

# FluoroCycle

## Signatory Application - Commercial User - Type A

### Important note:

There are two types of Applicants for Signatory status as a Commercial User.

If your business or organisation already has arrangements in place for recycling all of its waste mercury-containing lamps, then you should use this application form.

If your business or organisation does not yet have such arrangements in place, but plans to do so within 3 months of becoming a Signatory, then you should use the application form at Appendix 2.

### Instructions:

Before submitting this application, you should refer to the Guidelines, the Signatory Guide to FluoroCycle Branding and the Signatory Manual to become familiar with the commitments that apply to Commercial Users. These documents are available on the FluoroCycle website and in hardcopy. (See contact details below.)

For a business or organisation interested in joining the FluoroCycle scheme, the process is as follows:

- You should complete the application form in this Appendix and submit it either online or by email or mail to the Administrator.
- If you consider that any information provided in the application is private or confidential, you should provide that information in a separate document/s and clearly indicate that it is private or confidential.
- The Administrator assesses your application and may verify the information provided in the application.
- Once the Administrator has approved your application, a letter is forwarded to you inviting your business or organisation to become a Signatory to FluoroCycle.
- The most senior person in your business or organisation signs a statement (see Appendix 3) agreeing to meet a number of commitments and stating that occupational health and safety policies and practices are in place, in compliance with relevant legislation, standards and guidelines.
- The signed statement is then posted to the Administrator.
- The Administrator forwards an award confirming the Signatory status of the business or organisation as a Commercial User.
- The Administrator also forwards an electronic package containing:
  - a template for the new Signatory's entry in the relevant list/s on the FluoroCycle website, to be complete as soon as possible and returned to the Administrator
  - a template for notifying any future change of Signatory details, including any change in Service Provider, and
  - a template for annual statements for the purposes of self certification, and
  - the FluoroCycle logo and other communication tools.

### Contact details for the FluoroCycle Administrator

FluoroCycle Administrator  
c/- Lighting Council Australia  
PO Box 7077, Yarralumla ACT 2600

Phone: 02 6247 8011  
Email: administrator@fluorocycle.org.au  
Website: www.fluorocycle.org.au

# FluoroCycle

## SIGNATORY APPLICATION – COMMERCIAL USER – TYPE A

<b>Business name:</b>	
<b>Business ABN:</b>	
<b>Business street address:</b>	Street: Town/City: Postcode:
<b>Business postal address:</b>	PO Box: Town/City: Postcode:
<b>Nature of business:</b>	
<b>Name and title of most senior person in the business (in Australia):</b>	Name: Title:
<b>Business contact person:</b>	Name: Email: Phone:
<b>Relevant site/s, as defined in Section 2.1 of the Guidelines:</b>	Please specify the site/s that are the subject of this application.
<b>Information on waste collection arrangements</b>  <b>IMPORTANT NOTE:</b> The Administrator may contact the collector to verify the information provided in this application.	For each site specified, please provide copies of evidence, eg certificates, that you currently recycle all of your business's waste mercury-containing lamps. For advice on this, refer to the Signatory Manual.

### Contact details for the FluoroCycle Administrator

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c/- Lighting Council Australia  
PO Box 7077  
Yarralumla ACT 2600

Phone: 02 6247 8011  
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Website: www.fluorocycle.org.au

## **FluoroCycle Signatory Application – Commercial User – Type B**

**Important note:** There are 2 types of Applicants for Signatory status as a Commercial User. If your business or organisation does not yet have arrangements in place for recycling all of its waste mercury-containing lamps, but plans to do so within 3 months of becoming a Signatory, then you should use this application form. Within 6 months of becoming a Signatory, you are required to provide evidence to the Administrator that those arrangements are in place for each site nominated in your application.

If your business or organisation already has such arrangements in place, then you should use the application form at Appendix 2.

### **Instructions:**

Before submitting this application, please refer to the Guidelines, the Signatory Guide to FluoroCycle Branding and the Signatory Manual to become familiar with the commitments that apply to Commercial Users. These documents are available on the FluoroCycle website and in hardcopy. (See contact details below.)

For a business or organisation interested in joining the FluoroCycle scheme, the process is as follows:

- You should complete the application form in this Appendix and submit it either online or by email or mail to the Administrator. A plan for putting arrangements in place to recycle all mercury-containing lamps from proposed sites should be attached to the application form.
- If you consider that any information provided in the application is private or confidential, you should provide that information in a separate document/s and clearly indicate that it is private or confidential.
- The Administrator assesses your application, including the plan, and may contact you to discuss the plan. .
- Once the Administrator has approved your application and plan, a letter is forwarded to you inviting your business or organisation to become a Signatory to FluoroCycle.
- The most senior person in your business or organisation signs a statement (see Appendix 3) agreeing to meet a number of commitments and stating that occupational health and safety policies and practices are in place, in compliance with relevant legislation, standards and guidelines.
- The signed statement is then posted to the Administrator.
- The Administrator forwards an award confirming the Signatory status of the business or organisation as a Commercial User.
- The Administrator also forwards an electronic package containing:
  - a template for the new Signatory's entry in the relevant list/s on the FluoroCycle website, to be completed and returned to the Administrator
  - a template for notifying any future change of Signatory details, including any change in Service Provider
  - a template for annual statements relating to self certification, and
  - the FluoroCycle logo and other communication tools.

### **Contact details for the FluoroCycle Administrator**

FluoroCycle Administrator  
c/- Lighting Council Australia  
PO Box 7077, Yarralumla ACT 2600

Phone: 02 6247 8011  
Email: administrator@fluorocycle.org.au  
Website: www.fluorocycle.org.au

# FluoroCycle

## APPLICATION FOR SIGNATORY STATUS – COMMERCIAL USER – TYPE B

<b>Business name:</b>	
<b>Business ABN:</b>	
<b>Business street address:</b>	Street: Town/City: Postcode:
<b>Business postal address:</b>	PO Box: Town/City: Postcode:
<b>Nature of business:</b>	
<b>Name and title of most senior person in the business (in Australia):</b>	Name: Title:
<b>Business contact person:</b>	Name: Email: Phone:
<b>Relevant site/s, as defined in Section 2.1 of the Guidelines:</b>	Please specify the site/s that are the subject of this application, or the site/s under consideration.
<b>Plan for recycling waste mercury-containing lamps</b>	Please attach a plan setting out the steps to be taken to put arrangements in place to recycle all of the waste mercury-containing lamps from the site/s under consideration. Refer to the Manual or website for advice on preparing the plan.

### Contact details for the FluoroCycle Administrator

FluoroCycle Administrator  
 c/- Lighting Council Australia  
 PO Box 7077  
 Yarralumla ACT 2600

Phone: 02 6247 8011  
 Email: administrator@fluorocycle.org.au  
 Website: www.fluorocycle.org.au

# FluoroCycle

## Signatory Application – Facilitator

### Instructions:

Before submitting this application, please refer to the Guidelines, the Signatory Guide to FluoroCycle Branding and the Signatory Manual to become familiar with the commitments that apply to the different Categories of Facilitators. These documents are available on the FluoroCycle website and in hardcopy. (See contact details below.)

For a business or organisation interested in joining the FluoroCycle scheme, the process is as follows:

- Complete the application, which includes an Action Plan. A template for the Action Plan is at Appendix 6.
- If you consider that any information provided in the application is private or confidential, you should provide that information in a separate document/s and clearly indicate that it is private or confidential.
- Submit your application either online or by email or mail to the Administrator of FluoroCycle.
- The Administrator assesses your application and may take steps to verify the information provided in the application.
- Once the Administrator has approved your application, a letter is forwarded to you inviting your business or organisation to become a Signatory to FluoroCycle.
- The most senior person in your business or organisation signs a statement (see Appendix 7) agreeing to meet a number of commitments and stating that occupational health and safety policies and practices are in place, in compliance with relevant legislation, standards and guidelines.
- The signed statement is then mailed to the Administrator.
- The Administrator forwards an award confirming the Signatory status of the business or organisation as a Facilitator in one or more Categories.
- The Administrator also forwards an electronic package containing:
  - a template for the new Signatory's entry in the relevant list/s on the FluoroCycle website, to be completed and returned to the Administrator
  - a template for notifying any future change of Signatory details, including any change in Service Provider
  - a template for annual statements relating to self certification, and
  - the FluoroCycle logo and other communication tools.

### Contact details for the FluoroCycle Administrator

FluoroCycle Administrator  
c/- Lighting Council Australia  
PO Box 7077  
Yarralumla ACT 2600

Phone: 02 6247 8011  
Email: administrator@fluorocycle.org.au  
Website: www.fluorocycle.org.au

# FluoroCycle

## APPLICATION FOR SIGNATORY STATUS – FACILITATOR

<b>Business name:</b>	
<b>Business ABN:</b>	
<b>Business street address:</b>	Street: Town/City: Postcode:
<b>Business postal address:</b>	PO Box: Town/City: Postcode:
<b>Name and title of most senior person in the business (in Australia):</b>	Name: Title:
<b>Business contact person:</b>	Name: Email: Phone:
<b>Category/ies applied for, as defined in the FluoroCycle Guidelines</b>	<input type="checkbox"/> Collectors <input type="checkbox"/> Contractors <input type="checkbox"/> Government <input type="checkbox"/> Media partners <input type="checkbox"/> Peak bodies <input type="checkbox"/> Recycling companies <input type="checkbox"/> Suppliers <input type="checkbox"/> Trainers
<b>Action Plan</b>	Please attach an Action Plan.
<b>IMPORTANT NOTE:</b> The Administrator may wish to discuss the proposed Action Plan.	The Action Plan should be based on the template provided at Appendix 6 in the FluoroCycle Guidelines. Advice on how to complete a simple Action Plan is available on the FluoroCycle website and in hardcopy in the Signatory Manual.

### Contact details for the FluoroCycle Administrator

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 Email: administrator@fluorocycle.org.au  
 Website: www.fluorocycle.org.au

## Template for Action Plan

(to accompany an Application for Signatory Status as a Facilitator)

<b>Action Plan for (insert name of business)</b>	
<b>Business street address:</b>	Street: Town/City: Postcode:
<b>Category/ies applied for, as defined in the FluoroCycle Guidelines</b>	<ul style="list-style-type: none"> <li>Ω Collectors</li> <li>Ω Contractors</li> <li>Ω Government</li> <li>Ω Media partners</li> <li>Ω Peak bodies</li> <li>Ω Recycling companies</li> <li>Ω Suppliers</li> <li>Ω Trainers</li> </ul>
<p><b>Actions</b></p> <p>The Action Plan should be a simple document. For each Category applied for, outline the actions that the business or organisation will take, and the proposed timeline for those actions, to meet the commitments that apply.</p> <p>Advice on how to complete the Action Plan is available in the Signatory Manual.</p>	