



Council Use Only	
Date & time form received:	
Received by:	

Request to Receive Email Rates Notice (Form Number – L-FINFRM006)

1 Property Details

Property Identification No(s)* (Required)

Property Address

2 Applicants Details

Ratepayer Name (1)

First

Last

Ratepayer Name (2)

First

Last

Mobile Number

Home Number

Email Address (if completing online)

Email Address (handwritten application)

3 Terms and Conditions

- By registering to receive your annual rate and instalment notices by email they will no longer be sent as a paper document.
- The information above is collected solely for the purpose of delivery of rates notices by electronic mail.
- You must be the registered owner of the property to receive the rate notice by email.
- Council will issue instalment reminder notices for instalments 2 - 4 at least fourteen days prior to the due date.
- All notices will be sent as a PDF document attached to an email.
- Any changes to your details or requests to stop receiving rates by email must be received in writing.
- If you chose to stop receiving rate notices by email, it is your responsibility to provided Council with a current postal address.
- If electronic mail is returned undeliverable, notices will be posted to you at your last advised postal address.
- If two or more consecutive undeliverable messages occur, Council may cancel your request email request.

4 Acknowledgement and Signature

- I agree that by typing my name below in 'Name of signatory' I have signed this application (if completing electronically)
- I declare that I am the owner of the property in this application and/or have a legal obligation for paying the rates.

Name of signatory

Signature (if completing in hard copy)

Date

5 Submission

Applications can be submitted as follows:

- Email to council@latrobe.tas.gov.au and label the subject of your email "Request to Receive Email Rates Notice"; or
- Mail to PO Box 63, Latrobe, TAS, 7307; or
- Deliver in person to the Council office at 170 Gilbert St, Latrobe.

Personal Information Protection Statement

As required under the Personal Information Protection Act 2004

Personal information is managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates, on request to Council.

Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and if necessary, may be disclosed to other public sector bodies, agents, or contractors of Council, in accordance with Council's personal information protection policies.

Failure to provide all required information may result in your application not being able to be accepted or processed.