

Office: .....  
Date: ...../...../.....  
Time: .....  
Name: .....

### RATE INSTALMENT APPLICATION

Surname/s:	Given Name/s
Surname/s:	Given name/s

<b>Mailing Address</b>	

<b>Residential Address (if different from above)</b>	

Contact Details			
<b>Ratepayer 1</b>		<b>Ratepayer 2</b>	
<b>Home</b>		<b>Home</b>	
<b>Work</b>		<b>Work</b>	
<b>Mobile</b>		<b>Mobile</b>	
<b>Email</b>		<b>Email</b>	
<b>Fax</b>		<b>Fax</b>	

Assessment No.	Lot No.	Plan No.	Property Address				
Instalment Amount \$	Frequency (Select One):		Wkly	F'tntly	Mthly	Start Date:	

Ratepayers may choose to pay their rate account by instalments subject to the following conditions:

- (1) The rate discount for payment within sixty (60) days is forfeited;
- (2) The application must be in writing, by signing this form below AND returning to Council no later than the due date listed on the front of the Rate Notice.  
**Ratepayers are encouraged to return forms as soon as possible to avail themselves of the longest payment period possible;**
- (3) Instalments will be calculated including all gross charges on the annual rate notice but not the half yearly water consumption charge that appears on the February/March Utility notice;
- (4) The instalment amount is determined by taking the GROSS amount outstanding and dividing by the number of monthly, fortnightly or weekly payments required to finalise the arrangement by 30 June of the rating year;
- (5) Council prefers that all rates and charges are fully paid by 30 June each year to avoid arrears showing on the subsequent rate notice;
- (6) Monthly Instalments are due on the 21<sup>st</sup> of each month; Payment on an alternate date can be approved upon application;
- (7) Payment via Direct debit (where the ratepayer authorises Council to debit their nominated account or credit card) is only an option for monthly instalments on the 21<sup>st</sup> of the month;
- (8) Weekly or Fortnightly instalments cannot be paid by direct debit and must be paid by an alternate method as per the agreed schedule;
- (9) Ratepayers will be advised in writing when their FIRST instalment payment is due but **should not wait** for confirmation before making payments;
- (10) Council will not forward reminder notices for instalments;
- (11) The February water consumption amount must be paid separately to any instalment plan;
- (12) Failure to pay the February Water Consumption amount by the due date on that Notice, will result in interest charges applying to the total debt;
- (13) There is no interest penalty if the above conditions are met;
- (14) Interest **MAY** apply if the instalment application is submitted AFTER the due date listed on Rate Notice;
- (15) Default of ANY payment, via ANY method will result in commencement of the interest penalty, calculated at 12.35% per annum, compounded on daily balances.

The Gladstone Regional Council is collecting your personal information 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.

<b>I acknowledge and accept the above conditions. I/We agree to increase any existing direct debit payment accordingly.</b>	
Signed	Date / /