



### How to complete this form:

1. Ensure that all fields have been filled out correctly.
2. Once completed you can submit this form by email, facsimile, mail and in person. Please refer to the Lodgement details section for further information.

### Applicant Details:

Applicants Full Name:					
Address:					
Locality / Suburb:		State:		Postcode:	
Contact Numbers:	Mobile:		Landline:		
Email Address:					

### Reason for arrangement:

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I hereby advise that I/we intend to pay rates owing on the property situated at:

Address:					
Locality / Suburb:		State:		Postcode:	
Owned by:		Totalling:	\$		
Assesment No:					
By instalments:	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly	Amount: \$	First payment date:
Signature of Customer:				Date Signed:	

### NOTE TO RATEPAYERS MAKING A RATE COMMITMENT TO PAY OFF OVERDUE RATES BY INSTALMENTS

As per Council Rates Recovery Policy any debt is required to be cleared within a period no greater than 6 months. If you require a period greater than 6 months due to genuine financial hardship experienced, please complete the Financial Hardship Application Form.

PLEASE NOTE: If the above instalment plan amount and instalments are paid as per the agreement stated above, Council reserves discretion to halt interest calculation on the outstanding balance of this assessment from the date of commencement of this undertaking. Early payment discount is forfeited. If payments are not received as per the above agreement, interest will be levied at 11.64% per annum calculated daily as per Longreach Regional Council's Revenue Policy No 01-05, available from [www.longreach.qld.gov.au](http://www.longreach.qld.gov.au)

### Privacy Statement

The collection of this information is authorized under Local Government Act 2009. This information will be used to set up payment arrangement for overdue Rate charges. Unless authorized or required by law, your personal information will not be disclosed to any third party without your consent. More information about privacy management in the Longreach Regional Council is available on our website.