

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale Vic 3875
Website www.eastgippsland.vic.gov.au
Email feedback@egipps.vic.gov.au
Follow us on Twitter @egsc



Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service: 133 677
Residents' Information Line: 1300 555 886
ABN: 81 957 967 765

Application for Payment Plan of a fine

There are some hard words in this form. The hard words are in blue. You can read what the words mean on page 3.

Service Agreement

Direct Debit	By signing the direct debit form, you allow East Gippsland Shire to take money from your bank account. We will only take money on a business day , if the date falls on a weekend or public holiday we will take the money on the next business day.
Changes to the Direct Debit	If we need to change the direct debit we will write you a letter and give you 14 days' notice of this change. Please call us on 03 5153 9500 if you have any questions.
If you want to stop or change the Direct Debit	To change the direct debit or update your bank details you need to tell us in a letter or fill in this form and give us 14 days' notice. To stop a direct debit , you need to tell us in a letter.
Your Responsibility	You need to make sure there is enough money in your bank account for each direct debit . You may be charged fees by your bank if there is not enough money. You should check your bank statement to make sure the right amount of money has been taken out by us. If your payment dishonours three times, your direct debit will be cancelled and you will need to find another way to pay your account.
Accounts	You should make sure that a direct debit can be taken from your bank and your account details are correct. Check with your bank if you have any questions about direct debit .
Confidentiality	Confidentiality means we will keep your information private. We will do what the law says. You can ask for a copy of our Privacy Policy.
Contact Us	Phone us on 03 5153 9500 or free call on 1300 555 886 Write to us at: East Gippsland Shire Council PO Box 1618 Bairnsdale VIC 3875

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

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Application for Payment Plan of a fine

Name:			
Home address:			Postcode
Postal address (if different):			Postcode
Phone number: Home:	Work:	Mobile:	
Email address:			
What type of fine do you have? (please tick the box)			
<input type="checkbox"/> Parking	<input type="checkbox"/> Animal	<input type="checkbox"/> Local Laws	<input type="checkbox"/> Fire Prevention
<input type="checkbox"/> Litter	<input type="checkbox"/> Health		

Fine details: (Your number can be found in the top right hand corner of your fine)

Fine Number	Amount:
IF:	
IF:	
IF:	
IF:	

Please provide reasons why you would like to be considered for this payment plan: _____

There is a minimum amount that needs to be paid on each fine.
 The minimum amount is \$10.00 a week, \$20.00 a fortnight or \$40.00 a month.

<input type="checkbox"/> Weekly - Amount \$ _____
<input type="checkbox"/> Fortnightly - Amount \$ _____
<input type="checkbox"/> Monthly - Amount \$ _____
First Debit to be made on: _____ / _____ / _____

Do you have one of the following? (Please attach a copy)

<input type="checkbox"/> Pensioner Concession Card <input type="checkbox"/> Veterans Affairs Gold Card <input type="checkbox"/> Health Care Card	
How do you wish to make the payments?	<input type="checkbox"/> In person at one of Council's Service Centres
	<input type="checkbox"/> Direct Debit from bank account. Complete bank details below.

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Bank Details:

Name of Bank:								
Bank address:								
				Postcode				
Name of Account :								
BSB Number:		Account Number:						

I declare that:

- All the information on this form is correct.
- I understand that my application will be decided on the information I have provided.
- I agree that I have read this form and understand the **direct debit** agreement between East Gippsland Shire Council and me

Signature: _____ Date: ____/____/____

Hard Words:

Agreement: The terms agreed between you and East Gippsland Shire Council.

Business Day: A business day is Monday, Tuesday, Wednesday, Thursday and Friday. A public holiday is not a business day.

Direct Debit: A direct debit is when someone takes money from your bank account with your permission.

BSB: a 6-digit number that identifies banks and branches in Australia.

Confidentiality: the state of keeping or being kept secret or private

Submitting your application:

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to feedback@egipps.vic.gov.au	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 8:30am to 5:00pm. Monday to Friday.	Bairnsdale Business Centre: 34 Pyke Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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