

Office:

Date:/...../.....

Time:

Name:

RATE INSTALMENT APPLICATION

Surname/s:	Given Name/s
Surname/s:	Given name/s

Mailing Address	

Residential Address (if different from above)	

Contact Details			
Ratepayer 1		Ratepayer 2	
Home		Home	
Work		Work	
Mobile		Mobile	
Email		Email	
Fax		Fax	

Assessment No.	Lot No.	Plan No.	Property Address

Instalment Amount \$	Frequency (Select One):	Wkly	F'tntly	Mthly	Start Date:

Ratepayers may choose to pay their rate account by instalments subject to the following conditions:

- (1) The instalment amount is determined by taking the **gross** amount outstanding and dividing by the number of payments required to finalise the arrangement by **30 June** each year.
- (2) The ratepayer must select the instalments payment option by signing the instalment form below and returning to Council as soon as possible. Alternatively written application via email is acceptable.
- (3) Should an instalment application be received after the due date listed on the notice, interest charges will apply until the date the instalment plan is approved.
- (4) **No reminder notices for instalments will be issued**
- (5) Instalment payments are due on the 21st day of each month. Payment on an alternate date or by weekly or fortnightly instalments can be approved upon application.
- (6) Ratepayers will be advised in writing when their application is approved and provided with an instalment schedule. If confirmation is not received before the nominated commencement date please contact Council to confirm approval.
- (7) Payment via Direct Debit (where the ratepayer authorises Council to debit their nominated account) is only an option for monthly instalments on the 21st of the month. Weekly or fortnightly instalments cannot be paid by direct debit and must be paid by an alternate method as per the agreed schedule.
- (8) The February water consumption amount must be paid separately to the regular instalments by the due date on the Water Notice. Failure to pay the February Water Notice by its due date, will result in interest charges applying to the total debt;
- (9) If payment of the February Water Notice by its due date is not possible, ratepayers may apply in writing within 30 days of the date of issue of the Water Notice to add the amount to their existing payment plan. If approved, instalments will be recalculated and advised accordingly.
- (10) Instalment plans for the current levy are approved as interest free. Payments must be maintained as approved to retain an interest free arrangement.
- (11) Should an instalment not be received by the due date, the total amount outstanding will become due and payable and the ratepayer will forfeit the right to participate in the scheme. Interest charges will apply from the day after the due date of the unpaid instalment. Interest is charged at 12.19% per annum, compounded on daily balances.

Gladstone Regional Council is collecting your Personal Information on this form under the Local Government Act 2009 and the Local Government Regulation 2012 in order to process the Instalment application. Council will manage your Personal Information in accordance with the requirements of the Information Privacy Act 2009 (Qld) and Council's Privacy Policy. More information on how Council manages Personal Information is available at www.gladstone.qld.gov.au/Privacy.

I acknowledge and accept the above conditions. I/We agree to increase any existing direct debit payment accordingly.

Signed	Date / /
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