

## APPLICATION TO MAKE REGULAR PAYMENTS

Council appreciates the fact that circumstances can prevent people paying rates and charges, water and sewerage usage charges by the due date and for this reason is prepared to accept regular payments provided the account is settled within twelve months.

Other arrangements may be accepted, but only by submitting a Hardship Relief Application Form to Council outlining reasons why the account cannot be settled within this timeframe.

COMMENCEMENT DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

ASSESSMENT NO: \_\_\_\_\_ CONTACT NO: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

I, \_\_\_\_\_  
(Insert Name)

Of, \_\_\_\_\_ (insert  
postal address) Should this address be recorded for Rate & Water accounts  (tick if yes)

Hereby agree to make regular WEEKLY/FORTNIGHTLY/MONTHLY payments of:  
(cross out whichever does not apply)

**(Please Note: Both sides are to be completed below)**

<input type="checkbox"/> \$ _____ Rates	<input type="checkbox"/> Arrears only (current accounts must be paid as they fall due)
<input type="checkbox"/> \$ _____ Water/Sewer usage charges	<input type="checkbox"/> Arrears + Current Account
(Please tick appropriate box and enter amount)	(Please select one of the above options)

With my first payment beginning on \_\_\_\_\_ (insert date) I undertake to settle all rates, water and sewerage usage charge amounts due by me, by the above stated completion date.

I agree to notify Council in writing immediately if there is any substantial change to my financial situation.

I understand, that interest charges, in accordance with the Local Government Act 1993, will continue to apply on overdue rate, water and sewerage charges until paid.

By submitting this request I declare that I am authorised to make this payment arrangement as the owner of the property or authorised person of the owner of the property.

I acknowledge that if these payments are not strictly adhered to, my agreement will be cancelled and legal proceedings will commence to recover the total balance outstanding, including extra charges, owed to Council.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Personal information collected as a result of this application will only be used for the purpose of assessing your application and will not be used for any other purpose, or disclosed to any person, unless required by law to do so, or authorised to do so by the person to whom that personal information relates. Privacy will be maintained in accordance with the NSW Privacy and Personal Information Protection Act 1998.

Should you have any further enquiries please contact Council's Revenue Section on (02) 6889 9999.