



## Application to Pay Rates by Instalments

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No/s: \_\_\_\_\_

Reason for Arrangement: \_\_\_\_\_

**I hereby advise that I/we intend to pay rates owing on the property situated at:**

Address: \_\_\_\_\_

Town: \_\_\_\_\_

Owned by: \_\_\_\_\_

Totaling: \$ \_\_\_\_\_

By instalments:     Monthly                       Fortnightly                       Weekly

Amount: \$ \_\_\_\_\_                      1<sup>st</sup> Payment Date: \_\_\_\_\_

Pay via Direct Debit                      YES / NO                      *If YES, please complete and attach the Direct Debit Form*

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\_\_\_\_/\_\_\_\_/\_\_\_\_

Signature

Dated

**NOTE TO RATEPAYERS MAKING A RATE COMMITMENT TO PAY OFF OVERDUE RATES BY INSTALMENTS**

As per Council Rates Recovery Policy any debt under \$2,500.00 is required to be cleared within a period no greater than 6 months. Debts over \$2,500.00 are required to be cleared within a period no greater than 12 months.

Whilst payments are made in accordance with the agreed and approved arrangement, Council has approved that interest not be applied to outstanding balances, however should the arrangement be in default interest will be applied from the due date for payment.

Council does not issue "reminders" to ratepayers to advise when the next agreed payment is due. It is your responsibility to make sure your agreed payment is made on time. If an agreed payment is not received as promised, Council will send you a letter seeking an explanation as to why your payment was not made, together with a request for the immediate payment of the "missed" agreed payment.

If you are unable to make a payment at any time, or your circumstances change, please contact the Rates Department immediately, so that alternative arrangements for payment can be made.

If three (3) consecutive payments are missed, then Council will CANCEL the arrangement and may commence recovery action IMMEDIATELY to collect the outstanding rates.

*Privacy Statement*

The collection of this information is authorized under Local Government Act 2009. This information will be used to set up payment arrangement for overdue Rate charges. Unless authorized or required by law, your personal information will not be disclosed to any third party without your consent. More information about privacy management in the Central Highlands Regional Council is available on our website.