**AUTHORISATION TO EMAIL RATES NOTICES**

I am the registered owner of this property and have authority from all owners (if more than one) to make this request.

I have advised those people, if more than one, about my making this request.

I ask that Flinders Shire Council provide Rates Notices for the property by sending them to me by email rather than by ordinary post.

I agree that I will inform the Council in writing by email or ordinary post before I change my email or postal address.

I understand and accept that:

1. In future Rates Notices will be given to me by Council as PDF documents attached to emails sent to the email address that I have most recently provided to the Council, and that a hard copy of each Rates Notice will not be sent by ordinary post;
2. The file size of each email will be approximately 700KB, and I agree that the Council will not be responsible for non-delivery due to limitations of my incoming mailbox delivery or overall mailbox capacity;
3. If the Council receives notification that an email to me has been returned as undeliverable, the Rates Notice attached to that email and all future Rates Notices will be given to me by ordinary post sent to my last advised postal address (until I make a fresh request for emailed Rates Notices); and
4. An “out of office” notification will not be considered an undeliverable Rates Notice.

|  |  |
| --- | --- |
| **Assessment Details** | |
| **Assessment:** |  |
| **Name:** |  |
| **Postal Address:** |  |
| **Residential Address:** |  |
| **Email:** |  |
| **Signature:** | **Date:** |
| **Privacy Collection Notice** | *Flinders Shire Council is collecting your name, residential address and telephone number in accordance with the Local Government Act 2009 in order to process your application. The information will only be accessed by employees and/or Councillors of Flinders Shire Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.* |
| **Office Use Only** | |
| **Name of Officer:** |  |
| **Signature:** | **Date:** |
| **Checked By:** | **Date:** |