



REQUEST TO RECEIVE RATE NOTICE/S ELECTRONICALLY

NOTICE	<p>PRIVACY NOTE BANANA SHIRE COUNCIL IS COLLECTING YOUR PERSONAL INFORMATION TO PROCESS YOUR APPLICATION. THE INFORMATION WILL NOT BE DISCLOSED TO ANY OTHER PERSON OR AGENCY EXTERNAL TO COUNCIL WITHOUT YOUR CONSENT, UNLESS REQUIRED BY OR AUTHORISED BY LAW. PERSONAL INFORMATION WILL BE HANDLED IN ACCORDANCE WITH THE INFORMATION PRIVACY ACT 2009.</p>		
RATE PAYER/ CUSTOMER	APPLICANT'S DETAILS		
	Registered Owner/s or Authorised Recipient:		
	Postal Address:		
	Locality / Town:	State	Postcode
	Email:		
	Second Email (if required):		
	Phone:		
Update my postal address as above <input type="checkbox"/> Yes <input type="checkbox"/> No			
ELECTRONIC NOTIFICATIONS	<input type="checkbox"/> I request that Council issues a reminder email 5 days prior to the due date for all rate levies		
PROPERTY DETAILS (As shown on rates notice)	Property Assessment Number	Property Address	
TERMS AND CONDITIONS	<ol style="list-style-type: none"> 1. By completing and returning this form you are providing consent to Council to provide your rate notice/s electronically pursuant to section 108 of the Local Government Regulation 2012 (Qld). The provision of this information/documentation electronically complies with the Electronic Transactions (Queensland) Act 2001. 2. The Information provided by you is solely for the purposes of delivery of your rate notice/s by electronic mail. The way in which Council manages personal information is governed by the Information Privacy Act 2009 (Qld). 3. You must be the registered owner or written authorisation must be provided by the registered owner to authorise another recipient in order to receive the rate notice/s by email. 4. All notices will be sent as a PDF document attached to an email, in addition to the hardcopy being mailed to your current postal address. 5. Any changes to your email address or requests to stop receiving rate notice/s by email must be received in writing. 6. If you choose to stop receiving rate notice/s by email, it is your responsibility to contact Council. 7. If two or more consecutive undeliverable messages occur, council may cancel your request to email rate notice/s. 8. Council can issue a reminder email if requested, however it is the responsibility of the owner to ensure payments and payment amounts are correct and processed in a timely manner to be eligible to receive prompt payment discounts. 9. For further information, please contact Council's Rates Department during business hours on 07 4992 9500. 		
SIGNATURE	<p>As the Registered Owner/Authorised Recipient for the above property/s, I hereby request that in addition to posting, Council email my Rate Notice to the email address provided above, in accordance with the terms and conditions as state above. Please return to Council at enquiries@banana.qld.gov.au or post PO Box 412 Biloela Qld 4715</p>		
	Name:	Position:.....	
	<i>(If signing for a company, print full name and sign and list capacity for signing, eg: Director)</i>		
	Signature/s:.....	Date:.....	
OFFICE USE ONLY	<input type="checkbox"/> Excel Spreadsheet updated	<input type="checkbox"/> Property Rate Card updated (Note in Remarks)	
	<input type="checkbox"/> DNRME advised	<input type="checkbox"/> Recovery Agent Notified (if applicable)	
	Date: / / 20	Signed:	