

Rate Payment Agreement Application

Council Rates & Water Assessments



PRIVACY NOTICE

Livingstone Shire Council is collecting the personal information you supply on this form for the purpose of processing your application for Rates Payment Agreement for overdue rates and or water. The Council is authorised to do this under the Local Government Act and Council's Debt Collection Policy.

Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

ABN 95399253048
Enquiries 4913 5000 or 1300 790 919
Address PO Box 2292
 Yeppoon Qld 4703
Email enquiries@livingstone.qld.gov.au

Applicant Details				(Communication details may be used to update Council's Records)			
I/We							
Postal Address							
Phone				Mobile			
Email Address							
Pension Card No.							

Property Information	
Rate Assessment Number:	
Water Assessment Number:	
Property Location	

Payment Details - Rates					
<input type="checkbox"/> Total Amount Owing	\$	Commencement Date		___ / ___ / ___	
Instalment Amount	\$	Term of Agreement		<input type="checkbox"/> 6 Months	<input type="checkbox"/> 12 Months
Day of Payment	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
Frequency of Payment	<input type="checkbox"/> Weekly		<input type="checkbox"/> Fortnightly		<input type="checkbox"/> Monthly

Payment Details - Water					
<input type="checkbox"/> Total Amount Owing	\$	Commencement Date		___ / ___ / ___	
Instalment Amount	\$	Term of Agreement		<input type="checkbox"/> 6 Months	<input type="checkbox"/> 12 Months
Day of Payment	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
Frequency of Payment	<input type="checkbox"/> Weekly		<input type="checkbox"/> Fortnightly		<input type="checkbox"/> Monthly

Circumstances (please state reason required)

I / We agree as follows:					
This proposal is not an arrangement as described in sections 1031 and 1032 of the Local Government Act. Further Rates and Charges must be paid in full as they fall due. The information provided herein is true and correct in every particular and that all-material facts have been disclosed to Livingstone Shire Council. Please allow 7-10 working days from date of receipt of your application.					
Signature/s				Date	___ / ___ / ___

Terms and Conditions

Agreements (Rates and Water Assessments Only)

- 5.7.1 In cases of genuine hardship proposals for payment by regular instalments may be accepted.
- 5.7.2 Council will not pursue further recovery action against a ratepayer who has an agreed periodic payment plan, while the agreement is current and the ratepayer adheres to the agreed repayment schedule. Council reserves the right to renegotiate or cancel a payment proposal should circumstances change where the debt will not be paid within a reasonable time frame. In these circumstances, Council will not initiate further recovery action without reference to the ratepayer concerned.
- 5.7.3 Should a ratepayer propose to pay off the outstanding balance by periodic instalments, they will be advised of Council's stance in 5.7.2 above and that whilst an acceptable level of regular payments is maintained, therefore demonstrating a genuine attempt to clear the debt, Council may defer recovery action.
- 5.7.4 Where an agreed payment proposal has lapsed without approval, the ratepayer will be deemed to be in default and the ratepayer notified by way of a seven (7) day Final Demand Notice.
- 5.7.5 As a general guide further recovery action will not be taken (rates only) where payments are being made as follows:
 For debts of less than \$2,000 payments should be of a sufficient amount and regularity to clear the outstanding debt over a period of no longer than six (6) months;
 For debts of greater than \$2,000 payments should be of a sufficient amount and regularity to clear the outstanding debt of over a period of no longer than twelve (12) months.
 For approved payment agreements the payments should be of a sufficient amount and regularity to clear the outstanding debt of over a period of no longer than twelve (12) months.
 Where these terms cannot be met the account will generally be referred for recovery action as detailed elsewhere in Council's Debt Recovery Policy. Also, payments should ensure current rates and charges are paid as issued to ensure the account does not fall further in arrears.

Pensioners (Rates and Water Assessments Only)

- 5.2.1 Pensioners who have an overdue rates balance of \$1,000 or greater will be requested to contact Council to make a formal proposal for payment by regular instalments. Such instalments are to be sufficient to ensure that the arrears situation does not worsen (i.e. at least enough to clear current period's rates each year).
- 5.2.2 No interest will be charged on overdue rates whilst the pensioner honours the proposal.
- 5.2.3 Should the pensioner default under the proposal then they will be allowed 14 days to rectify the situation. If the situation is not rectified, then the agreement will be cancelled and interest will be charged from the date of default.
- 5.2.4 Pensioners who have arrears of \$1,000 or greater at the end of financial year and who fail to contact Council to make a formal proposal or have a proposal cancelled will become subject to Council's normal recovery action for overdue rates as outlined in this Policy.

Interest on Arrears

In accordance with the Local Government Regulation 2012, overdue rates will bear interest at the rate of seven (7) percent per annum compounded monthly, to be calculated from the end of the financial half year in which they fall due and charged at the end of each month or at such other time as required for the issuing of statutory notices.

Lodging

IN PERSON	You can lodge your form at Council's Customer Service Centre: Yeppoon (TOWN HALL) 25 Normanby Street Emu Park (LIBRARY) 7-9 Hill Street
MAIL	Mail the completed form to Livingstone Shire Council PO Box 2292 YEPPOON QLD 4703
EMAIL	Email the completed form with a copy of your card/s front and back to: enquiries@livingstone.qld.gov.au
	Online Services: www.livingstone.qld.gov.au
	Like us on Facebook: www.facebook.com/livingstoneshirecouncil

CUSTOMER SERVICE OFFICE USE ONLY

Date Received	___ / ___ / ___	Time Received	am/pm
CS Officer			

RATES / REVENUE OFFICE USE ONLY

Date form received	___ / ___ / ___	Tasked to Records	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Approved	<input type="checkbox"/> Declined	Authorised Officer	