

The *Electronic Rate Notice(s)* form is to be used by property owner/s to request to have their Rates Notices sent via email.

To return your completed form or for further information, please contact Council's Corporate and Community Services Department via email, 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.

PROPERTY OWNER CONTACT DETAILS	
Name	
Address	
Phone	
Name	
Address	
Phone	
Nominated Email	

PLEASE NOTE: Rate Notices must be delivered to the same email address. Only one email address will be accepted.

PROPERTY DETAILS			
If more than three properties, attach on a separate page			
Property Number		Property Address	
Property Number		Property Address	
Property Number		Property Address	

Terms and Conditions

- 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. The provision of this information and/or documentation electronically complies with the *Electronic Transactions (Queensland) Act 2001*;
- The information provided by you is solely for the purpose of delivery of your Rate and Water Notice by electronic mail;
- You must be the registered owner of the property to receive your Rate and Water Notice by email;
- Where a property has multiple owners, all owners must register for electronic rates and give consent to receive the Rate Notice to the one nominated email address provided;
- All Notices will be sent as a PDF document attached to an email which includes the fees and charges brochure and any relevant information;
- 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;
- 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;
- 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;
- Council will only email a Notice to one email address;

10. It is the property owner's responsibility to ensure that their postal address and email address are updated with Council; and
11. 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.

Privacy Notice and Disclaimer

Council is collecting your personal information to process your submission as stated in this form. The collection of this information is authorised under the *Local Government Act 2009*. Your personal information will not be disclosed to a third party unless required by law. You may access this information on the appropriate form obtainable from Council's website at any time.

Authorisation to Email Rates Notices

As the registered owner(s) for the above-mentioned property(s), I hereby request that Council email all further Rate Notices to the email address stated above. I understand and accept that Rate Notices will not be sent via the postal system.

SIGNATURE REQUIRED			
Signature		Date	
Signature		Date	

PROOF OF IDENTIFICATION <i>Applicant(s) must provide one form of accepted photo identification</i>			
☐ Australian Photo Drivers Licence ☐ Australian Passport ☐ Overseas Passport ☐ Australian Proof of Age Card			
Identification Number		Date of Expiry	
Identification Number		Date of Expiry	

OFFICE USE ONLY – CUSTOMER SERVICE TO COMPLETE			
ECM Number		☐ ID Sighted ☐ TechOne Updated ☐ DNRME Spreadsheet Updated	
Officer		Date	