

APPLICATION FOR eRenewals:
(TO RECEIVE FOOD LICENCE, ANIMAL REGISTRATION AND COMMERCIAL
USE OF ROAD RENEWAL NOTICES BY EMAIL
OR TO UPDATE YOUR NOMINATED EMAIL ADDRESS)

Privacy Notice: Mareeba Shire Council is collecting your personal information in accordance with the Local Government Act 2009 in order to process your application. The information will be only accessed by authorised Council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

SECTION A - APPLICANTS DETAILS

Owner/Approval Holder/Licensee Name			
Home phone number		Mobile number	

SECTION B - LICENCES, ANIMALS, APPROVALS THIS APPLICATION WILL AFFECT

PLEASE SELECT ONE OPTION ONLY:

- ☐ Applying for eRenewal for the first time
- ☐ Updating nominated email address

Animal Registration No/s		Current Residential address of Animal/s	
Nominated Email Address	1. 2.		
Food Licence No		Business Name	
Nominated Email Address	1. 2.		
Commercial Use of Road Application No		Business Name	
Nominated Email Address	1. 2.		
Nominated Email Address	1. 2.		
Nominated Email Address	1. 2.		

If requesting the same nominated email address for all renewals, please write 'as above' in the email address section
Only a maximum of two (2) email addresses can be nominated per renewal
If there are more than five (5) renewals, please fill out another application form

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SECTION C - TERMS AND CONDITIONS

1. There can only be a maximum of two email addresses per notice type.
2. If there is more than one owner of an approval or licence and both owners inadvertently apply for eRenewal, by default the most recent email address or addresses registered will be used.
3. You must regularly check your nominated email address or addresses for renewal notices.
4. Council deems that the notice has been served once Council or its print house has processed the bulk email service.
5. You agree to retain the renewal notice information as your record either electronically or by printing it out.
6. You can withdraw your request for email delivery of renewal notices (eRenewal) at any time by writing a request to Council to cease this service.
7. Your request for email delivery of renewal notices will be cancelled if any owner/applicant of the licence, animal or approval or authorised agent of the licence, animal or approval requests cancellation in writing.
8. Upon withdrawal or cancellation of the email delivery service, Council will commence sending paper renewal notices to the last advised postal service address for that licence, animal or approval on Council's renewal system.
9. If Council receives a non-delivery notification from your email address or addresses after three (3) attempts of trying to send the notice by email, a paper renewal notice will be sent to your last advised mailing address for the renewal notice.
10. You are responsible for keeping your email address or addresses up to date at all times. If you change your email address or addresses you must advise Council in writing by completing another **Application for eRenewal**: (To update your nominated email address). The latest form will supersede any previous forms lodged.
11. There is no guarantee that these forms will be processed three (3) weeks prior to a renewal notice being issued.
12. If you agree to all the above conditions, please complete all sections of the form and submit it to Council for processing.

PLEASE NOTE:

RENEWAL NOTICES ARE ISSUED ONCE A YEAR. IF YOU WISH TO APPLY TO RECEIVE YOUR RENEWAL NOTICES ELECTRONICALLY (eRenewal); **PLEASE ENSURE** YOU SUBMIT THIS FORM AT LEAST THREE (3) WEEKS PRIOR TO RENEWAL NOTICES BEING ISSUED TO ENSURE YOUR DATA IS UPDATED ON COUNCIL'S RENEWAL SYSTEM.

SECTION D - SIGNATURE AND AUTHORISATION

I hereby agree to all the above terms and conditions:

Owner/Approval Holder/Licensee Name			
Signature		Date	

Please return form by:

Mail - PO Box 154, Mareeba Qld 4880

Email - info@msc.qld.gov.au

Fax - (07) 4092 3323

In Person - 65 Rankin Street, Mareeba or Kuranda Library - Block C, 18-22 Arara Street, Kuranda