

# East Gippsland Shire Council

273 Main Street (PO Box 1618)  
Bairnsdale VIC 3875  
Website [www.eastgippsland.vic.gov.au](http://www.eastgippsland.vic.gov.au)  
Email [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)  
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Telephone: (03) 5153 9500  
Fax: (03) 5153 9576  
National Relay Service : 133 677  
ABN: 81 957 967 765

## Letter of Authorisation for Rates

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

Please use this form to nominate an [authority](#) or cancel an existing [authorisation](#).

<input type="checkbox"/> Nominate a new <a href="#">authority</a>			
Access my rates account to:	<input type="checkbox"/> Collect Information	<input type="checkbox"/> Update Details	<input type="checkbox"/> Both

Or

<input type="checkbox"/> Cancel previous <a href="#">authorisation</a>
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### Owners Details

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

New [Authorisation](#) – I give [authorisation](#) to:

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

☐ I declare that I am the owner of this property

OR

☐ I declare that I am authorised to request these changes and I have attached the relevant documentation in support of this (information can include copy of will (for deceased estates), enduring power of attorney, VCAT order, guardianship order or certified letter of authority)

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](mailto:feedback@egipps.vic.gov.au)

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## Hard Words

**Authorisation:** Giving official permission.

**Authority:** The right to act in a specified way, delegated from one person to another.

**Nominate:** To appoint someone else to act on your behalf to collect information or update details.

## Submitting this application

<b>Mail</b>	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
<b>Electronic</b>	Fax to 03 5153 9576 Email to <a href="mailto:feedback@egipps.vic.gov.au">feedback@egipps.vic.gov.au</a>	
<b>In Person</b>	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 9.00am 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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