



Welcome to the Container Refund Point (CRP) Application Form!

Before you start, here is what you need to know:

- This application form must be filled out completely and all required documents provided to ensure we can accept and process your application.
- Have questions about applying for a CRP site or prospective site? Feel free to reach out to our Expansion Team at expansion@containerexchange.com.au.
- Applications that do not meet the Qualifying Criteria are likely to result in the application being automatically rejected, unless there are exceptional circumstances which may be accepted at COEX's discretion.
- **Important:** By submitting this application, you confirm that you have read and agreed to the [Application Terms and Conditions](#).
- Good news: you can save your progress and come back to your application at any time!

Ready? Hit 'Get Started' to begin!

1. Contact Details

Primary contact for this application

Full Name *

First Name

Last Name

Email *

example@example.com

Phone Number *

Please enter a valid phone number.

Role / Position with the Applicant entity *

2. Qualifying Criteria

Applications that do not meet the Qualifying Criteria are likely to result in the application being automatically rejected, unless there are exceptional circumstances which may be accepted at COEX's discretion. Please confirm that you meet the following criteria prior to completing your application

Possession of a valid Australian Business Number (ABN) *

Yes

No

All owners / directors must be solvent and not subject to any form of bankruptcy *

Yes

No

Is the proposed location in an area of opportunity on our opportunity map linked below? *

Yes

No

[VIEW THE OPPORTUNITY MAP HERE](#)

Is the proposed location appropriately zoned *

Yes

No

Ability to operate 7 days if SEQ location *

Yes

No

N/A

Willing to provide evidence of sufficient working capital for CRP start-up phase *

Yes

No

If an Existing operator: 100% current contract compliance with all relevant safety audit actions closed out as appropriate *

Yes

No

N/A

If you have answered No to any questions this may result in your application being automatically rejected. Would you like to continue with the application? *

Yes

No

3. Applicant Details

These details must reflect the business entity that will enter into the Container Collection Agreement (CCA) and operate the Container Refund Point (CRP)

Entity Information

Legal Name of Entity (as registered) *

Trading Name *

(if different from legal name)

Are you a registered company *

Yes

No

ACN *

Is your entity type listed below? *

Indigenous Corporations

Incorporated Associations

Any government entity (eg. councils or other government departments)

Trusts that have a corporate trustee in place (an individual trustee will not be accepted)

Other – if other kinds of entities come up, these can be assessed on a case by case basis

ABN *

Is the Applicant a Registered Charity or Not for Profit? *

Yes

No

(COEX is proud of the incredible social impact Containers for Change has already delivered for Queenslanders. we're inviting charities and community groups to become part of the Containers for Change program in Queensland as Container Refund Point Operators.

This initiative isn't just about recycling containers; it's about supporting your community's goals. By participating, you can:

- Drive Social Impact – Be part of a program that reduces waste and helps the environment.
- Generate Revenue – Operate a refund point that provides a sustainable income stream to fund your community initiatives.
- Get the Support You Need – COEX will take care of key operational aspects like maintenance, servicing, logistics and container pick up to make it as easy as possible for your group to succeed.

To be eligible, your organisation should:

- Be registered with ASIC and have an ABN
- Be registered as a Not-for-Profit or Charity (with an associated charity number)
- Be a community-run incorporated association such as sports clubs or community interest group
- Be willing to partner with our team to give your operation the best chance of success)

Registration number *

Registered Business Address *

Entity Website *

Entity Structure

Is the entity a subsidiary or part of a consortium? *

Yes

No

Please detail: ultimate holding company name and ABN / ACN, of all entities within the consortium *

Business Profile

How many employees does the entity currently employ? *

Please include both headcount and Full Time Equivalent (FTE)

What are the anticipated up-front costs incl. property, equipment etc.? And how does the applicant plan on funding this? *

What are the anticipated monthly expenses and forecast revenue for the first year of operations for the proposed CRP? *

Does the applicant have adequate working capital or alternative funding options to manage potential shortfalls in revenue or unexpected increases in expenses? *

Is the Applicant an existing CRP Operator with COEX? *

Yes

No

Are you currently 100% contract compliant and are all relevant safety audit actions closed out? *

Yes

No

Have you reviewed and do you understand the CCA compliance requirements? *

Yes

No

Business Capability and Experience

Describe the Applicant's current business activities and any relevant experience running a business of similar scale to the proposed CRP (e.g. revenue, employee count, complexity) *

Current Engagements with COEX

Have you discussed this application with the Network Delivery or Expansion Team? *

Yes

No

Does the Applicant have any other existing contractual engagements with COEX? *

No

Select all that apply *

- Material Recovery Facility Operator (MRF)
- Processing Provider
- Logistics Provider
- Recycler
- Secondary Sort Operator
- Employee or Director of COEX
- Other

4. Compliance

Please provide accurate and complete responses. If the Applicant is made up of multiple entities (e.g. in a consortium), answer the questions and provide details for each entity

Investigations

Investigations by regulators, law enforcement or other agencies into safety, privacy or other legal breaches

Are there any material regulatory or law enforcement agency investigations against the Applicant or any related entities including the ultimate holding company? (This includes any investigations arising from safety incidents and privacy- related incidents?) *

- Yes
- No

Please provide details *

Contract Terminations

Contracts that were ended early due to a problem with the Applicant or related entities

Are there any material instances of contract termination against the Applicant or any related entities, including the ultimate holding company? *

Yes

No

Please provide details *

Litigation

Current or pending legal claims or other legal disputes involved the Applicant or related entities

Are there any material current or pending litigation matters involving the Applicant or any related entities, including the ultimate holding company? *

Yes

No

Please provide details *

Bankruptcy / Insolvency Status

This covers situations like liquidation, voluntary administration, receivership or bankruptcy filings

Has the Applicant, or any directors, related entities including the ultimate holding company, being subject to any bankruptcy, insolvency or external administration proceedings? *

Yes

No

Please provide detail *

Deregistration

Formal processes to deregister the Applicant or related entities

Have there been any deregistration proceedings against the Applicant or its ultimate holding company (if applicable) since the date of their last audited financial reports? *

Yes

No

Please provide details *

Contingent Liabilities

Contingent Liabilities are obligations that may arise in the future depending on the outcome of certain events (e.g. a pending claim)

Are there any material contingent liabilities of the Applicant? *

Yes

No

Please provide details *

Mergers and Acquisitions

If the Applicant or related entities are merging or buying other businesses

Are there any recent or imminent mergers or acquisitions relevant to the Applicant? *

Yes

No

Please provide details *

Other Material Events

Are there any other events or factors that could have a material impact on the financial capacity and standing of the Applicant or any of its related entities, including the ultimate holding company? *

Yes

No

Please provide details *

Modern Slavery Compliance

Does the Applicant (and the ultimate holding company, if applicable) have any policies, procedures or strategies to facilitate compliance with the Modern Slavery Act 2018 (Cth). *

Yes

No

Please provide details *

Director Compliance

These questions help ensure directors and key personnel are suitable to manage a CRP in line with legal and ethical standards.

Have any directors or key officeholders of the Applicant been declared bankrupt. *

Yes

No

Please provide details *

Have any directors or key officeholders of the Applicant been disqualified from managing corporations, under the Corporations Act 2001 (Cth) or otherwise? *

Yes

No

Please provide details *

Do any directors or key officeholders of the Applicant have any criminal convictions or charges, or otherwise subject of any criminal, civil or administrative investigation or action? *

Yes

No

Please provide details *

5. Proposed Container Refund Point (CRP)

Please complete this section for one refund point. An Application is required for each CRP.

Proposed CRP

Please provide the street address, unit number, suburb and post code for the proposed CRP *

Street Address

Street Address Line 2

Suburb

State

Postal code

CRP Type

Have you applied and been approved for the COEX Asset Hire Program? *

Yes

No

Pending outcome

Which asset model have you been approved for? *

Large Reverse Vending Machine (RVM)

Small Reverse Vending Machine (RVM)

Do you have a forklift available or the ability to secure a forklift? *

Yes

No

Detail the Maintenance / Cleaning / Offline Plan *

Type of operating model proposed *

Commercial
Community

Proposed Operational Commencement Date

What date does the Applicant propose to commence operations of the CRP? *

Day Month Year

Please provide details of how you will achieve this mobilisation date? *

Proposed Operating Hours/ Days

(SE QLD preferred minimum: 7 days/week for RVMs)

What are the proposed operating hours for the CRP?

Open

Close

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Will the CRP be open on the majority of Public Holidays? *

Yes

No

Zoning of Proposed CRP Site

Please check the zoning (e.g. industrial, commercial or other) and any planning rules for your proposed CRP site. All CRP Operators are responsible for ensuring the site is appropriately zoned, including for the provision of waste services, traffic impacts and other planning issues.

Please provide details of the zoning for the proposed CRP *

Planning Approval

In Queensland, planning approvals (such as development permits or material change of use approvals) are typically managed by local councils under the Planning Act 2016 (Qld). You should seek expert planning advice to ensure that any planning approvals required are obtained before operating any CRP.

Is planning approval required for the proposed CRP? *

Yes

No

What is the current status of planning approval *

Planning approved

Planning submitted for approval

Town planner engaged to submit planning

Planning approval not yet started

When is planning approval likely to be obtained? *

Current Ownership or Lease Status

What is the current ownership or lease status of the proposed CRP site? *

- Applicant owns the proposed location
- Lease has been secured
- Lease agreed in principle
- Discussions commenced with landlord
- Yet to commence discussions landlord
- Council property permission obtained
- Council property discussions commenced
- Council property yet to commence discussions

Occupancy Status

Is the CRP site occupied, vacant or in use for something else?

What is the current occupancy status of the proposed CRP site? *

Please provide your predicted annual volume for this new CRP *

Please provide details of the predicted volume for the proposed location and how that volume was calculated *

Predicted Volume for the Proposed CRP

Estimate of how many containers per year the CRP will handle, with data and analysis if possible

Explain the logistics configuration (include how the logistics provider can access and collect, any truck considerations required, specific access or security considerations) *

Is three phase power available? *

Yes

No

Detail the storage facilities for holding containers before logistics collection *

Please provide details *

Please describe any positive environmental impacts expected as a result of this application. You may include potential benefits such as increased recycling, adoption of solar technology, use of electric vehicles, or other sustainability initiatives *

Traffic Management Plan

A Traffic Management Plan (TMP) details the proposed traffic flow for the proposed CRP and the plans for managing safety of employees, logistics providers and customers. Please ensure the TMP includes detail of the parking facilities. More information [here](#).

Explain the security arrangements for the proposed CRP (detail any CCTV, fencing, overnight storage plans or other security arrangements) *

Community, Charity and Social Enterprise Plan

Applicants must detail how the proposed CRP will engage with and support local communities, charitable organisations, and social enterprises. The plan should include any proposed partnerships, initiatives to support social impact, and planned employment collaborations. It should demonstrate a commitment to social responsibility and alignment with the values of Containers for Change.

Asbestos Awareness

Is the applicant aware of any asbestos at the proposed CRP? *

Yes

No

6. Additional Information

Please insert and/or upload all additional information required for this application. A full list of required

documents and templates can be found [here](#).

All required documents must be submitted for your application to be accepted and assessed. If you're unsure about what is needed, please refer to the [downloadable list](#) or reach out to the [Expansion Team](#).

Employment Plan

Applicants must submit an employment plan outlining how the proposed CRP will create and sustain jobs.

The plan should detail projected staffing needs, specify the types of roles to be created, and describe strategies to support and contribute to local employment growth.

Customer Experience Plan

Applicants must submit a customer experience plan that outlines how the proposed CRP will ensure high-quality, consistent, and customer-focused service. The plan should detail strategies for engagement with customers, opportunities to educate about best practice use of the scheme a complaint management process and how you propose to use feedback received both directly on site and through the official Containers for Change channels to improve customer satisfaction

Site Design and Branding Plan

Applicants must submit a site design and branding plan that outlines the visual and functional aspects of the proposed CRP. The plan should include the overall design concept, site layout, signage, and accessibility considerations. It should also detail branding elements such as logos, colour schemes, and messaging, demonstrating how the site will align with the Containers for Change branding and create a cohesive, recognisable experience for users.

Marketing and Advertising Plan

Applicants must submit a marketing and advertising plan that outlines how the proposed CRP will attract and retain customers. The plan should detail strategies for promoting the site and its services, including advertising channels, key messaging and promotional campaigns. It should also demonstrate alignment with the Containers for Change brand and outline how marketing efforts will support awareness, participation, and long-term growth.

Please confirm that all of the following documents have been included in your upload *

Employment Plan

Customer Experience Plan

Site Design and Branding Plan

Marketing Plan

Community, Charity and Social Enterprise Plan

8. Final Supporting Information

This is your final change to highlight any extra details, innovative ideas, or supporting documents that think will help your application stand out.

*

I acknowledge and agree to the above statements.

Please share details below or upload any supporting attachments *

This section helps COEX identify and manage any potential, perceived or actual conflicts of interest that may arise.

Declaring a conflict of interest **will not** automatically exclude your application - it helps COEX ensure that all conflicts are managed appropriately. Failure to declare may result in the application being rejected and any contracts subsequently awarded to the Applicant rescinded.

Declaration

I, as an authorised representative of the Applicant, confirm that:

- I am aware of the importance of disclosing any conflicts of interest.
- I understand this is an ongoing obligation throughout the application process.

Please select one: *

After making reasonable enquiries, to the best of my knowledge, there are no potential, perceived or actual conflicts of interest with COEX or the Containers for Change Scheme.

I am aware of potential, perceived or actual conflicts of interest, which I disclose below.

Would you like to provide any additional information that you believe would strengthen your application for this CRP? *

Yes

No

9. Conflict of Interest declaration

Conflicts of interest can occur when your organisation (or its representatives or employees) have relationships or interests with COEX. These relationships could affect (or be perceived to affect) your ability to operate independently or fairly in the scheme. Tip: If in doubt, it is better to disclose.

Please describe the conflicts, related parties, and any safeguards you propose to manage them: *

Continuing Obligation: *

I undertake to promptly disclose any further conflicts of interest that arise throughout the application process to my Network Lead or the Expansion Team.

10. Final Acknowledgment, Consent and Declarations

- This Application is true and accurate.
- I understand that if any information provided is incorrect, there may be grounds to reject this application and rescind any contracts awarded on the basis of this information.
- I authorise COEX to perform any relevant background and criminal history checks it deems appropriate based on the information provided in this Application.
- I confirm that I have obtained the express consent of any individuals related to this Application for COEX to perform relevant background and criminal history checks.
- I acknowledge that I have read and agree to the [Application Terms and Conditions](#).
- I declare that there are no known conflicts of interest in relation to this Application, or if there are any potential conflicts, they have been fully disclosed in the relevant section of this Application.
- I confirm that I am authorised to make this application on behalf of the Applicant and have obtained all necessary consents required for this application.