

To return your completed form or for further information, please contact Council's Corporate Services Department via email, [council@hinchinbrook.qld.gov.au](mailto:council@hinchinbrook.qld.gov.au), phone (07) 4776 4600, 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 <i>Please use BLOCK LETTERS</i>			
First Name		Surname/Company	
Postal Address			
Phone (Home)		Phone (Mobile)	
Email Address			
SECTION TWO: Property Details <i>Note: If more than four (4) properties, attach on a separate page</i>			
Property No	Property Address		
SECTION THREE: Authorisation to Email Rate Notices			
As the registered owner(s) for the above-mentioned property(s), I hereby request that Hinchinbrook Shire Council email all further rate notices to the email address stated above.			
<b>PLEASE NOTE: Rate notices that are delivered by email will NOT be sent via the postal system.</b>			
SECTION FOUR: Terms and Conditions			
<ol style="list-style-type: none"> <li>By completing and returning this form you are providing consent to Council to provide your rate notice/s electronically pursuant to section 108 of the <i>Local Government Regulation 2012 (QLD)</i>. The provision of this information/documentation electronically complies with the <i>Electronic Transactions (Queensland) Act 2001</i>;</li> <li>The information provided by you is solely for the purpose of delivery of your rate and water notice by electronic mail;</li> <li>You must be the registered owner of the property to receive your rate and water notice by email;</li> <li>All notices will be sent as a PDF document attached to an email which includes the fees and charges brochure and any relevant information;</li> <li>Any changes to your email address or requests to stop receiving rate and water notice/s by email must be received in writing and is the responsibility of the property owner/authorised person;</li> <li>If, for any reason, a rate notice could not be delivered to your email address or if Council is unable to send a rate notice to your email address, the rate notice will be posted to you at your last advised postal address;</li> <li>If, for any reason, a rate notice could not be delivered to your email address, or if Council is unable to send a rate notice to your email address, on two or more consecutive occasions, Council may cancel this electronic rate notice registration and recommence posting rate notices to you at your last advised postal address;</li> <li>Council will only email a notice to one email address;</li> <li>It is the property owner's responsibility to ensure that their postal address and email address are updated with Council; and</li> <li>You must take all reasonable steps to ensure that Council's emails are not prevented from being delivered to your email address, for example by adding Council's email address to your email address book and 'approved senders' list.</li> </ol> <p><i>Privacy Statement: The Hinchinbrook Shire Council respects your privacy. Personal information on this form is collected in accordance with the Local Government Regulation 2012 and is used only by Council rates staff for the purpose of processing the details contained in this form and will not be disclosed to any other person or agency unless you have given your permission or Council is required to do so by law.</i></p>			
SECTION FIVE: Signature of Property Owner/Authorised Person			
Authorised By			
Signature		Date	
OFFICE USE			
WTR#	Techone Updated <input type="checkbox"/>	ECM Registered <input type="checkbox"/>	DNRME Spreadsheet Updated <input type="checkbox"/>
Officer		Date	

