



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

Assisted Bin Lift, Additional Bin Collection and 360L Blue Recycling Bin Policy

May 2022

Assisted Bin Lift, Additional Bin Collection and 360L Blue Recycling Bin Policy

Definitions

Assisted Bin Lift: Assisted Bin Lift Service is essentially where Council employees may enter external areas of the property to collect and return the bin from an approved location on the resident's premises.

Additional Bin Collection: The Council recognises that some households may require the collection of a second black/green bin. The reasons for providing this additional collection, include:

- Disposing of material due to the medical condition of a household member.
- The number of occupants permanently living within a household is eight, or more.
- If the household has a secondary rated apartment attached, which has permanent occupants.

360L Blue Recycling Bin Service: The Council recognises that some households may require additional capacity for their blue recycling bin. The reasons for providing this bin in exchange for your current bin include:

- Disposing of material due to the medical condition of a household member.
- The number of occupants permanently living within a household is eight, or more.

Background

Fermanagh and Omagh District Council recognises that there may be a need to alter bin collections for people who have specific disabilities or medical conditions. As a result, there are services offered which may assist, namely:

I. Assisted Bin Lift Service

The Council asks that people who are unable to place their bins at the roadside/ kerbside for collection look to family, friends and neighbours in the first instance to assist.

The Assisted Bin Lift service aims to give assistance to people who have no other person locally who can give assistance in placing their bins out for collection.

The Assisted Bin Lift service permits Council employees to enter external areas of the property to collect and return the bin from an approved location on the resident's premises, following a successful application.

Each application will be looked at on a case-by-case basis. Where steps, gradients or other health and safety issues are identified as part of the onsite

visit residents will be asked to relocate their bin(s) to another area of their property or to the kerbside/roadside.

Where an Assisted Bin Lift service is requested by someone who lives on a shared lane/drive, each application will be assessed on a case by case basis. In assessing such applications, the Council may request the submission of an indemnity letter from the householder requesting the service. The purpose of the indemnity letter is to protect the Council against any loss as a result of providing the service.

Please note - there is no guarantee of an Assisted Bin Lift service being approved for each application.

II. Additional Bin Collection Service

The Council also recognises that some households may require the collection of a second Black/Green bin. This Additional Bin Collection service can be provided for several reasons including:

- To dispose of material due to the medical condition of a household member.
- If the number of occupants permanently within a household is eight, or more.
- If the household has a secondary rated apartment attached, which has permanent occupants.

Each application will be assessed on a case-by-case basis however, if an application is successful the householder will still be required to place their authorised bin at the roadside for collection.

Please Note: If you are successful in applying for an additional bin and your circumstances change and you need an assisted lift collection, please refer to Assisted Bin Lift Service (above) as you will need to reapply.

III. 360L Blue Recycling Bin Service:

The Council recognises that some households may require additional capacity for their blue recycling bin. The 360L blue recycling bin is exchanged with their current 240L blue recycling bin. The 360L Blue Bin Recycling service can be given for several reasons including:

- To dispose of material due to the medical condition of a household member.
- If the number of occupants permanently within a household is eight, or more.

Please note that a household can only avail of one 360L Blue Recycling Bin.

This policy is applicable to householders and not trade/commercial customers.

Policy Aim

The aim of this document is to provide transparency regarding the implementation of these services, as well as:

- Providing clarity on the criteria for each service.
- Providing clear guidelines for each service and what they entail.
- Providing clarity on the application and appeal process should an application be unsuccessful.
- Ensuring compliance with GDPR and all relevant data protection legislation.

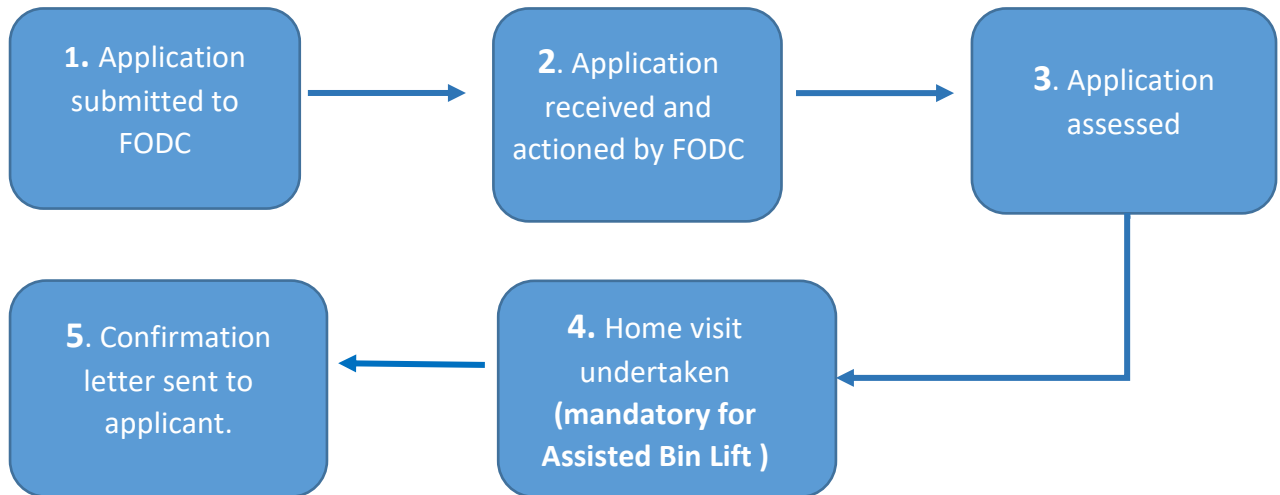
Policy Responsibility

To ensure that the policy is implemented successfully, clear roles and responsibilities have been identified.

Group / Individual	Roles and Responsibilities
Councillors	<ul style="list-style-type: none"> • Approve the Policy and any further amendments. • Attend any relevant training or awareness raising sessions.
Chief Executive	<ul style="list-style-type: none"> • The Chief Executive has ultimate officer responsibility for implementation of the Policy.
Director of Environment and Place	<ul style="list-style-type: none"> • Allocate resources to enable the Council to meet its responsibilities with regard to the Policy. • Promote the effective implementation of the Policy within their areas of responsibility. • Raise the profile of the Policy within the Council. • Be involved in any appeals processes, as required.
Head of Waste Management	<ul style="list-style-type: none"> • Ensure all relevant employees are aware of this policy. • Ensure that relevant employees attend appropriate training sessions. • Provide advice and support as required (to both employees and prospective applicants). • Be involved in the appeals processes, as required.
Refuse Manager and Supervisor(s)	<ul style="list-style-type: none"> • Provide advice and support as required • Ensure adherence to principles of the Policy at all times. • Carry out home visits/inspections • To assess applications in line with the Policy on a case by case basis – notifying the applicants of the outcome in a timely manner – i.e. within 20 working days. <p>If there is likely to be a delay in the process, or if we require more information, then we will be in contact with the applicant to outline this.</p>
Frontline Refuse and Recycling Employees	<ul style="list-style-type: none"> • Take due care to ensure compliance with the Policy.

Application Procedure

The application procedure for all services is the same and it is outlined below. Full details on each application stage are contained in Appendix 1.



Please note, if there are any changes in your circumstances you should inform the Council immediately.

The Council aims to have your application considered (and approved or refused) within **four working weeks** (20 working days). In the light of further delay or requirement for information then we will communicate with the applicant. Each application will be assessed separately and may result in your bins being relocated or other conditions applied to enable safe collection.

Your Application Form

The application forms for each service can be found in Appendix 2 of this document, or online at:

Assisted Bin Lift Service

<https://www.fermanaghomagh.com/services/environment-and-waste/assisted-bin-lift-service/>

Additional Bin Collection Service

<https://www.fermanaghomagh.com/services/environment-and-waste/additional-bin-collection-service/>

360L Blue Recycling Bin Service

<https://www.fermanaghomagh.com/services/environment-and-waste/360l-blue-recycling-bin-service/>

Application forms can also be obtained from our Connect Centres at:

- County Buildings, 15 Bridge Street, Enniskillen, BT74 7BW
- Strule House, 16 High Street, Omagh, BT78 1BL

In terms of your application form, you will be required to demonstrate your need for the service for which you are applying.

For example, if you are applying for the **Assisted Bin Lift** service you should include:

- Reason an assisted lift is required.
- Who, if anyone, currently helps you leave your bin to the roadside/ kerbside for collection.
- Do you have any relatives or friends who can help you to place your bin at the collection point?

Optional: You may wish to support your application with a medical certificate (completed by a G.P. or an Occupational Therapist) or other relevant supporting Health and Social Care Trust information. Where possible, and if provided, the supporting information should be dated within the 12 months prior to the application being made.

If you are applying for an **Additional Bin Collection** service, within your application you should include:

- The reason the second black/green bin is required, i.e.: due to the medical condition of a family member, number of occupants within the household or due to a secondary apartment / granny flat.
- If you are applying due to the medical condition of a person within the household, you should outline their medical condition. You may wish to support your application with a medical certificate (completed by a G.P. or an

Occupational Therapist) or other relevant supporting Health and Social Care Trust information. Where possible, and if provided, the supporting information should be dated within the 12 months prior to the application being made.

- If the household has a secondary rated apartment attached, which has permanent occupants then a copy of the rates bill will be required.

If you are applying for a **360L Blue Recycling Bin** service, you should include:

- The reason the 360L blue recycling bin is required, i.e.: due to the medical condition of a family member and number of occupants within the household.
- If you are applying due to the medical condition of a person within the household, you should outline their medical condition. You may wish to support your application with a medical certificate (completed by a G.P. or an Occupational Therapist) or other relevant supporting Health and Social Care Trust information. Where possible, and if provided, the supporting information should be dated within the 12 months prior to the application being made.

Please note that a household can only avail of one 360L Blue Recycling Bin.

Appeals Procedure

If your application is unsuccessful, or you are dissatisfied with the Council's decision, you must contact the Council's Refuse Manager/ Refuse Supervisor(s) for feedback on your application before submitting an appeal.

For individuals who wish to appeal a decision following the receipt of feedback, the process is as follows:

- Contact the Director of Environment and Place in writing within 10 working days of the date of receipt of the unsuccessful letter. This correspondence should outline the reasons for the appeal being submitted.

It should be noted that no additional supporting documentation will be considered at this stage.

In responding to your appeal, the Council will:

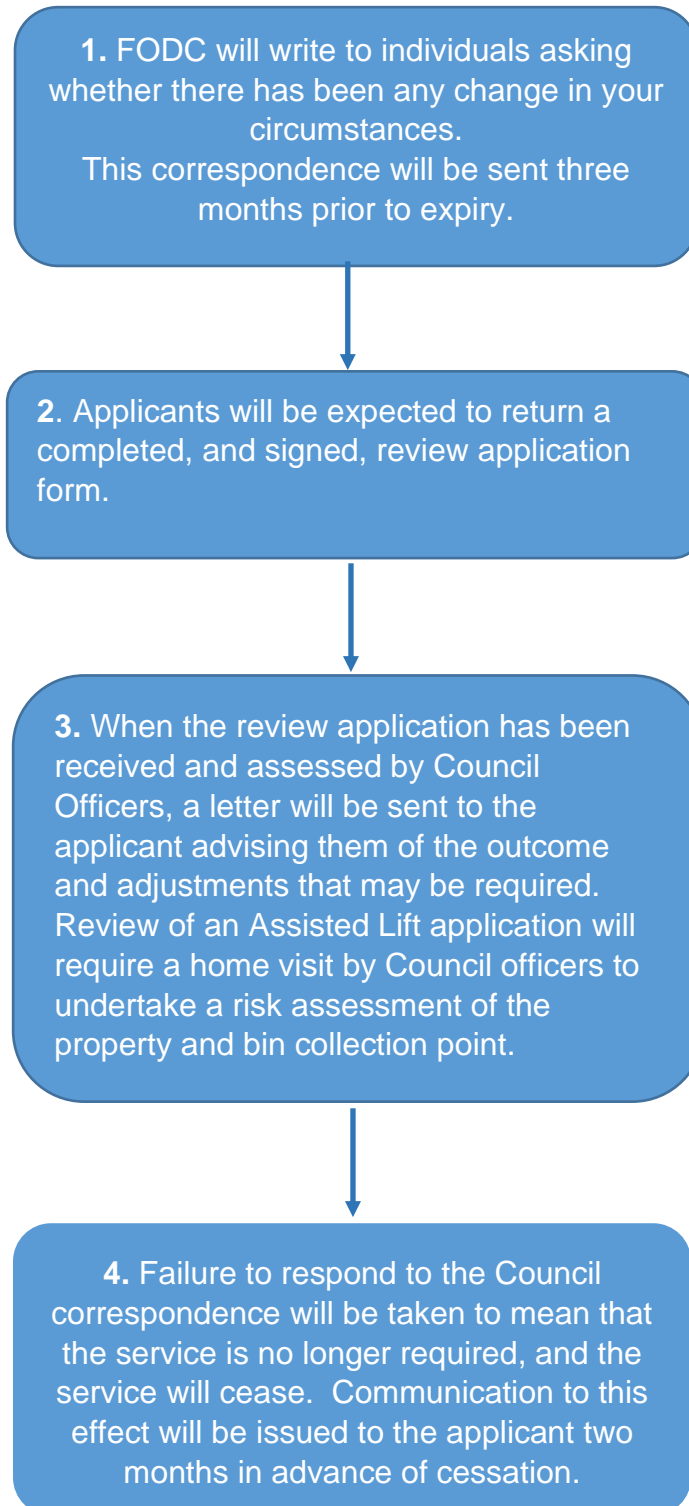
- i. Endeavour to acknowledge your appeal request within 1 working day.
- ii. Ensure that the Director meets with the Head of Waste Management to consider the decision and grounds for appeal.
- iii. Ensure the Director corresponds with the resident in writing, within 10 working days of the appeal being considered, to outline the outcome of your appeal.

If you are not satisfied with the result of the appeal, you can submit a complaint in accordance the Council's complaints procedure. More information on complaints can be found online at: www.fermanaghomagh.com

Review Process

All approved Assisted Lifts and Additional Bin Collection applications will be reviewed every two years, or earlier if appropriate. Review forms are contained in Appendix 4.

The review process will be as follows:



Data Protection

The Council, in line with the Data Protection Act 2018, has a responsibility to ensure that any data collected is done so in line with the requirements of the Act.

The Council will ensure that personal data is kept securely and confidentially.

The information you provide as part of your application will only be used for the purpose of the processing your application for either Assisted Bin Lift service, Additional Bin Collection or 360L Blue Bin Recycling service. It will not be used for any other purpose.

Any information provided by you will not be disclosed to any other third party, unless law or regulation compels such a disclosure.

For more information, please visit the council's website at:

<https://www.fermanaghomagh.com/your-council/privacy-statement/>

Appendix 1 – Application Procedure

1. Application Stage

Application form, and Equality Monitoring forms can be downloaded from FODC website. Alternatively, paper copies can be requested from:

- Connect Centres (In Omagh or Enniskillen)
- The Grange (Omagh)
- Killyvilly Depot (Enniskillen)
- Gortrush Depot (Omagh)

The completed application should be signed by (or on behalf of) the applicant and returned to either Killyvilly Depot or Gortrush Depot. The Equality Monitoring Form and any supporting medical or Health and Social Care Trust documentation should also be returned along with the completed application form – please note, the Equality Monitoring Form will not be used for assessment purposes.

The Council acknowledges that there could be exceptional circumstances where a nominee is not available to complete the form for the applicant. In these cases, applicants can telephone the office (0300 303 1777) and dictate their responses to Council Officers. In such circumstances, the completed form will then be sent to the applicant for them to sign and return.

2. Application Received and Actioned by the Council

All forms received by the Council will be given a unique reference number. The Equality Monitoring data is stored securely, and confidentially, before being destroyed in accordance with the Council's Records Retention and Disposal Schedule.

3. Application Assessment

(Internal Assessment Form is included in Appendix 3)

The application form, and any supporting medical or Health and Social Care Trust documentation, will be reviewed by either the Refuse Manager or the Refuse Supervisor(s).

4. Home Visit

The Refuse Manager, Refuse Supervisor(s) or another relevant employee may undertake a home visit for an additional bin to assess your application and to advise on the diversion of waste to the recycling bins. A home visit will be required if the application is for an Assisted Bin Lift. This home visit will allow Council Officers to undertake a risk assessment of the property and the bin collection point. During times of Covid or other pandemic restrictions, Officers will not enter the house while carrying out the inspection. A phone call will be made to the resident prior to the officer making the visit. The review of an Assisted Lift application will also require a home visit by Council officers to undertake a risk assessment of the property and bin collection point.

5. Confirmation Letter

A signed Confirmation Letter will be sent to the applicant confirming the outcome and whether the application is successful or unsuccessful. This letter will be sent out within 20 working days. If there is likely to be a delay in the process, or if we require more information, then we will be in contact with the applicant to outline this.

The letter will also outline any required adjustments to the normal bin collection place, as well as outlining the review process which will take place every two years or earlier if appropriate. Please note if any adjustments are required to the normal bin collection place then the applicant will be asked to confirm in writing that they accept these conditions.

Please note, if there are any changes in your circumstances (or you no longer need the service) you should inform the Council immediately.

Application Form One – Additional Bin Collection Service



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

**Additional Bin Lift Service
Application Form**

Please return all completed forms (along with the attached Equality Monitoring Form) for the attention of the Refuse Supervisor at either of the following addresses:

Refuse Supervisor

Waste and Recycling - Assisted Bin Lift
Fermanagh & Omagh District Council
Gortrush Depot
Mullaghmenagh Upper
Great Northern Road
Omagh
County Tyrone
BT78 5EJ

Refuse Supervisor

Waste and Recycling - Assisted Bin Lift
Fermanagh & Omagh District Council
Killyvilly Depot
152 Tempo Road
Killyvilly
Enniskillen
County Fermanagh
BT74 4GD

Data Protection

Under the Data Protection Act (2018), Fermanagh and Omagh District Council (the Data Controller) has a legal duty to protect any information it collects about you. The information will be used only to provide you with the requested service (Additional Bin Lift Service). The information will not be disclosed to any third party, unless law or regulation compels such a disclosure.

Section 1

Council Policy states that only one 240 litre black/green bin is available per household within the district. The Council recognises that some households may require the fortnightly collection of a second black/green residual waste bin. Please complete Section 2, 3 or 4 depending on your circumstances. If a 'Second Bin Collection' is approved, individual household circumstances will be reviewed after a two-year period. Please complete the below information:

Name of Applicant	
Address	
Postcode	
Telephone Number	
Mobile Number	
Email Address	

If you are not the applicant, and are applying on behalf of someone else, please provide the following information:

Your Name	
Address	
Contact Number	
Please provide a brief explanation as to why you're completing this form, as well as your connection/relationship to the applicant:	

Section 2 – Medical Grounds

Is the Second Collection required because of the need to dispose of material due to a family member's medical condition? Yes No

If yes, please outline below.

Please note, you may wish to support your application with a medical certificate (completed by a G.P. or an Occupational Therapist) or other relevant supporting Health and Social Care Trust information. Where possible, and if provided, the supporting information should be dated within the 12 months prior to the application being made.

Section 3 – Number of Occupants

Council Policy states that there must be eight or more in a household to warrant a Second Bin Collection. Is the Second Bin Collection required because of the number of occupants in your household? Yes No

If yes, please complete the following table, giving details on the individuals living at this address:

There are _____ people living permanently at the address of the applicant.

Name of Occupant	Relationship to Applicant

Please note, a Council Officer may carry out a home visit to assess your application and to advise on the diversion of waste to the recycling bins.

Section 4 – Secondary Apartments

Is the ‘Second Bin Collection’ required because your house has a secondary rated apartment attached, and is being used as two separate homes? Yes No

If yes, you must forward a proof that rates are currently being paid on both properties.

Please complete the table below, giving details on any individuals living permanently in the attached secondary apartment.

Name of Occupant	Relationship to Applicant

Declaration Statement and Signature

I declare, that to the best of my knowledge, the information provided within this application is correct. It is important that information provided is true and accurate and any omissions may result in the service being withdrawn.

I note that a Council Officer may visit my household to assess my application.

Signed: _____

Dated _____

Important Information

To enable us to process this application appropriately, please ensure that any supporting evidence is submitted with this application form.

For a secondary apartment, proof must be provided that both properties are paying separate rates.

An Additional Bin Lift service is not guaranteed and will be assessed on a case-by-case basis. If an Additional Bin Lift is approved, the household circumstances will be reviewed every two years or earlier if appropriate. The Council will then inform you in writing if your application has been successful.

Please note if you are successful then you will be required to purchase the additional black 240l bin and you will issued with a sticker to place on the bin. If you require the Council to deliver the bin then an additional delivery charge will apply.

For Official Use Only

Supporting medical or Health and Social Care Trust documentation (optional)

Yes No

Rates Confirmation received

Yes No

Further Information required?

Yes No

Details:

Home visit required?

Yes No

If yes, the date visit carried out:

Details:

Application successful?

Yes No

if unsuccessful please detail reason:

Assessor Name: _____

Date: _____

Assessor Signature: _____

Sticker number issued: _____

Date Applicant informed: _____

Review Date: _____

Application Form Two – Assisted Bin Collection Service



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

Assisted Bin Lift Service Application Form

Please return all completed forms (along with the attached Equality Monitoring Form) for the attention of the Refuse Supervisor at either of the following addresses:

Refuse Supervisor

Waste and Recycling - Assisted Bin Lift
Fermanagh & Omagh District Council
Gortrush Depot
Mullaghmenagh Upper
Great Northern Road
Omagh
County Tyrone
BT78 5EJ

Refuse Supervisor

Waste and Recycling - Assisted Bin Lift
Fermanagh & Omagh District Council
Killyvilly Depot
152 Tempo Road
Killyvilly
Enniskillen
County Fermanagh
BT74 4GD

Data Protection

Under the Data Protection Act (1998), Fermanagh and Omagh District Council (the Data Controller) has a legal duty to protect any information it collects about you. The information will be used only to provide you with the requested service (Assisted Bin Lift Service). The information will not be disclosed to any third party, unless law or regulation compels such a disclosure.

Section 1

In order to qualify for the assisted bin lift collection service, Fermanagh & Omagh District Council needs to be assured that the applicant and all members of their household are unable to place the bin at the normal collection point:

Name of Applicant	
Address	
Postcode	
Telephone Number	
Mobile Number	
Email Address	

If you are not the applicant, and are **applying on behalf of someone else**, please provide the following information:

Your Name	
Address	
Contact Number	

Please provide a brief explanation as to why you're completing this form, as well as your connection/relationship to the applicant:

Reason an Assisted Bin Lift is required (Please explain how your condition, or disability, affects your ability to place your bin at the normal collection point: Please note, you may wish to support your application with a medical certificate (completed by a G.P. or an Occupational Therapist) or other relevant supporting Health & Social Care Trust information. Where possible, and if provided, the supporting information should be dated within the 12 months prior to the application being made.

Do you expect your condition to change, if so, please state the expected timeframe:

Please confirm which of the following statements are correct by ticking the appropriate box:

I confirm that I qualify for an assisted bin lift collection as I am unable to place my bin at the normal collection point and **I live alone**

OR

I confirm that there are **no** other persons living at this address who can assist me in placing my bin at the normal collection point.

Section 2

Who currently leaves your bin to the collection point?

Can a relative, friend or neighbour help you place your bin at the normal collection point?

Declaration Statement and Signature

I declare, that to the best of my knowledge, the information provided within this application is correct. It is important that information provided is true and accurate and any omissions may result in the service being withdrawn.

I understand that the Council will not be liable for any damage that may be caused as a result of a Council vehicle entering or exiting my property, whilst providing the requested service.

I also note that a Council Officer will visit my household in order to undertake a risk assessment of the proposed alternative bin lift method.

Signed: _____

Dated _____

Important Information

To enable us to process this application appropriately, please ensure that any supporting evidence is submitted with this application form.

An Assisted Bin Lift service is not guaranteed. Each application will be assessed separately. If an Assisted Lift is approved, the household circumstances will be reviewed every two years or earlier if appropriate.

For Official Use Only

Assisted Lift Approved without adjustments required

Assisted Lift Approved pending adjustments

Review Date: _____

Assisted Lift Not Approved

Please list the reason(s) and any recommendation(s) which would eliminate the problem(s).

Assessor Name: _____

Date: _____

Assessor Signature: _____

Applicant Informed: _____

Application Form Three – 360L Blue Recycling Service



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

360L Blue Recycling Service Application Form

Please return all completed forms (along with the attached Equality Monitoring Form)

Refuse Supervisor

Waste and Recycling - Assisted Bin Lift
Fermanagh & Omagh District Council
Gortrush Depot
Mullaghmenagh Upper
Great Northern Road
Omagh
County Tyrone
BT78 5EJ

Refuse Supervisor

Waste and Recycling - Assisted Bin Lift
Fermanagh & Omagh District Council
Killyvilly Depot
152 Tempo Road
Killyvilly
Enniskillen
Co Fermanagh
BT74 4GD

Data Protection

Under the Data Protection Act (2018), Fermanagh and Omagh District Council (the Data Controller) has a legal duty to protect any information it collects about you. The information will be used only to provide you with the requested service (360L Blue Recycling Service). The information will not be disclosed to any third party, unless law or regulation compels such a disclosure.

Section 1

Fermanagh & Omagh District Council has a limited number of 360L blue recycling bins available to residents. The Council recognises that some households may require additional capacity for their blue recycling bin. To apply for a large 360L recycling bin please complete all the sections below.

Name of Applicant	
Address	
Postcode	
Telephone Number	
Mobile Number	
Email Address	

If you are not the applicant, and are applying on behalf of someone else, please provide the following information:

Your Name	
Address	
Contact Number	
Please provide a brief explanation as to why you're completing this form, as well as your connection/relationship to the applicant:	

Section 2 – Medical Grounds

Is the 360L blue recycling bin required because of the need to dispose of material due to a family member's medical condition? Yes No

If yes, please outline below:

Please note, you may wish to support your application with a medical certificate (completed by a G.P. or Occupational Therapist) or other relevant supporting Health and Social Care Trust information. Where possible, and if provided, the supporting information should be dated within the 12 months prior to the application being made.

Section 3 – Number of Occupants

Council Policy states that there must be eight or more in a household to warrant a 360L blue recycling bin collection. Is the 360L blue recycling bin collection required because of the number of occupants in your household?

Yes No

If yes, please complete the following table, giving details on the individuals living at this address:

There are ___ people living permanently at the address of the applicant.

Name of Occupant	Relationship to Applicant	Date of Birth

Section 4 – Terms & Conditions

- Current 240L blue bins must be exchanged for the larger 360L blue bin.
- If you require delivery and collection of the bins then a delivery charge will be applied.
- All recyclable material must be placed in the recycling bin, clean, dry, empty and flat. Please do not put recyclables in plastic bags.
- Recyclable material includes paper, cardboard, food & drink cans, plastics, tetra pack (cartons) and glass.

Section 5 - Declaration Statement and Signature

I declare, that to the best of my knowledge, the information provided within this application is correct. It is important that information provided is true and accurate and any omissions may result in the service being withdrawn.

Signed: _____ **Dated** _____

Important Information

To enable us to process this application appropriately, all supporting evidence must be submitted with this application together with any supporting medical documentation you may wish to provide.

Please note that a household can only avail of one 360L Blue Recycling Bin.

A 360L Recycling bin service is not guaranteed and will be reviewed on a case by case basis.

For Official Use Only

Supporting medical documentation (optional) Yes No

Further Information required? Yes No

Details:

Home visit required? Yes No

If yes, the date visit carried out:

Details:

Application successful? Yes No

if unsuccessful please detail reason:

Assessor Name: _____

Date: _____

Assessor Signature: _____

Date Applicant informed: _____



Equality Monitoring Form

Data Protection: In accordance with the Data Protection Act (1998), you should be aware that the information which you give us on this Equality Monitoring Form will remain anonymous and will be used for the purpose of Equal Opportunity Monitoring only, and not for any other purpose.

Fermanagh and Omagh District Council is committed to achieving fairness and equality. The Council aims to operate services which are responsive to the differing community and individual needs within the District and are accessible to everyone.

In order to achieve this, the Council needs your help. One of the most important ways of doing this is by monitoring people who apply for services. The information provided will be used by Fermanagh and Omagh District Council to assist us in complying with our statutory duty under the Northern Ireland Act (1998).

1. Religious Belief

Do you have a religious belief? Yes No (If no, please go to question 2)

If Yes are you,

Bahai	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Presbyterian	<input type="checkbox"/>
Baptist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Roman Catholic	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Methodist	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Church of Ireland	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Other	<input type="checkbox"/>

2. Political Opinion

How would you describe your political opinion?

Unionist generally Nationalist generally Other

3. Racial Group

To which of these Racial Groups do you consider you belong?

Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>	Other	<input type="checkbox"/>
Black (Other)	<input type="checkbox"/>	Mixed Ethnic Group	<input type="checkbox"/>		

4. Age

0-15 16-29 30-44 45-59 60-74 75+

5. Marital Status

Co-habiting Married Divorced Separated
Single Widowed Civil Partnership

6. Sexual Orientation

How would you describe your sexual orientation?

Heterosexual Homosexual (Gay or Lesbian) Bi-sexual

7. Gender

Female Male Trans-gendered

8. Disability

Under the Disability Discrimination Act 1995, a disabled person is defined as a person with “a physical or mental impairment which has a substantial and long-term affect on his/her ability to carry out normal day to day activities”.

Do you consider that you meet this definition of disability? Yes No

If yes, please state the type of disability,

Visual Impairment Communication Difficulty
Learning Difficulty Hearing Impairment
Multiple Impairment Mobility Impairment
Learning Difficulty

9. Dependants

We are asking you to tell us something about your caring responsibilities. By that we mean looking after a child, whether as a parent, guardian or foster parent, or helping an adult carry out their daily routine. This might mean providing assistance to an adult relative or friend who is disabled or has a long-term illness.

I look after children I help an adult with their daily routine

Please indicate how often you undertake these responsibilities:

Daily Frequently Occasionally

Appendix 3 – Internal Assessment Form

This form will be completed by a council employee when assessing your application for the Assisted Bin Lift service.

Assisted Bin Lift Service

Internal Assessment Form



Applicant's details: _____
 Reference: _____
 Address: _____

 Postcode: _____

Observance Assessment of Location	Yes	No	N/A	Comments and Details
Is the property easily accessible from the road?				
Distance from the public road to the property?				
Is the property on a shared lane? If property on a shared lane how many properties are on the laneway?				
Where is the property located on the laneway?				
Condition of the road/ lane approaching the property:				
Tarmac				
Concrete				
Gravel				
Other				
Is the condition of the road/laneway approaching the property satisfactory				
Condition of pathways or other access to service bin(s):				
Tarmac				
Concrete				
Gravel				
Other				
Is the condition of the pathways or other access to service the bin(s) satisfactory?				
Are there any visible overhead powerlines/BT phone lines etc?				
Are there safety issues to approach or egress to the property:				
Hedges - are they overgrown/ cut back etc?				
Is there any reversing manoeuvres required to access the bin? If yes, is there an opportunity to reverse safely?				
Are there any blind bends or issues with the road access to the property?				
Are any animals or pets evident on site?				
Are there steps to gain access to the bins? If so how many steps?				
Are there vehicular or pedestiran gates? If yes are they open?				
Is there adequate lighting where the bin(s) are situated?				
Location of bin(s) at time of visit:				
Back door				
Side of house				
Front				
Access from an alleyway				
Is it public access alleyway or shared with other property?				
Is the location of the bin(s) suitable and safe ? If no, can the bins be relocated?				
Suggestion to relocate or reposition bin(s)				
Assessor, please note that you should attach photographs of the area being assessed.				
Any other comments:				
Photographs attached				

Assessment Findings

Assisted lift Approved with no alterations required to bin(s) location				
Assisted Lift Approved on basis that alterations are required to bin(s) location				
Is any further action required by resident to relocate bins before approval can be given				
Has a letter been sent to the resident to request relocation/ repositioning				
(include details of date correspondence sent out)				
Has confirmation been received of acceptance of relocation/ repositioning from resident				
(include details of date correspondence received)				

Note: Any alterations to bin location must be agreed in writing by resident before any assisted lift is fully approved and service can start

Assisted Lift Not Approved

(List the reason(s) and any recommendation(s) which would eliminate the problem(s))

Reasons:

Recommendations:

Name of Assessor

Job Title

Signed:

Dated:

Appendix 4

Application Form Four – Review of Additional Bin Collection Service



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

Additional Bin Collection Service Application Review Form

Please return all completed forms (along with the attached Equality Monitoring Form)

Refuse Supervisor

Waste and Recycling - Assisted Bin Lift
Fermanagh & Omagh District Council
Gortrush Depot
Mullaghmenagh Upper
Great Northern Road
Omagh
County Tyrone
BT78 5EJ

Refuse Supervisor

Waste and Recycling - Assisted Bin Lift
Fermanagh & Omagh District Council
Killyvilly Depot
152 Tempo Road
Killyvilly
Enniskillen
Co Fermanagh
BT74 4GD

Data Protection

Under the Data Protection Act (2018), Fermanagh and Omagh District Council (the Data Controller) has a legal duty to protect any information it collects about you. The information will be used only to provide you with the requested service (Additional Bin Lift Service). The information will not be disclosed to any third party, unless law or regulation compels such a disclosure.

Section 1

In order to continue to qualify for the Additional Bin Lift Service, Fermanagh & Omagh District Council needs to be assured that the application is still required as part of the review process. Please complete Section 2, 3 or 4 depending on your circumstances.

Please complete the below information:

Name of Applicant	
Address	
Postcode	
Telephone Number	
Mobile Number	
Email Address	

If you are not the applicant, and are applying on behalf of someone else, please provide the following information:

Your Name	
Address	
Contact Number	
Please provide a brief explanation as to why you're completing this form, as well as your connection/relationship to the applicant:	

Section 2 – Medical Grounds

Is the Second Collection required because of the need to dispose of material due to a family member's medical condition? Yes No

If yes, please outline below.

Section 3 – Number of Occupants

Council Policy states that there must be eight or more in a household to warrant a Second Bin Collection. Is the Second Bin Collection required because of the number of occupants in your household? Yes No

If yes, please complete the following table, giving details on the individuals living at this address:

There are ___ people living permanently at the address of the applicant.

Name of Occupant	Relationship to Applicant

Please note, a Council Officer may advise on the diversion of waste to the recycling bins.

Section 4 – Secondary Apartments

Is the ‘Second Bin Collection’ required because your house has a secondary rated apartment attached, and is being used as two separate homes? Yes No

If yes, you must forward a proof that rates are currently being paid on both properties.

Please complete the table below, giving details on any individuals living permanently in the attached secondary apartment.

Name of Occupant	Relationship to Applicant

Declaration Statement and Signature

I declare, that to the best of my knowledge, the information provided within this application is correct. It is important that information provided is true and accurate and any omissions may result in the service being withdrawn.

Signed: _____

Dated _____

Important Information

For a secondary apartment proof must be provided that both properties are paying separate rates.

An Additional Bin Lift service is not guaranteed and will be reviewed on a case by case basis. If an Additional Bin Lift is approved, the household circumstances will be reviewed every two years, or before if applicable.

For Official Use Only

Application successful?

Yes

No

if unsuccessful please detail reason:

Assessor Name: _____

Date: _____

Assessor Signature: _____

Sticker number issued: _____

Date Applicant informed: _____

Review to be carried out: _____

Application Form Five – Review of Assisted Bin Collection Service



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

Assisted Bin Lift Service

Application Review Form

Please return all completed forms (along with the attached Equality Monitoring Form) for the attention of the Refuse Supervisor at either of the following addresses:

Refuse Supervisor

Waste and Recycling - Assisted Bin Lift
Fermanagh & Omagh District Council
Gortrush Depot
Mullaghmenagh Upper
Great Northern Road
Omagh
County Tyrone
BT78 5EJ

Refuse Supervisor

Waste and Recycling - Assisted Bin Lift
Fermanagh & Omagh District Council
Killyvilly Depot
152 Tempo Road
Killyvilly
Enniskillen
County Fermanagh
BT74 4GD

Data Protection

Under the Data Protection Act (2018), Fermanagh and Omagh District Council (the Data Controller) has a legal duty to protect any information it collects about you. The information will be used only to provide you with the requested service (Assisted Bin Lift Service). The information will not be disclosed to any third party, unless law or regulation compels such a disclosure.

Section 1

In order to continue to qualify for the assisted bin lift collection service, Fermanagh & Omagh District Council needs to be assured that the applicant and all members of their household are unable to place the bin at the normal collection point. Please complete the below information:

Name of Applicant	
Address	
Postcode	
Telephone Number	
Mobile Number	
Email Address	

If you are not the applicant, and are **applying on behalf of someone else**, please provide the following information:

Your Name	
Address	
Contact Number	
Please provide a brief explanation as to why you're completing this form, as well as your connection/relationship to the applicant:	

Section 2

Reason an Assisted Bin Lift is required (Please explain how your condition, or disability, affects your ability to place your bin at the normal collection point:

Do you expect your condition to change, if so, please state the expected timeframe:

Please confirm which of the following statements are correct by ticking the appropriate box:

a) I am unable to place my bin at the normal collection point for the reasons listed above and **I live alone**.

OR

b) I confirm that there are **no** other persons living at the address who can assist me in placing my bin at the normal collection point.

Section 3

Please detail any changes to either your medical condition (if applicable) and the property and access to the bins:

Declaration Statement and Signature

I declare, that to the best of my knowledge, the information provided within this application is correct. It is important that information provided is true and accurate and any omissions may result in the service being withdrawn.

I understand that the Council will not be liable for any damage that may be caused as a result of Council staff or vehicles entering or exiting my property, whilst providing the requested service.

I also note that a Council Officer will visit my household to undertake a risk assessment of the proposed alternative bin lift method.

Signed: _____

Dated _____

The continuation of an Assisted Bin Lift service is not guaranteed and will be reviewed on a case by case basis. If the Assisted Lift review is approved, the household circumstances will continue to be assessed every two years or before, if applicable.

For Official Use Only

Assisted Lift Approved without adjustments required

Assisted Lift Approved pending adjustments

Review Date: _____

Assisted Lift Not Approved

Please list the reason(s) and any recommendation(s) which would eliminate the problem(s).

Assessor Name: _____

Date: _____

Assessor Signature: _____

Applicant Informed: _____