



ELECTRONIC RATE NOTICE(S) REGISTRATION

SECTION 1: Property Owner Details

(PLEASE USE BLOCK LETTERS)

First Name: _____

Surname/Company Name: _____

Postal Address: _____

Phone (Home): _____ Mobile: _____

Email Address: _____

SECTION 2: Property Details

HSC Property No	Property Address

Note: If more than five (5) properties, attach on a separate page.

SECTION 3: 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 future rate notices to the email address stated above.

PLEASE NOTE: Rate notices that are sent by email will NOT be sent via the postal system

SECTION 4: Terms & Conditions

1. 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 *Local Government Regulation 2012 (QLD)*. The provision of this information/documentation electronically complies with the *Electronic Transactions (Queensland) Act 2001*.
2. The information provided by you is solely for the purpose of delivery of your rate and water notice by electronic mail.
3. You must be the registered owner of the property to receive your rate and water notice by email.
4. All notices will be sent as a PDF document attached to an email which includes the fees and charges brochure and any relevant information.
5. 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.
6. If electronic mail is returned undeliverable, notices will be posted to you at your last advised postal address.
7. If two or more consecutive undeliverable messages occur, Council may cancel your request to email rate and water notice/s.
8. Council will only email a notice to one email address.
9. It is the property owner's responsibility to ensure that their postal address and email address are updated with Council.

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. You may apply to access this information on the appropriate form obtainable from Council Website at any time.

Signature of Property Owner/Authorised Person _____ Date: _____

Please return the completed form to Hinchinbrook Shire Council, in person at 25 Lannercost Street, Ingham, via post to PO Box 366, Ingham QLD 4850, or via email to rates@hinchinbrook.qld.gov.au