

Cart Change Application for Automated Collection Service

The personal information on this form is being collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) and will be used for the administration of the Town of Comox solid waste service. Should you have any questions regarding the collection or use of your personal information, please contact the Town of Comox at town@comox.ca or 250-339-2202.

This form must be completed by the property owner as any cart service changes will affect the Municipal Utility Fees which are included in the annual Property Tax Notice. Submission of this form is:

- confirmation that the form has been completed by the property owner and,
- considered authorization for the Town of Comox to apply the applicable rates to the Property Tax Notice.

Fees:

After a cart change request is approved, the following payment/s will be due before any cart changes are made:

- 1) *Processing Fee* of \$35 for each cart change that is selected on page 2 of this application.
 - 2) *Municipal Utility Fees* will be pro-rated for the remainder of the current calendar year based on a:
 - Service increase (changing to a larger cart or adding a cart), a pro-rated fee will be due.
 - Service decrease (changing to a smaller cart or removing a previously added in cart), a pro-rated credit will be held in the property tax account to apply against subsequent charges.
- Thereafter, the new annual collection service fee will be reflected in the annual Property Tax Notices.

Cart Availability:

The Town's ability to fulfill a request for an additional or different size cart will depend on the available inventory at the time the application is processed by Town staff; if there is no cart inventory at that time an alternate request can be made or, wait for inventory to become available.

- Carts provided may have been previously used and could show some reasonable wear and tear.

Approved cart changes will be in place for a minimum of one year before another cart change request will be considered for this address.

I AM THE PROPERTY OWNER OF:

Civic House # _____ Unit # _____ Street _____

My contact details are:

First Name: _____ Last Name: _____

Email: _____ Phone: _____

Mailing Address (if different than above): _____

By signing this application, I hereby certify that:

- I am the property owner for the cart change request/s I have selected on page 2 of this application.
- The information provided in this application is accurate.
- I have, and will, meet all of the terms and conditions as outlined throughout this application.

Date:	Applicant Signature:
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