

**Instructions:** This request form is to be completed and returned to the Glenelg Shire. If this form is not received the rate and valuation notice will be forwarded to the current ratepayer and address on the Council rate record. ALL OWNERS recorded on the rate and valuation notice MUST sign this form.

<b>Property Address:</b>	Street/Road Name:	Postcode:
	Town:	
<b>Council Assessment No. (From Rates Notice)</b>		

I/we request Council service notices for rates, charges and levies for the above property to the following:

<b>Applicant Name:</b>		
<b>Address:</b>	Street/Road Name:	Postcode:
	Town:	

I/we declare that the above named person/s are required to pay the rates, charges and levies on this property. We acknowledge that unpaid rates charges and levies will remain a charge against the property, and that under Section 156(1) of the *Local Government Act 1989* the property owner/s of the land is liable and responsible for any unpaid rates, charges and levies.

<b>Signature:</b>		<b>Printed Name:</b>		<b>Date:</b>	
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<b>Signature:</b>		<b>Printed Name:</b>		<b>Date:</b>	
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<b>Signature:</b>		<b>Printed Name:</b>		<b>Date:</b>	
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<b>Signature:</b>		<b>Printed Name:</b>		<b>Date:</b>	
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Glenelg Shire Council  
National Relay Service: 13 36 77

PO Box 152, PORTLAND VIC 3305  
email: [enquiry@glenelg.vic.gov.au](mailto:enquiry@glenelg.vic.gov.au)

Phone: 1300 GLENELG (453 635)  
website: [www.glenelg.vic.gov.au](http://www.glenelg.vic.gov.au)

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 1989*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.