



# Application for 30 Day Trading Account Form

Please complete your form, save a copy and email to [council@portstephens.nsw.gov.au](mailto:council@portstephens.nsw.gov.au) or print and fax to (02) 4987 3612, or post to PO Box 42, Raymond Terrace NSW 2324

### Customer Details

Indicate entity type (tick ✓):

Company	Partnership	Sole Trader
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ABN:

Applicant's name:

Company name:

Trading name:

### Business address

Street address:

Registered office (companies):

### Postal address

Mailing address:

### Telephone numbers/email

Mobile:

Phone:

Email address:

Contact person:

Phone:

Manager

Phone:

Accounts payable officer:

Phone:

### Business details

Nature of business:

Length of time in business:

No. employees:

Accountant's name:		Phone:	
Bank:		Branch:	
Account number:			

If business premises are leased, from whom:

**Monthly credit limit required**

Minimum:  Maximum:

**References**

Names and addresses of three (3) trade references (businesses with which the applicant is currently trading – not banks or finance companies)

	Name	Phone
1:		
2:		
3:		

**Tipping Accounts**

The following conditions apply to tipping accounts for use of Council's waste transfer stations:

1. The applicant is to provide vehicle registration numbers of all vehicles authorised to incur charges for depositing waste at Council's waste transfer stations. Alternatively, all authorised vehicles depositing waste are to clearly display company signage. Where the applicant chooses to provide vehicle registration numbers as the means of identifying authorised vehicles, changes to the authorised vehicle registration numbers are to be notified to Council prior to using the facility, otherwise delays in obtaining authorisation for the vehicle at the waste transfer station may occur.
2. Drivers of vehicles are to sign a tipping docket at the time of depositing waste at the transfer station. Drivers will be given a copy of the tipping docket to retain. In signing the tipping docket, drivers are accepting on behalf of the applicant that the classification and quantity of waste being deposited is correct. It is up to the driver at the time to raise any questions in relation to the type and quantity of waste recorded as being deposited.
3. The applicant agrees to pay all charges incurred by the driver of an authorised vehicle and cannot dispute the type and quantity of waste included on a tipping docket signed by the driver.
4. Sundry debtor accounts are to be paid in full within 30 days of the end of each month.

**Authorised vehicles**

The following vehicles are authorised to deposit waste:

	Vehicle make & model	Registration
1:		
2:		

3:		
4:		

All vehicles carrying the following signage are authorised to deposit waste:

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**Authorisation:**

The applicant/director agrees to provide a personal guarantee that all accounts will be paid as per Council's trading terms and conditions that the account may be closed at any time by either party by written advice to the other, and the total value outstanding on the trading account will be payable immediately upon the closing of the trading account.

The applicant/director authorises Council to refer this application to the accountant, trade reference, and any other person, business or company to provide trading information and references in relation to the above persons as Port Stephens Council sees fit.

The signatory is authorised by the applicant to sign this application and declares that the information provided is true and correct.

Signed: 

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Your name: 

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 Date: 

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**YOUR PRIVACY**

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

**Purpose:** The information you provide will enable Council to assess your application for a sundry debtor account and to communicate with you about Council related matters.

**Intended recipients:** The information will only be used by Council, its contractors performing functions for Council, and other agencies such as government departments that have legislation allowing them to access Council records.

**Supply:** Legally required.

**Consequence of Non Provision:** If Council does not have current trade references it may be unable to assess your application. If it does not know your current address, correspondence might not reach you. If Council has no telephone or email address for you it might not be able to contact you about important matters relating to your account or other Council business.

**Storage and security:** This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

**Access:** Please contact Council on (02) 4980 0255 to enquire how you can access information.