

Drop & Go Application Guide

An Operator Guide to Applying for a Drop & Go Site

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Procedure

Step 1 – Find a suitable location;

Considerations;

- Location must be visible
- Easy to access for customers and for servicing
- On Public land - may require additional LGA approvals
- Private Land – suggest an agreement or lease

Step 2 – Obtain land owner approval in writing;

- This can be a copy of the lease/agreement or a letter or email advising of approval. Details must include, address, infrastructure type, location on the property and any conditions ie access the same as business operating hours.
- When LGA is the land owner a Peppercorn Lease or Memorandum of understanding (MOU) is accepted as evidence.

Step 3 – Write to LGA Planning Department for DA Exemption confirmation or DA approval;

- Please provide email trail or copy of letter sent and approval letter.
- Must include words DA Exemption or DA approval.

Step 4 - Complete Application

- Click here to download the [Drop & Go Application Form](#)

Considerations;

- Non standard infrastructure will require additional approvals

Step 5 – Your Contract Manager will assist you with confirming the “Drop & Go Service fee”

Step 6 – Email your completed application form

- Email your complete application form to your Contract Manager and cc; amanda.august@warrml.com.au

Step 7- Documentation is reviewed and research is completed.

- (Research includes proximity to other Refund Points, type or refund point, is there currently a collection service that covers the area, population, estimated volume targets and the size of the benefit the Drop & Go provides).

Step 8 – Recommendation for approval is lodged with WARRRL COO

- This occurs once per month.
- Recommendations are sent through on the **third week** of every month.

Step 9 – COO reviews and provides outcome.

- Consideration; this can take up to **two weeks** upon receipt of application submission.

Step 10 – Contract Manager to provide you confirmation of the outcome, approval or decline.

- If approved, your Contract Manager will work with you to fill in your Mobilisation Schedule (sheet 2 on your application) and if your application was declined, a reason will be provided.

Step 11 – Work through mobilisation and place any WARRRL marketing briefs if you require assistance or “non standard” signage.

- Please read the Drop & Go [Design Specifications](#)
 - Your Contract Manager can advise of the approx. delivery times for the Drop and Go. *Depending on the type of infrastructure this can take up to three months.*
 - [Drop & Go Mandatory Signage Matrix](#)
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Summary of Procedure

STEPS	WHAT IS REQUIRED OF RPO	TIMELINE
IDENTIFY LOCATION	<p>A satellite map showing the location, coordinates and Traffic Management considerations.</p> <ul style="list-style-type: none"> • Easy to access for customers and for servicing • On Public land - may require additional LGA approvals • Private Land – suggest an agreement or lease 	Prior to submitting a Drop & Go application form
OBTAIN LAND OWNER APPROVAL IN WRITING	<ul style="list-style-type: none"> • This can be a copy of the lease/agreement or a letter or email advising of approval. • Details must include address, infrastructure type, location on the property and any conditions ie access the same as business operating hours or is it open 24 hours 7 days a week. • When LGA is the land owner a Peppercorn Lease or Memorandum of understanding (MOU) is accepted as evidence. 	Prior to submitting a Drop & Go application form
OBTAIN A RECORD OF COMMUNICATION FROM LGA PLANNING DEPARTMENT	<ul style="list-style-type: none"> • Please provide email trail or copy of letter sent and approval letter. • Must include words DA Exemption or DA approval. 	Prior to submitting a Drop & Go application form

<p>COMPLETE AN APPLICATION FORM (COMPLETE ONE FORM PER DROP & GO LOCATION IF MORE THAN ONE)</p>	<ul style="list-style-type: none"> Click here to download the Drop & Go Application Form <p>Considerations;</p> <ul style="list-style-type: none"> Non standard infrastructure will require additional approvals 	<p>It is recommended to fill out a Drop & Go application after permissions (listed in above steps) have been obtained.</p>
<p>EMAIL YOUR COMPLETED APPLICATION FORM</p>	<ul style="list-style-type: none"> Email your complete application form to your Contract Manager and cc; amanda.august@warrrl.com.au 	<p>Once application/s is complete, provide one application per Drop & Go location.</p>
<p>APPLICATION IS SUBMITTED FOR APPROVAL</p>	<ul style="list-style-type: none"> COO reviews and provides outcome. 	<p>2 weeks from submission</p>
<p>OUTCOME DELIVERED TO RPO BY CONTRACT MANAGER</p>		