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
ABN: 81 957 967 765

Payment of Rates and Charges

This form is to give Council permission to send your Rates bill to another person. **This form must be signed by the owner.**

Owner

Name:			
Postal address:			
		Postcode	
Phone number: Home:	Work:	Mobile:	
Email address:		Fax:	
Assessment number:			
Property address			
		Postcode	

I request Council to send bills for rates and other charges to –

Ratepayer

Name:			
Postal address:			
		Postcode	
Phone number: Home:	Work:	Mobile:	
Email address:		Fax:	

I declare this person is the ratepayer or occupier. This means they will pay the rates and charges for the property.

I understand that the ratepayer will be sent the Valuation and Rate Notice for this property each year. I will not be sent a copy.

As the owner, I am responsible for making sure all bills get paid. Any unpaid bills will be my responsibility.

I understand to cancel or change this agreement, I will need to write a letter to Council.

Signature:	
Name:	Date:_____/_____/_____

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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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 Corporate Centre: 273 Main 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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