

Organisation's name	
Organisation's ABN / ACN	
Organisation's postal address	
Is your organisation a registered Charity with the Australian Charities & not for Profits Commission (ACNC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your email address	
Your phone number	
Your position in organisation	
Which of the following structures is listed against your organisation on the Australian Business Register? (Please select)	<input type="checkbox"/> Charitable Fund <input type="checkbox"/> Health Promotion Charity <input type="checkbox"/> Charitable Institution <input type="checkbox"/> Public Benevolent Institution
Does the Organisation operate within Australian Capital Territory (ACT)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the organisation receive any funding from the Commonwealth Government, ACT Government, local government, or state government, including grants or contract payments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide details of the resource recovery services in the ACT, such as running a charity bin, op shop, or second-hand shop.	
Provide details of the public drop-off points the organisation operate in the ACT where people can donate items, such as charity bins or shops receiving items from the public.	
Does the organisation receive illegally dumped material at its public drop-off points?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Outline your system for regular monitoring and reporting of littering and waste management activities to ensure transparency and accountability.	
Estimated tonnage of Landfill annually	

Please note: all fields are mandatory and must be completed at the time of application.

General waste from the charity's daily operations is not included in these criteria.

1. Other Information

No additional information is required, but you may include any further details if you wish. If you do, please attach them to this form and **list the attachments below**.

2. Declaration

I declare that the contents of this application are true and correct and that all relevant information is covered in this application form and its attachments. Both, I and the Entity agree that if granted a fee exemption, the Entity will abide by all conditions. Conditions may be imposed at the time at which the fee exemption is granted or subsequently, and a breach of a condition may lead to the termination of a fee exemption.

3. Application

- The organisation must sign and agree to the Terms and Conditions.
- Applications are reviewed on an annual basis.
- Applications must be submitted by 30 May prior to the instrument taking effect.

4. Approval Process

- Applications will be reviewed based on the above criteria.
- Approved organisations will be notified and granted Registered Charity status.

5. Terms and Conditions

Your organisation has agreed to abide with the following conditions when your application is successful:

- a) The fee exemption when approved is valid till *the end of the financial year only*.
- b) The fee exemption only applies to ACT Government landfill gate fees under Schedule 2 of the *Waste Management and Resource Recovery (Fees) Determination* (updated yearly) and charged at the *Mugga Lane* and *Mitchell Resource Management Centres* and *Soft Landing*. The fee exemption will not apply to waste disposal and recycling fees set by other organisations. The fee exemption will not apply to transport costs incurred to deliver waste to the *Mugga Lane Resource Management Centre*, *Mitchell Resource Management Centre* or *Soft Landing* is at the cost of the organisation.
- c) The fee exemption only applies to waste generated in the ACT (Territory) from the organisation's resource recovery services.
- d) The vehicle carrying out the disposal must weigh in/out on the day of transaction and failure to comply will result in that transaction been charged.
- e) If the organisation holds a permit for a charity bin or bins, it must comply with all conditions on that permit.
- f) The waste must be delivered as a separately identifiable load under the fee exemption. The waste must not contain additional material that is not covered by the fee exemption (i.e. a mixed load of fee-exempt waste and other waste).
- g) The organisation must ensure that relevant changes of details or circumstances are notified to the *City and Environment Directorate (CED)* via email CED.NoWasteAccounts@act.gov.au including changes to the business address, contact details, registration numbers for vehicles that will deliver waste under the fee exemption and any changes that may affect eligibility.
- h) An organisation that uses a third party to transport its waste to landfill must ensure the following:
 - i. The engaged third party holds a current waste transporter registration under the Waste Management and Resource Recovery Act 2016.
 - ii. Waste delivered is not mixed with recyclables material or waste from another organisation.
 - iii. Lodge a completed [Account Application Vehicles Authorisation Form](#) via email

CED_nwnowastesystems@act.gov.au

- iv. At least 2 business days before delivery performed by a third party. A written confirmation must be provided to the driver for each delivery. The written confirmation must state the name of the transporter, the time and date of the collection, an estimate of the amount of waste collected and a statement that the waste collected was covered by the fee exemption and complied with all conditions. The transporter/driver is to present the written confirmation to the weighbridge operator on delivery.
- i) The organisation must not bring readily recyclable material to landfill under the fee exemption. Generally, something will be considered 'readily recyclable' if there are free recycling options available in the ACT. CED will update its advice from time to time about what types of material are "readily recyclable" and where those materials should be taken. At the date on which this fee exemption was granted, "readily recyclable" material included the following:

Aluminium and steel cans, glass bottles and jars, rigid plastic containers, paper and cardboard. These items can be dropped off free-of-charge at the *Mugga Lane* or *Mitchell Resource Management Centres* (open seven days a week, 7.30am – 5pm) or the *recycling centres* at *Scollay Street in Tuggeranong*, *Jolly Street in Belconnen*, *Botany Street in Phillip* or *Baillieu Court in Mitchell*, or *O'Brien Place in Gungahlin* (open seven days a week, 24 hours a day).

Appliances (excluding refrigerators, televisions or computers). These may be dropped off free-of-charge at *The Green Shed* at *Mugga Lane* or *Mitchell Resource Management Centres*. You may wish to call to confirm conditions associated with acceptance of these items.

Note that some organisations in the ACT may collect white goods and metal free-of-charge.

E-Waste (televisions, computers and peripherals). These may be dropped off free-of-charge at *The Green Shed* at *Mugga Lane* or *Mitchell Resource Management Centres*. You may wish to call to confirm conditions associated with acceptance of these items.

Books. Books in good condition can be dropped off free-of-charge at *The Green Shed* at *Mugga Lane* or *Mitchell Resource Management Centres* by appointment only. Poor quality or damaged books can be drop off free-of-charge in the paper cages at the *Mugga Lane* or *Mitchell Resource Management Centres* (open seven days a week, 7.30am – 5pm) or the *recycling centres* at *Scollay Street in Tuggeranong*, *Jolly Street in Belconnen*, *Botany Street in Phillip* or *Baillieu Court in Mitchell*, or *O'Brien Place in Gungahlin* (open seven days a week, 24 hours a day).

Clothing – clean wearable clothing (excludes undergarments, socks and shoes except in

as-new condition). These can be drop off free-of-charge at *The Green Shed* located at *Mugga Lane* or *Mitchell Resource Management Centres*. You may wish to call to confirm conditions associated with acceptance of these items.

Gardening equipment. Items can be dropped off free-of-charge at *Goodies Junction* at *Mugga Lane* or *Mitchell Resource Management Centres*. You may wish to call to confirm conditions associated with acceptance of these items.

Manchester in good condition. Items can be dropped off free-of-charge at *The Goodies Junction* at *Mugga Lane* or *Mitchell Resource Management Centres* by appointment only.

Mattress. Mattresses must be delivered to *Soft Landing* at *John Cory Circuit Hume ACT 2620* to be eligible for fee exemption.

Toys. Children's toys in good condition can be dropped off free-of-charge at *The Goodies Junction* at *Mugga Lane* or *Mitchell Resource Management Centres*. You may wish to call to confirm conditions associated with acceptance of these items.

- j) The organisation must recycle and recover as much waste as feasible before sending any waste to landfill under the fee exemption.

This will require organisations that generate waste from their operations to maintain separate waste and recycling bins. Organisations may purchase commercial recycling services to assist. Alternatively, they may drop off their recycling free-of-charge to ACT Government facilities at the *Mugga Lane* or *Mitchell Resource Management Centres* (open seven days a week, 7.30am – 5pm) or the *Recycling Centres* at *Scollay Street* in *Tuggeranong*, *Jolly Street* in *Belconnen*, *Botany Street* in *Phillip* or *Baillieu Court* in *Mitchell*, or *O'Brien Place* in *Gungahlin* (open seven days a week, 24 hours a day).

The ACT Government program *Everyday Climate Choices* helps organisations to establish recycling services (www.climatechoices.act.gov.au).

Organisations with large amounts of material that are not recyclable through the outlets listed at (h) should investigate other outlets. For instance, those with fabric and lesser-quality clothing should investigate delivery to rag merchants.

Organisations should take other steps to maximise recycling, such as the following.

- Train staff about the importance of recycling and reuse;
- Develop thorough sorting processes;
- Communicate with other charities and second-hand dealers about potential new markets;
- Send items to interstate or overseas charities where such items are scarce; and

- Reduce the price of items on sale before deciding to dispose of them. And set general price reductions or donate items from the shop if not sold at the asking price. A “free corner” in the shop will encourage more people to come in, browse and buy other things while they are there, as well as reducing waste to landfill and providing a better outcome for the community.

Organisations may contact *Everyday Climate Choices* for advice about business recycling.

- k) The organisation must separate out and identify at the weighbridge “counted items” when delivering waste to landfill. No charges will apply, but separation allows the ACT Government to monitor these items and ensure they are processed appropriately. At the date on which this fee exemption was granted, ‘counted items’ included televisions and computers.
- l) The organisation must comply with conditions imposed on the fee exemption. Conditions may be imposed at the time at which the fee exemption is granted or subsequently. If conditions are imposed subsequently, they will take effect ten business days after *CED* has sent the organisation written notification to the contact address given by the organisation.
- m) The organisation must allow *CED* staff to inspect the organisation’s facilities to ensure recycling systems are appropriate (such as ensuring that compactors are used for waste only and that separate waste and recycling bins are in place and are being used). Inspections will be by arrangement with **at least 48 hours notice** and **will not occur more than twice per calendar year**.
- n) *CED* may terminate the fee exemption at any time. *CED* may do so due to a breach of a condition or for public policy or for other reasons. Termination will take effect ten business days after written notification has been sent to the contact address given by the organisation.
- o) *CED* may use data to generate anonymised, aggregated statistical and analytical data. *CED* may use this data for internal research and/or supply data to third parties. Refer to [CED Information Privacy Policy](#) for further information.

Your signature:

Date: