



# Cart Exchange Request Form

FOR OFFICE USE ONLY

**NAME:** \_\_\_\_\_  
*Cart Exchange Requests must be submitted by the registered property owner*

**ACCOUNT NUMBER:** \_\_\_\_\_  
*The 6-digit number is located on the top of the User Rates Statement*

**ADDRESS:** \_\_\_\_\_

**POSTAL CODE:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

PROPERTY TYPE	Black Cart (Garbage) Preference		Blue Cart (Recycling) Preference	
<input type="checkbox"/> <b>Single Family Dwelling</b>	<input type="checkbox"/> 120 litres*	<input type="checkbox"/> 240 litres <sup>\$\$</sup>	<input type="checkbox"/> 120 litres <input type="checkbox"/> 240 litres*	<input type="checkbox"/> 360 litres
<input type="checkbox"/> <b>Home with a Suite</b>				<i>Add one additional:</i>
<input type="checkbox"/> <i>Shared Upsized Cart Set</i>	<input type="checkbox"/> 240 litres*	<input type="checkbox"/> 360 litres <sup>\$\$</sup>	<input type="checkbox"/> 360 litres*	<input type="checkbox"/> + 240 litres <input type="checkbox"/> + 360 litres
<input type="checkbox"/> <i>Split Cart Set~</i>	<b>Black Cart #1</b>	<b>Black Cart #2</b>	<b>Blue Cart #1</b>	<b>Blue Cart #2</b>
	<input type="checkbox"/> 120 litres* <input type="checkbox"/> 240 litres <sup>\$\$</sup>	<input type="checkbox"/> 120 litres* <input type="checkbox"/> 240 litres <sup>\$\$</sup>	<input type="checkbox"/> 240 litres* <input type="checkbox"/> 360 litres	<input type="checkbox"/> 240 litres* <input type="checkbox"/> 360 litres

\* Standard cart capacity; Page 2 provides information on how to find your current cart size.  
<sup>\$\$</sup> Upsize Option for the Black Cart (Garbage) has an additional fee of \$100/upsized/year, applied to your User Rates account.  
 ~ Ensure your property frontage can accommodate four carts spaced one meter apart. A split set will have 2 x 120 litre Green Carts (Organics).

**ADDITIONAL COMMENTS:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Conditions:** Cart exchange requests must be submitted by the property owner. The rates and charges for curbside collection service are subject to change via amendment of the *Municipal Solid Waste Collection Bylaw 2011 No. 7128*. All cart exchange requests are subject to approval and/or inspection; in the case your request is denied, the administration fee will be refunded and applied to your User Rates account. Curbside cart use is solely for the collection of residential Solid Waste from the serviced property, per Bylaw No. 7128, with exceptions as noted in Section 7.

**Collection and use of your personal information:** Information collected on this form is done so under the general authority of the *Community Charter and Freedom of Information and Protection of Privacy Act (FOIPPA)*, and is protected in accordance with *FOIPPA*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. Questions about the collection of your personal information may be referred to the Legislative Services Department at (250) 755-4405, or via email at [foi@nanaimo.ca](mailto:foi@nanaimo.ca)

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## General Information on Cart Exchanges

Please read carefully before submitting your Cart Exchange Request Form.

Cart Exchange Requests must be submitted by the registered property owner. Cart requests are subject to approval, and a property is limited to one cart exchange every twelve months. Current user rates may be subject to change upon revision of the City of Nanaimo's "[Municipal Solid Waste Collection Bylaw 2011 No. 7128](#)."

Shown in the tables below, cart exchange options depend upon whether you own a *Single Family Home* or a *Home with a Secondary Suite*. If your property type is not listed on this page (e.g. triplex, fourplex) please contact Public Works.

### CART EXCHANGE OPTIONS FOR SINGLE FAMILY DWELLINGS

CART	STANDARD CAPACITY	UPSIZING OPTION	ADDITIONAL ANNUAL COST FOR UPSIZING
<b>GREEN CART</b> <i>Yard &amp; Food Waste</i>	<b>120</b> <i>litres</i>	<i>No upsizing options are available for the Green Cart</i>	
<b>BLUE CART</b> <i>Curbside Recycling</i>	<b>240</b> <i>litres</i>	<b>360</b> <i>litres</i>	<i>No additional charges</i>
<b>BLACK CART</b> <i>Garbage / Landfill</i>	<b>120</b> <i>litres</i>	<b>240</b> <i>litres</i>	<b>\$100</b>

### CART EXCHANGE OPTIONS FOR HOMES WITH SECONDARY SUITES — SHARED UPSIZED SET

CART	STANDARD CAPACITY	UPSIZING OPTION	ADDITIONAL ANNUAL COST FOR UPSIZING
<b>GREEN CART</b> <i>Yard &amp; Food Waste</i>	<b>240</b> <i>litres</i>	<i>No upsizing options are available for the Green Cart</i>	
<b>BLUE CART</b> <i>Curbside Recycling</i>	<b>360</b> <i>litres</i>	<i>Add either: 240 or 360 litres</i>	<i>No additional charges</i>
<b>BLACK CART</b> <i>Garbage / Landfill</i>	<b>240</b> <i>litres</i>	<b>360</b> <i>litres</i>	<b>\$100</b>

## Cart Delivery Information

After approval and receiving the administration fee, your address will be put into queue for cart delivery (or exchange). Your cart(s) will be delivered and GPS-located to your property. Please allow up to four to six weeks for delivery. Garbage upsizing charges will be applied when the cart is delivered.

Until your cart(s) are delivered, please leave your current cart(s) in a location that is visible and accessible from the road. Continue to use your carts normally and set out on your scheduled collection days. You may receive a cart that has been gently used.

## Contact Public Works

✉ [Cart.Requests@nanaimo.ca](mailto:Cart.Requests@nanaimo.ca)

☎ 250-758-5222



## Form Submission

Submit your Cart Exchange Request Form and the \$60 Administration Fee

*In-person at the:*

Service & Resource Centre  
411 Dunsmuir Street

*Mail with a Cheque to:*

City of Nanaimo  
455 Wallace Street  
Nanaimo BC V9R 5J6

## Additional Information

An **120 litre Blue Cart** downsize option is available for Single Family Dwellings.

An **120 litres Green Cart standard capacity** is fixed per dwelling unit, no upsizing options are available.

**Homes with Secondary Suites** have the option to share an upsized cart set or split into two regular sets

**Find your current cart size:**

A 9-digit serial number is stamped on the front of each of your carts. The first digit of the serial number represents the volume:

- 3 - your cart is 120 litres
- 6 - your cart is 240 litres
- 9 - your cart is 360 litres

**Cart dimensions:**

	120 litre	240 litre	360 litre
<b>Height</b> (cm)	95	111	111
<b>Width</b> (cm)	47	68	74
<b>Depth</b> (cm)	62	71	85
<b>Weight</b> (kg)	10	13.5	16

