

# 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)  
Follow us on Twitter @egsc



Telephone: (03) 5153 9500  
Fax: (03) 5153 9576  
National Relay Service: 133 677  
ABN: 81 957 967 765

## Property Enquiry Application - Rates

There are some hard words in this form. The hard words are in [blue](#). You can read what the words mean on page 2.

**You will need to attach a copy of all relevant titles (less than 6 months old) and plans with this application.**

<input type="checkbox"/> Land Information Certificate - \$28.90
<input type="checkbox"/> Urgent Land Information Certificate (faxed back within 24 hours) – \$126.90

### Applicant Details:

Name:			
Postal address:		Postcode	
Phone number: Home:	Work:	Mobile:	
Email address:		Fax:	
Your reference:			
Settlement date:		Sale price: \$	

### Vendor Details:

Name:			
Other names:			
Postal address:		Postcode	
Phone number: Home:	Work:	Mobile:	
<a href="#">Vendor's conveyancer</a> :			
Registered <a href="#">proprietor</a> : (if not the vendor)			
<a href="#">Proprietor</a> postal address: (if not the vendor)			
		Postcode	

### Purchaser Details:

Name:			
Other names:			
Postal address:		Postcode	
Phone number: Home:	Work:	Mobile:	
<a href="#">Conveyancer</a> name:			
Postal address:		Postcode	

### 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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## Property Details:

Street number:		Street name:			
Town:			Postcode		
Lot number:	Plan number:		Crown allotment:		
Section:		Parish:			
Title volume:		Title folio:			
Vacant land: <input type="checkbox"/> Yes <input type="checkbox"/> No					

Signature:	
Name:	Date: ____/____/____

### Hard words:

**Vendor:** A person or company offering something for sale,

**Proprietor:** The owner of a property

**Conveyancer:** Someone involved with the preparation of documents for the transfer of property.

**If you need information on building for the same property, you will need to complete the Property Enquiry Application Form – Building, you can find a copy of this form here –**

[http://www.eastgippsland.vic.gov.au/About Us/Your Council/Find a Form/Building](http://www.eastgippsland.vic.gov.au/About_Us/Your_Council/Find_a_Form/Building)

### Office Use Only:

☐ Receipt Type 450

Method of Payment: ☐ Cash ☐ Cheque ☐ Eftpos ☐ Credit Card

☐ Receipt Type 449 Urgent Fee

Amount Paid: \$\_\_\_\_\_ Receipt Number: \_\_\_\_\_ Receipt Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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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 <a href="mailto:feedback@egipps.vic.gov.au">feedback@egipps.vic.gov.au</a>	
In Person	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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