

Trailer Hire Request Form



Privacy Statement: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed by a not-for-profit or local community group when requesting to hire a trailer to support environment and sustainability initiatives within the Rockhampton Local Government Area. Please refer to the Trailer Hire Factsheet for further information.

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Customer Details		
Organisation name:		ABN:
Contact name:		
First	Middle	Last
Preferred contact number:	Email:	
Driver's licence number:	Driver's licence expiry date:	
Residential/Business Address		
Street number and name:		
Suburb:	State:	Postcode:
Postal address (if different):		
Vehicle Details		
Vehicle insurer:		
Vehicle policy number:	Vehicle policy expiry date:	
Vehicle registration:	Vehicle make:	Vehicle model:
Hire Details		
What type of trailer would you like to hire? <input type="checkbox"/> NRM Water Trailer <input type="checkbox"/> NRM Tools Trailer		
Initiative for which the trailer is required:		
Address/s where the trailer will be used:		
Address/s where the trailer will be stored:		
Hire date from:	to:	Total number of days:

OFFICE USE ONLY	CSO:	Amount:
	Date received:	Receipt number:

Payment Details for Refund of Deposit

Please nominate if you wish for the deposit to be refunded or held for future hire:

- Deposit to be held Deposit to be refunded

Account name:

Bank name:

BSB:

Account number:

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- Current certificate of insurance for towing vehicle
 Driver's licence
 Debit Credit Account Application Form (if applicable)
 EFT Details Form (if applicable)

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability. I declare that I will return the NRM Water Trailer and/or NRM Tools Trailer in the same condition as when it was picked up. I acknowledge that if this is not the case, then Rockhampton Regional Council reserves the right to retain the payable bond. In submitting this Trailer Hire Request Form, I acknowledge and agree to comply with the Conditions of Hire outlined below.

Conditions of Hire

- The Hirer is responsible for undertaking an inspection of the trailer and its associated tools and equipment at the commencement and conclusion of the hire period.
- The Hirer is responsible for ensuring that any individual towing the trailer holds a current and valid driver's licence.
- The Hirer must provide a current and valid Certificate of Insurance for the vehicle that will be towing the trailer noting Comprehensive cover.
- The Hirer is responsible for the return of the trailer and all associated tools and equipment at the conclusion of the hire period in a clean condition.
- The Hirer is responsible for notifying Council of any loss or damage sustained to the trailer or its associated inventory as soon as practicable.
- The Hirer is responsible for and indemnifies Council against all loss of or damage to the equipment during the hire howsoever caused (other than directly due to fair wear and tear).
- The Hirer is responsible for providing a suitable registered vehicle with adequate towing capacity.
- The Hirer is responsible for providing any Personal Protective Equipment required for the use of the trailer and its associated tools and equipment.
- The Hirer is responsible for the safe and proper operation of the trailer and all associated equipment, and must ensure that all safety information supplied with the plant will be conveyed to any person using the equipment.
- The Hirer indemnifies Council against any injury or loss suffered by any person operating the equipment.
- The Hirer must not use, or allow the trailer to be used, for any illegal purpose, in contravention of any law, or in a race, contest or performance test of any kind.
- The Hirer must not use the trailer when they are under the influence of drugs or alcohol (zero blood alcohol content).
- The Hirer must not use the trailer when it is damaged or unsafe.
- The Hirer is to comply with all operating instruction manuals provided and ensure that use of the tools/equipment is undertaken in accordance with responsible work practices at all times.
- The Hirer acknowledges that any designated officer or employee of Council shall, at all times, be entitled to access the tools trailer for the purpose of inspection relating to Council business.
- That Council reserves the right to cancel a booking in the event of a requirement for an emergency situation.

Name:

Signature:

Date:

Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

FACT SHEET

Trailer Hire for Environment and Sustainability Initiatives

HIRER TO RETAIN THIS INFORMATION

Council provides a number of trailers for use in conjunction with environment and sustainability initiatives within the Rockhampton Local Government Area.

Eligibility for Trailer Hire

To be considered eligible for trailer hire, the Trailer Hire Request must be:

- Made by a local community group or not-for-profit group;
- For the purposes of an environment and sustainability initiative to be delivered within the Rockhampton Local Government Area; and
- Used in conjunction with a Council-endorsed activity (such as the Natural Resource Management Program, a Community Assistance Program grant, Council event, other approved works on Council land or with broad community interest as determined by the Coordinator Environmental Sustainability).

Trailer Details

Trailer	Details
Tools trailer 1 Plant # 1148207 Rego # 198-UIL	<u>Description:</u> 10m x 5m Century Builders Canopy trailer <u>Contents:</u> As per Tools Inventory (which includes equipment such as brush cutters, augers, watering cans, shovels, mulch forks, rakes and pliers) <u>Weight:</u> 2000kg aggregate trailer mass <u>Tow connection:</u> Ball coupling, 7 pin flat socket (adapters available)
Tools trailer 2 Plant # 1158121 Rego # 926-UKL	<u>Description:</u> 10m x 5m Century Builders Canopy trailer with front tool box <u>Contents:</u> As per Tools Inventory (which includes equipment such as brush cutters, augers, watering cans, shovels, mulch forks, rakes and pliers) <u>Weight:</u> 2000kg aggregate trailer mass <u>Tow connection:</u> Ball coupling, 7 pin flat socket (adapters available)
Water trailer Plant # 1148756 Rego # ET-6587	<u>Description:</u> 3.4m x 1.7m Rapidspray 1000L water trailer <u>Contents:</u> Equipped with front centrifugal pump mounting Honda Petrol Motor, with hose <u>Weight:</u> 450kg (excluding water weight) <u>Tow connection:</u> Ball coupling, 7 pin flat socket (adapters available)

Hire Process

- The Hirer is to complete and submit a Trailer Hire Request Form.
- Council will review the request and confirm the booking.
- Council will advise a suitable date, time and location for trailer pickup and return.
- Council will provide the trailer and all associated equipment in good working order.
- Where appropriate, Council will provide the manufacturer's instructions and Safe Working Procedures for all petrol powered tools and equipment associated with the trailers.