Waste Services Management System: Request an Additional Service for a Shared Waste Entitlement

Note: Only the strata manager or body corporate can request an additional service for a Multi-Unit Development (MUD).

Access the Waste Services Management System (WSMS) via the City Services web site.

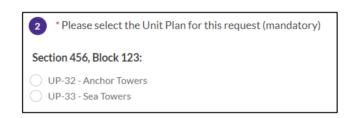
Select the **Additional Service Request Shared Waste Entitlement** option. Read the form overview, then select Open New Form

Enter the suburb, section and block details for the MUD.



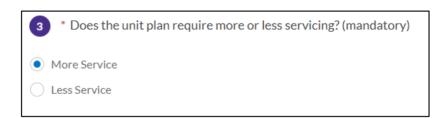
Select Search

Select the relevant Unit Plan for the request.



The current service entitlement for the MUD will display as a matrix – waste, recycling and/or garden organics services per bin type and size.

Tell us if the MUD requires more service (additional bins/hoppers or more frequent collection) or less service (fewer bins/hoppers or less frequent collection).



Select the service type you require more or less of – waste, recycling and/or garden organics.



Select the reason for the additional service. The options will depend on whether more or less services are required.



Select Next.

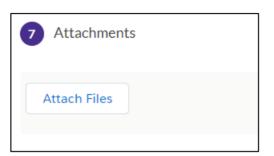


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Enter further information which could support your request. This is a free-text field with a maximum or 4000 characters.

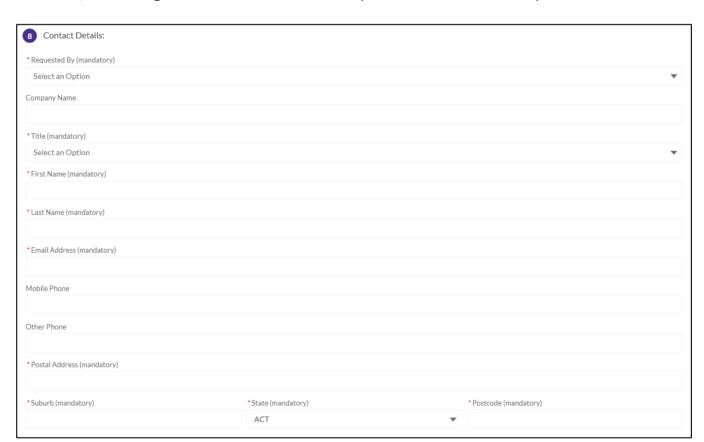
4	Other information you wish to provide to support your request	
Max	imum of 4000 characters.	

Optionally, attach images in support of the request. This can help us determine the best solution for your needs.





Add your contact details, including a valid email address or phone number and a postal address.



Select Next, then review the request. You can change and of the information you have provided.

Select Submit .

We'll provide a reference code for your request.

That's it – you're done! Your request for an additional service for a shared waste entitlement will be processed.

To track your request, check your email for details.