

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

NOTE: Please fill in one form for each Property.

SECTION 1 Property Owner Details					
Given Names (no initials)			Surname/ Company Name		
Postal Address		Street/PO Box			
		Suburb/Town			Postcode
Business Phone		Phone		Mobile	
Email Address					
SECTION 2 Property Details					
Property Number	Property Address				
10 _ _ _ _					
SECTION 3 Proposed Payment Arrangement <small>Note: Refer to Section 4 Terms & Conditions, Part 3</small>					
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:		\$	Date of First Payment:		
Please contact Council if you would like to pay via Direct Debit					
SECTION 4 Terms & 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 by the end of the respective billing period, being 31 December 2018 or 30 June 2019. If you are unable to keep to your agreed payment arrangement, you are required to contact Council prior to it being due. Interest of 11% per annum is compounding daily and is accrued on all outstanding rates and charges. 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 of Property Owner(s)/Authorised Person(s) _____					Date: _____
<p>Privacy Statement Hinchinbrook Shire Council is collecting your personal information in accordance with Local Government Act 2009. The information will only be used by authorised officers for the purpose of verification and ensuring our record is accurate. Your information will not be given to any other person or agency unless you have given us permission or we are required or allowed to by law.</p>					
Office Use TECH1 Updated <input type="checkbox"/> DNR S'sheet Updated <input type="checkbox"/> ECM Registered <input type="checkbox"/> WTR # _____ Officer: _____					

Electronic version current. Uncontrolled Copy current only at time of printing

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