



TO RECEIVE RATE NOTICES BY EMAIL

(OR TO UPDATE YOUR NOMINATED EMAIL ADDRESS)

APPLICATION FOR eRATES

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			
Property Registered in the following name/s			
Postal Address			
Home phone number		Mobile number	

SECTION B - PROPERTIES THIS APPLICATION WILL AFFECT

PLEASE SELECT ONE OPTION ONLY:

- W Applying for eRates for the first time
- W Updating nominated email address or addresses

Property Address		Property No.	
Nominated Email Address	1.	2.	
Property Address		Property No.	
Nominated Email Address	1.	2.	
Property Address		Property No.	
Nominated Email Address	1.	2.	
Property Address		Property No.	
Nominated Email Address	1.	2.	
Property Address		Property No.	
Nominated Email Address	1.	2.	

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

TO RECEIVE RATE NOTICES BY EMAIL

(OR TO UPDATE YOUR NOMINATED EMAIL ADDRESS)

° h h O # ° u @ V 7 k · k ° u - o

SECTION C - TERMS AND CONDITIONS

1. There can only be a maximum of two email addresses per rate notice.
2. If there is more than one owner of the property and both owners inadvertently apply for eRATES, 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 rate notices.
4. Council deems that the notice has been served once Council or its print house has processed the bulk email service - **this service only applies to notices that are issued twice yearly. All other correspondence e.g. Supplementary Rates Notices and Reminder Notices will be sent by post.**
5. You agree to retain the rate notice information as your record either electronically or by printing it out.
6. You can withdraw your request for email delivery of rate notices (eRates) at any time by writing a request to Council to cease this service.
7. Your request for email delivery of rate notices will be cancelled if any owner of the property or authorised agent of the property requests cancellation in writing.
8. Upon withdrawal or cancellation of the email delivery service, Council will commence sending paper rate notices to the last advised postal service address for that property on Council's rating 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 rate notice will be sent to your last advised mailing address for the rate 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 eRates: (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 rate 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:

RATE NOTICES ARE ISSUED TWICE YEARLY IN MID FEBRUARY AND MID AUGUST. IF YOU WISH TO APPLY TO RECEIVE YOUR RATE NOTICES ELECTRONICALLY (eRates); PLEASE ENSURE YOU SUBMIT THIS FORM AT LEAST THREE (3) WEEKS PRIOR TO RATE NOTICES BEING ISSUED TO ENSURE YOUR DATA IS UPDATED ON COUNCIL'S RATING SYSTEM.

SECTION D - SIGNATURE AND AUTHORISATION

I hereby agree to all the above terms and conditions:			
Owner or Authorised Agent Full Name			
Signature		Date	

Please return form by:

- Mail - C/- Rates Department - P O 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