

This form is to be used to apply to pay for outstanding rates and charges by periodic payments and/or, if you are unable to make full payment of your Rate Notice by the due date.

To return your completed form or for further information, please contact Council's Rates Department via email, council@hinchinbrook.qld.gov.au, phone (07) 4776 4623, in person at Council's Main Office, 25 Lannercost Street, INGHAM QLD, or via post PO Box 366, INGHAM QLD 4850.

SECTION ONE: Property Owner Details			
Given Names (No initials)		Surname/Company Name	
Postal Address	Street/PO Box		
	Suburb/Town		Postcode
Business/Home Phone		Mobile	
SECTION TWO: Property Details <i>Please fill in one form for each Property</i>			
Property Number		Property Address	
10_ _ _ _			
SECTION THREE: Proposed Payment Arrangement <i>Please contact Council if you would like to pay via Direct Debit</i>			
Reason for Requesting Payment Arrangement			
Frequency of Payment (please tick)		<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other	
Date of Each Payment (please complete if other)			
Amount of Each Payment	\$	Commencement Date	
SECTION FOUR: Terms and Conditions			
<ol style="list-style-type: none"> Completion and submission of this application form is not enough to stop your account from being referred to Council's external debt collection agency or taking further legal action; Council will provide written confirmation of an approved payment arrangement once your application has been processed. Council encourages you to commence payments immediately whilst your application is being reviewed. Please note that completion of this application is not an approval of your request; Your payment commitment should result in all outstanding rates & charges being paid in full in accordance with the terms of Council's Rate Recovery Policy. If you are unable to adhere to your agreed payment arrangement, you are required to contact Council prior to the payment date; Interest of 9.83% per annum is compounding daily and is accrued on all outstanding rates and charges; and If your payment commitment is not maintained within the agreed terms the following actions will occur: <ul style="list-style-type: none"> Your agreed payment plan will be cancelled; and All outstanding rates & charges may be forwarded to Council's external debt collection agent. 			
Signature		Date	
<p><i>Privacy Statement: Hinchinbrook Shire Council is collecting your personal information in accordance with the Local Government Act 2009. The information will only be used by authorised officers for the purpose of verification and ensuring our records are accurate. Your personal information is handled in accordance with the Information Policy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other persons or agency unless you have given us permission or the disclosure is required by law.</i></p>			
OFFICE USE			
Council Spreadsheet Updated <input type="checkbox"/>	Techone Updated <input type="checkbox"/>	ECM Registered <input type="checkbox"/>	Recoveries and Reconstructions Advised (if applicable) <input type="checkbox"/>
Officer		Date	