

# Waste Services Management System: Request an Initial Bin Service for a Multi-Unit Development

**Note:** Only the strata manager, body corporate, owner's corporation or the original building developer can request an initial bin service for a new Multi-Unit Development (MUD).

If you require a new set of bins for a Single Unit Dwelling (SUD – i.e. a single house on a single block or a dual occupancy), please use the **Request a New Set of Bins** webform and refer to the related Quick Reference Guide.

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

Select the **Initial Request New Multi-Unit Development** option. Read the form overview, then select

[Open New Form](#)

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

1 \* Please provide the following information (mandatory)

* Suburb	* Section	* Block	<a href="#">Search</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Select

[Search](#)

Select the relevant Unit Plan for the request.

2 \* Which Unit Plan below you are requesting for? (mandatory)

Section 456, Block 123:

UP-32 - Anchor Towers

UP-33 - Sea Towers

Select the purpose of the service – waste, recycling and/or Garden Organics.

3 \* Purpose of Service Request: (mandatory)

Waste

Recycling

Garden Organics

Attach a site plan, detailing both the site and the bin/hopper enclosures.

4 \* Attach a site plan or sketch of the site and bin/hopper enclosures. (mandatory)

To upload a picture, please select "Attach Files". If you need to change or delete an image, select the red 'X' button next to the file name BEFORE selecting the "Confirm Attachments" button.

[Attach Files](#)

Enter the date from which the new bin service is required. A weekly or fortnightly collection service will be allocated in accordance with the Development Control Code for Waste Management.

5 \* Date Service Required (mandatory)

25/08/2020

A weekly or fortnightly bin or hopper collection service will be allocated in accordance with the Development Code. Development Control Code for Best Practice Waste Management in the ACT 2019

Select

[Next](#)

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Enter the name of the unit complex.

6 \* Name of Complex (mandatory)

Enter the expected date from which the unit complex will be occupied.

7 \* Expected date of first occupancy (mandatory)

Enter the number of units or dwellings included in this request.

8 \* Number of units/dwellings covered by this application (mandatory)

Enter the number of units by size, from 1 bedroom/studio unit through to 4 bedroom or greater. This will help us determine the number and type of bins or hoppers best suited to the unit complex.

9 \* Types of unit by size (mandatory)

1 Bedroom or Studio unit	<input type="text"/>
1 Bedroom with separate Study room	<input type="text"/>
2 Bedroom unit	<input type="text"/>
3 Bedroom unit	<input type="text"/>
4 Bedroom unit or greater	<input type="text"/>

Enter additional information which could support this request. This is a free-text field of up to 4000 characters.

10 Other information you wish to provide to support your request

Maximum of 4000 characters.

Select [Next](#).

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

Select [Next](#), then review and [Submit](#). We'll provide a reference code for your request.

That's it – you're done! Your request for an initial bin service for a new MUD will be processed.

Our team will analyse the request and perform checks for Operational Acceptance of the MUD. Our contractor will also perform a site inspection to ensure their vehicles can access the bin/hopper enclosure or, for kerbside collection, that there is adequate space.

Upon confirmation of Operational Acceptance and a successful site inspection, we will send you a quote for the provision of the requested services. Please respond to the quote within 30 days of receipt. After payment is received, we will organise the delivery of the bin/hopper by the requested date.

To track your request, check your email for details.