



LODGEMENT OF APPLICATION

Email: council@cumberland.nsw.gov.au

1. Type of Request

New Request

Update Request

2. Email Address for Rates Notices

Please state below the email address you would like the Rate Notices to be sent to:

Email Address:

3. Ratepayer Details

Owner's Name:

Contact Number: Mobile No:

Email:

Postal Address: Unit no: House no:

Street:

Suburb: Postcode:

4. Rates Assessment

List all assessment numbers where you wish to receive Rate and Instalment Notices by e-mail

	Reference Number	Property Address
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>

5. Authorisation

Please send all future Rate and Rate Instalment Notices for the property(s) listed to the email address as advised.

I have read and understand the terms and conditions (**see over**) of this service and certify that I act on behalf of all the owners of the property

Name:

Signature: Date:

6. Privacy Note

The personal information that you are providing on this application to Council is for the purpose of processing this request under the Privacy and Personal Information Protection Act (PPIPA) 1998. The intended recipients of the personal information are officers within Council.

7. Terms and Conditions

Following receipt of your request:

1. Council will no longer post paper Rate and Instalment Notices (“Rates and Charges Notices/s”) to you, or any person to whom paper Rate Notices for the nominated rate assessment(s) were previously sent.
2. All future Rate or Instalment Notices will be in the form of a PDF attachment to an e-mail sent to the address nominated by you.
3. You must advise any other person to whom paper Rate Notices are currently being sent that they will no longer receive paper Rate Notices as a result of your request. Council will not be responsible for providing this notification.
4. You must check your nominated e-mail address for Rate and Instalment Notices before the respective payment due dates of 31 August, 30 November, 28 February and 31 May.
5. You agree that you are deemed to have received the e-mail when it reaches your internet service provider, whether or not you have opened or read the e-mail.
6. You agree that you will retain the Rate Notice information yourself electronically or by printing the Notice.
7. You can withdraw your request for e-mail delivery of Rate Notices at any time by **writing** to Council. Your withdrawal request may be e-mailed or posted and include an up to date forwarding postal address.
8. The delivery of Rate Notices via e-mail will be cancelled if any rate payer of the nominated rate assessment or their authorised agent requests cancellation.
9. Upon withdrawal or cancellation of the e-mail delivery service, Council will commence sending paper Rate Notices to the last advised mailing address for the rate assessment
10. You will be able to obtain a paper copy of a Rate Notice upon payment of the applicable fee set out in Council’s Fees and Charges.
11. If Council receives a ‘bounce-back’ notification from your e-mail address, a paper Rate Notice will be sent to your last advised mailing address for the rate assessment. If two or more consecutive bounce-backs occur, Council may cancel the request for e-mail delivery of rate notices for that rate assessment. An ‘out of office’ notification will not be considered a bounce-back notification.
12. You are responsible for keeping your e-mail address up to date. If you change your e-mail address you must advise Council in writing.
13. In the event that a Final Notice is issued, it may also be posted to the last recorded mailing address.

The “Request Rate Notices by E-mail” form is available at www.cumberland.nsw.gov.au. This form can also be used to update your e-mail address.

Using an ‘out of office’ or similar notification for a change of e-mail address will not be deemed sufficient to have advised Council for a change of email address as Rate Notices are sent from a mailing house, not directly from Council.

OFFICE USE ONLY

Request No:

Date:

Cumberland City Council

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160.

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