

# Update Details Form Rates Information

UPDATE CUSTOMER DETAILS

RECEIVE ELECTRONIC RATES NOTICES

## RATEPAYER/APPLICANT

Applicant 1 (Full name)

Date of Birth  Phone Number

Email address

Residential Address

Postal Address

Applicant 2 (Full name)

Date of Birth  Phone Number

Email address

Residential Address

Postal Address

Company Name

Company contact  Company phone

Email address

Business Address

Postal Address

If requesting Electronic Rates Notices, only one email address can be allocated. Tick the box for preferred email address. NOTE: If none selected, Applicant 1 will be the default email address for notices.

## PROPERTY DETAILS

	Assessment Number	Property Description	or	Property Address
1.	<input type="text"/>	Lot on Plan	or	<input type="text" value="Property Address"/>
2.	<input type="text"/>	Lot on Plan	or	<input type="text" value="Property Address"/>

## TERMS AND CONDITIONS

- By completing and returning this form you are providing consent to Council to update your details / provide your rate notices electronically pursuant to section 108 of the *Local Government Regulation 2012* (Qld). The provision of this information/documentation electronically complies with the *Electronic Transactions (Queensland) Act 2001*.
- You must be the registered owner of the property to receive the rate notices by email.
- All notices will be sent as a PDF document attached to an email.
- Any changes to your email address or requests to stop receiving rate notice/s by email must be received in writing.
- If electronic mail is returned undeliverable, notices will be posted to you at your last advised postal address.
- If two or more consecutive undeliverable messages occur, Council may cancel your request to email rate notice/s.
- In the case of multiple owners, it is not Council's responsibility to send notices to more than one owner.

## DECLARATION

As the registered owner/s for the above property/s, I hereby authorise this change of details /request to email my rate notices to the email address selected above, in accordance with the Terms and Conditions. (*cross out not applicable*)

Applicant 1 Signature  Date

Applicant 2 Signature  Date

## PRIVACY STATEMENT

You are providing personal information, which will only be used for Council business activity specific to your enquiry, request, or application. Your personal information is managed in accordance with the *Information Privacy Act 2009*, will only be handled by persons authorised to do so and will not be disseminated unless you have given Council permission to do so or the disclosure is required by law.

PLEASE RETURN THIS FORM TO

COOK SHIRE COUNCIL

[mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au)

or

Mail to

PO Box 3

COOKTOWN QLD 4895