

CITY OF CANADA  
BAY

## CLOTHING BANK POLICY

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## 1. Objectives

To establish an approval system for the placement of clothing banks on public property within the City of Canada Bay Council to ensure:

- Clothing banks and the surrounds are maintained in a satisfactory manner;
- Clothing banks are located in appropriate locations;
- Clothing banks do not detract from the amenity of the area;
- To encourage recycling and the minimisation of waste.

## 2. Approval

No clothing bank is to be placed in a public area within the City of Canada Bay until a permit is obtained.

## 3. Exemptions from Approval

Clothing banks located on private property do not require prior approval from Council

## 4. General Requirements

- a. Clothing banks are to be of steel construction, painted a neutral colour and maintained in good repair.
- b. Only one (1) clothing bank is permitted at each location.
- c. Each organisation is permitted a maximum of ten (10) clothing banks within the City of Canada Bay.
- d. Clothing banks shall only be placed on Council approved locations.
- e. Clothing banks must be placed on level ground.
- f. Clothing banks must be placed in such a manner so as not to constitute a traffic or pedestrian hazard.
- g. A copy of the organisations public liability insurance with a limit of indemnity not less than twenty million dollars (\$20,000,000) must be provided to Council prior to the placement of clothing banks on public property.
- h. The organisation name and contact phone number must be clearly visible on the clothing bank.

## 5. Maintenance Requirements

- a. The organisation must remove all rubbish located around clothing banks within 24 hours of notification or immediately when servicing the banks.
- b. The clothing banks must be serviced regularly to avoid material build up around the area.
- c. The surrounds of the clothing banks must be kept in a neat and tidy condition.
- d. The clothing banks must be kept in good repair and maintain a neat appearance. Council reserves the right to direct the replacement of a clothing bank that has become damaged, dilapidated or unsightly.
- e. A clothing bank must be repainted within 48 hours of being notified of graffiti or other acts of vandalism.
- f. The organisation must respond to any other requests for maintenance within 24 hours.

## 6. Obtaining a Permit

- g. A permit is not required where the clothing bank is located on private property.
- h. Approval for the placement of a clothing bank on Council owned or managed property must be obtained from Council in writing prior to placement. The application must include a detailed description of the proposed site including a sketch of the location.
- i. A permit will only be issued for members of the National Association of Charitable Recycling Organisations (NACRO)
- j. An organisation is required to complete a 'Clothing Bank on Public Land' application. A copy of the organisations public liability insurance must be attached to the application.
- k. The payment of all fees associated with obtaining the permit will be in accordance with Council's fees and charges.
- l. Council will assess the application and will provide approval in writing.

Council reserves the right to require the removal of any clothing bank from a site, despite any prior approval, if the clothing bank or the activity associated with it causes a nuisance.

## 7. Enforcement

Failure to comply with any requirements of this policy or conditions of approval will result in the following enforcement action:

2. The clothing bank organisation will be contacted and provided 24 hours to rectify the matter.
3. If no action is taken within this time frame or works are not to the satisfaction of Council the permit will be revoked and steps taken to have the offending clothing banks impounded.
4. Illegally placed clothing banks will be impounded in accordance with the provisions of the Impounding Act, 1993.

Impounded clothing banks will only be released after payment of an impounding fee as detailed within Council's Adopted Fees and Charges.



### Bin site location description

Please draw within the diagram box – including measurements. If multiple locations please attached separate drawings.

### Permit dates

Dates permit is required: From:  To:

### Declaration

- I have reviewed the Clothing Bank Policy and agree to comply with all rules and conditions.
- I have attached a copy of the company's Public Liability Insurance to the value of \$20 million.

Signature:  Date: