

KEMPSEY SHIRE COUNCIL

Civic Centre, 22 Tozer Street, Kempsey 2440
PO Box 3078, West Kempsey 2440
Phone 02 6566 3200 Fax 02 6566 3205
Web: www.kempsey.nsw.gov.au Email: ksc@kempsey.nsw.gov.au



APPLICATION TO RECEIVE ELECTRONIC RATES NOTICES

By submitting this application you are cancelling the delivery of a paper account and authorising an electronic copy to be sent to the nominated email address. Only one email address per assessment can be provided to receive this service. If you change your email address or you wish to stop receiving your notices via email, you must advise Council in writing.

OWNERS DETAILS

Company Name: _____

Owners Surname: _____

Given Names: _____

Residential Address: _____

Postal Address: _____

Telephone Numbers: Home: _____ Work: _____

Mobile: _____ Fax: _____

EMAIL ADDRESS

Email Address: _____

ASSESSMENT DETAILS

Assessment Number:	Account Type:	Property Address:
	Rates <input type="checkbox"/> Water <input type="checkbox"/>	
	Rates <input type="checkbox"/> Water <input type="checkbox"/>	
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TERMS AND CONDITIONS

- 1 You must regularly check your nominated email address for rate notices.
- 2 Council deems that the notice has been served once Council or it's agent has processed the sending of the notice.
- 3 You agree that you will retain the rate notice information yourself electronically or by printing it.
- 4 You can withdraw your request for email delivery of rate notices at any time by writing to Council, your withdrawal request may be emailed, posted or faxed.
- 5 Your request for email delivery of rate notices will be cancelled if any ratepayer of the nominated rate assessment, or their authorised agent, requests cancellation.
- 6 Upon withdrawal or cancellation of the email delivery service, Council will commence sending paper rate notices to the last advised mailing address for the rate assessment.
- 7 If Council receives a non-delivery notification from your email address, a paper rate notice will be sent to your last advised mailing address for the rate assessment. If two or more consecutive non-delivery occur Council may cancel the request for email delivery of rate notices for the rate assessment. An 'out of office' notification will not be considered a non-delivery notification.
- 8 You are responsible for keeping your email address up to date. If you change your email address you must advise Council in writing. The 'Request to Receive Rate and Instalment Notices via Email' form is available from Council for this purpose.

To update your email address you need to notify Council ksc@kempsey.nsw.gov.au using an 'out of office' or similar notification for a change of email address will not be deemed sufficient to have advised Council of a change of email address as rate notices may be sent from a mailing house, not directly from Council.

AUTHORISATION

Please send all future rate and instalment notices for the above rate assessment to the email address indicated above. I have read and accepted the terms of this service above.

Name: _____

Signature: _____ Date: _____

INTERNAL DETAILS

Date Received: _____

Entered by: _____

LA Numbers