

Correspondence includes rates invoices and assessment notices, water invoices, notifications regarding direct debits and overdue rates.

## Section A - Applicant Information

Ratepayer Name(s):			
Street Address or PO Box:			
Suburb or RD:			
Town or City:		Postcode:	
Contact Number(s):	Home:	Work:	Mobile:
Email Address:			
Email Address for Rates correspondence:			
If you have a water meter and do not want your water invoice emailed please tick here <input type="checkbox"/>			
Date effective from:			

## Section B - Property Information

Please list the valuation numbers of the properties for which this request relates to:	
Valuation Number:	
Location:	
Valuation Number:	
Location:	
Valuation Number:	
Location:	

## Section C - Terms and Conditions

1. By completing this form, you confirm you are the registered owner, joint owner or Agent of the property address/es shown above. Any other joint owners also consent to the redirection to email. Note that, only one email address per property will be accepted.
2. All future rates invoices will be in the form of a PDF attachment to an email sent to the email address nominated by you.
3. You must advise any other person/s who prior to this request received the rates invoices. Council will not be responsible for providing this notification.
4. The delivery of rates invoices will be cancelled if any ratepayer of the nominated property or their authorised agent requests cancellation. The request may be emailed or posted and must include a current postal address for future delivery of rates invoices.
5. Upon cancellation of the email delivery service, Council will commence sending paper rates invoices to the postal address as advised or to the last advised postal address for service.
6. You agree that you are deemed to have received the email when it reaches your internet service provider, whether or not you have opened or read the email.
7. Council is not responsible if your email is not accepted or directed to your spam folder by your provider. In the event that we are notified that the email was not received we will post a paper copy of the invoice to your last notified postal address.
8. Defaulting of the email will result in the cancellation of the email delivery service.
9. You will still be responsible for any penalties resulting from late payment of invoices delivered via email. Your delay in viewing an invoice via email will not be considered a valid reason for delayed payment.
10. You are responsible for keeping the email address current. If you change your email address you must advise Council in writing.
11. Email authorisation may be cancelled at any time at the discretion of the Council.

### Authorisation

I have read and accept the terms and conditions of this service as detailed above and confirm that I am authorised to register the property above to receive rates invoices by email.

Ratepayer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_