

# LANDLORD AUTHORISATION FOR EXTRA WASTE SERVICES 2025–2026



## 1. What are extra waste services?

Glen Eira City Council provides waste services to residents which are charged to ratepayers on their annual rate notice. Council's standard waste service includes a recycling bin, a green waste bin and a general waste bin (of the size indicated on the rate notice).

Extra waste services that incur extra charges require authorisation by the ratepayer (usually this is the landlord), or Council is unable to fulfil them. The ratepayer can authorise a tenant's request by completing this form.

## 2. Who should use this form?

This form is for use by tenants to document the ratepayer's approval for changes to waste services.

Residents of blocks of flats where bins are shared shouldn't use this form. Instead, contact Council and ask for a review of the bins at the property.

Ratepayers can also contact Council by phone to order new services. For more information, visit: [www.gleneira.vic.gov.au/waste](http://www.gleneira.vic.gov.au/waste)

## 3. Tenant to complete:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime contact phone number: \_\_\_\_\_

Email (optional): \_\_\_\_\_

As the resident at the above address, I would like to request:

- that my small 120 litre general waste bin be changed to a large 240 litre general waste bin. (Increase from \$345 to \$690 per year).
- an extra recycling bin (\$75 per year). Size: 120 litre  or 240 litre
- an extra green waste bin (\$45 per year). Size: 120 litre  or 240 litre
- an extra general 240 litre waste bin (\$690 per year)

Reasons for requesting additional waste services (optional, for the landlord's information):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## 4. Ratepayer to complete:

Name: \_\_\_\_\_

Daytime contact phone number: \_\_\_\_\_

Email (optional): \_\_\_\_\_

I authorise the request for extra waste services. I understand that the additional charges will be itemised on my rate notice and that if the request is made part way through the year, the charges will be applied on a pro rata basis.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Council officers will review this request and unless otherwise notified, the extra services will be delivered within five working days.

Return completed form to:  
Glen Eira City Council  
Corner Glen Eira and Hawthorn Roads, Caulfield  
PO Box 42 Caulfield South 3162  
Phone: 9524 3333  
Fax: 9523 0339  
Email: [mail@gleneira.vic.gov.au](mailto:mail@gleneira.vic.gov.au)

**Information privacy:** the personal information requested is required for the purpose of assessing your eligibility for a special waste charge and will only be shared with those directly responsible for providing this service. If you do not provide the information, Council may not be able to provide the service. If you would like to know more about information privacy at Glen Eira City Council, please contact Council's privacy officer on 9524 3333.