

RATES NOTICE TO BE EMAILED – REQUEST FORM

Please lodge this form with the Rates Section:

Charters Towers Regional Council, PO Box 189, Charters Towers Qld 4820 or Fax to: 07 4761 5344 or scan and email to mail@charters Towers.qld.gov.au

Important: Please note that the email request is not confirmed as received by Council until in return, you receive a copy of this form, with the shaded *Confirmation Section*, dated, numbered and signed. It is the responsibility of the Property owner to ensure they receive the confirmation form. **Please use black pen.**

1. CONTACT INFORMATION

| | | | |
|----------------|--|----------------------|--|
| Owner 1 Name | | Name ID (Office Use) | |
| Contact Number | | | |
| Owner 2 Name | | Name ID (Office Use) | |
| Contact Number | | | |
| Owner 3 Name | | Name ID (Office Use) | |
| Contact Number | | | |

2. AUTHORITY

Give details of your authority for providing this information by ticking one box below:

Property Owner Power of Attorney Authorised Representative

3. EMAIL ADDRESS: _____

4. RATE RECORD

Please list all properties owned within the Charters Towers Region to which the new email address applies:

| CUSTOMER REFERENCE NUMBER | PROPERTY ADDRESS | ASSESSMENT NUMBER |
|---------------------------|------------------|-------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

5. SIGNATURE

_____/_____/_____
Signature 1 Signature 2 Signature 3 Date

IMPORTANT NOTE

Please note that Rates Notices will no longer be mailed where an email request has been received. It is recommended that you store the notice once received via email in a safe place, as it may be required for proof of ownership of your property or for tax purposes.

Rates Section Use Only

| | | |
|--|---|---------------------------------------|
| Email Address & Contact Details Updated _____/_____/_____ | Email Register Updated _____/_____/_____ | Processed by: _____ Checked by: _____ |
| CONFIRMATION ADVICE | Dated: ____/____/_____ | Doc. No. _____ Initials: _____ |

The information collected on this form will be used by the Charters Towers Regional Council for the purpose of processing and assessment of your application/request. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Right to Information Act 2009 and Information Privacy Act 2009). This information will be stored on Council's database. The information collected will be retained as required by the Public Records Act 2002.