



# Request Rate Notices by E-mail

Please e-mail the completed form to [council@cumberland.nsw.gov.au](mailto:council@cumberland.nsw.gov.au)

Type of request (Tick one)

New request

Update request

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## RATE PAYER DETAILS

Full name (or company name) of all owners

E-mail address

Mailing Address

Mobile phone number

Home/Work number

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## RATES ASSESSMENT

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

Property ID Number

Property Address

Property ID Number

Property Address

Property ID Number

Property Address

**PRIVACY NOTE:** Council will collect and hold the personal information contained in this application for the purpose of processing the application. The intended recipients of the personal information are officers within Council. The supply of personal information by you is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your application.

You may make an application for access or amendments to your personal information held by Council under the Privacy and Personal Information Protection Act 1998 (PPIP Act) or the Government Information (Public Access) Act 2009 (GIPA Act). You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIP Act.

Information provided to Council in correspondence, submissions or requests, including your personal information, may be made publicly available, including on Council's website, under the GIPA Act. Please notify us if you object to the disclosure of your personal information.

## 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](http://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 e-mail address as Rate Notices are sent from a mailing house, not directly from Council.**

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## AUTHORISATION

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

- I have read and understand the terms and conditions of this service and certify that I act on behalf of all the owners of the property.**

Name

Signature

Date