close

## Complete application with payment by entering Credit Card Details

# Make a payment

### What you're paying for

Skip Bin Permit Payment  
0000000016  
Quantity: 1

\$66.00

### Select your payment method

 Card (Visa/Master)

Total

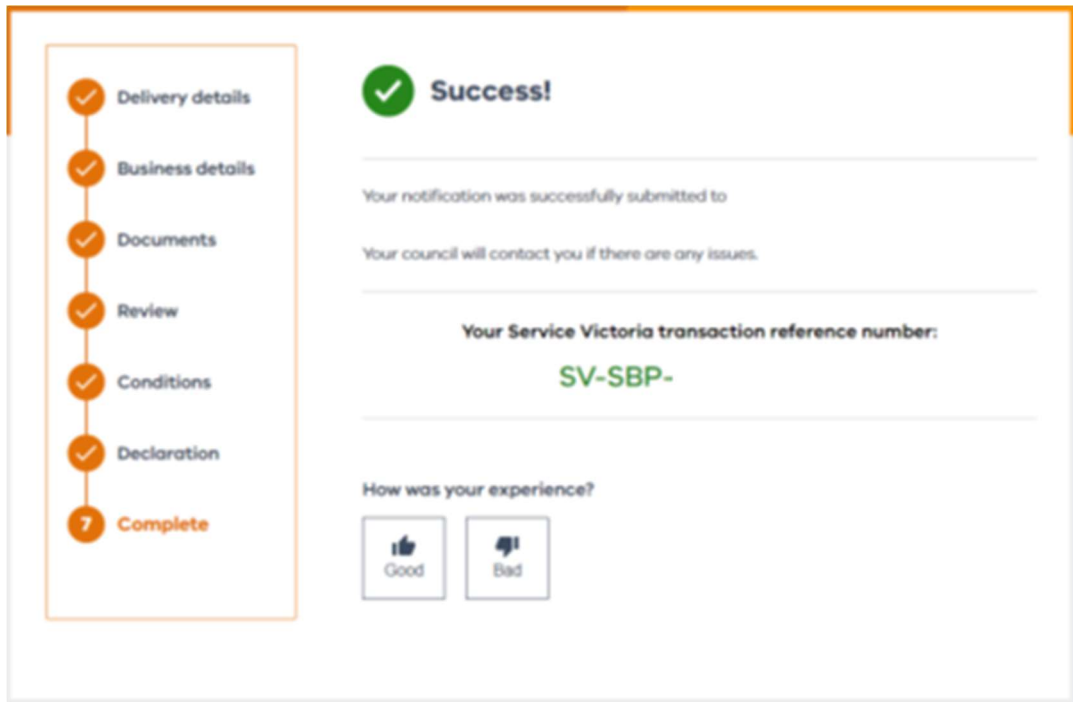
\$ 66.00

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Pay

**Success! – payment confirmed with a payment reference number**

*Also don't forget to let us know what you think!*



**A tax invoice will be sent via email**



Start your reply all with: [Thank you!](#) [Got it, thanks!](#) [Thank you very much!](#) [Feedback](#)



**Your payment has been successful**

Hi

Thanks for Skip Bin Permit Payment through Service Victoria.

Your tax invoice is attached for your records.

Regards

Service  
Victoria

Service Victoria is the government's dedicated customer service delivery agency



## The permit will also be sent via email

Please note this confirmation email acts as permit, so don't delete.



Start your reply all with: [Thank you!](#) [Got it, thanks!](#) [Thank you very much!](#) [Feedback](#)

**Your permit application was successfully sent to Yarra Ranges Council and approved.**

This means you can place a skip bin on the section of council land you told us about in your application. You can place it there only during the dates listed on your permit.

Your reference number:SV-SBP.

Date:

Delivery details:

Skip bin placement

Job address:

Delivery date:

Collection date:

Business details:

Entity name:

ABN

Business address: -

Remember to read through the full terms and conditions we have attached to this email. It's your responsibility to follow them.

For information on email privacy, see our [privacy and security policy](#).