

Payment of Rates and Charges



- This form is to change the person that is responsible for paying the rates
- **This form must be signed by the owner**

Owner details:

First name:	Surname:
Postal Address:	
	Postcode:
Contact number:	
Email address:	

Property details: *(Please note a separate form for each property is required)*

Assessment number:	
Property address:	
	Postcode:

Please update the ratepayer to show:

- ☐ **New Ratepayer.** (Please list all ratepayers to show on notice)
- ☐ Owner/Ratepayer name to remain, postal address updated to show as **C/- New Ratepayer**
(i.e. *Managing Agent, Power of Attorney etc.*)

First name:	Surname:
Postal address:	
	Postcode:
Phone number:	
Email address:	

- I declare this person is the ratepayer. This means their name will be on the valuation and rates notice and they will be responsible for paying the rates and charges for the property.
- I understand that the ratepayer will be sent the Valuation and Rate Notice for this property each year. I will not be sent a copy.
- As the owner, I am responsible for making sure all bills get paid. Any unpaid bills will be my responsibility.
- I understand to cancel or change this agreement; I will need to do this in writing.

Signature:	
Name:	Date: ____/____/____

Collection Notice

East Gippsland Shire Council collects information provided by you in this form to update the details for payment of rates and charges for the mentioned property. East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law. Information shared in this situation will be in accordance with the requirements of the Privacy and Data Protection Act 2014. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's [Privacy Statement](#) on our website or email feedback@egipps.vic.gov.au if you have any questions.

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Office Use Only:	
CS Stamp:	IM Stamp:

Contact Council

-  **Phone:** 03 5153 9500
-  **Email:** feedback@egipps.vic.gov.au
-  **Website:** eastgippsland.vic.gov.au
-  **Mail:** PO Box 1618, Bairnsdale VIC 3875

Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

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