

REQUEST FOR SERVICE OF RATE & VALUATION NOTICE



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.

Property Address:

Assessment Number:

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

Name: _____

Address: _____

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.

Signature		Print Name	
Signature		Print Name	
Signature		Print Name	
Signature		Print Name	
Date			

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 Officers – telephone 03 5522 2272.

Please return this form to:

Rate Unit
Glenelg Shire Council
PO Box 152
PORTLAND VIC 3305

71 Cliff Street, Portland 3305 Telephone: 1300 453 635 Fax: (03) 5522 2290 National Relay Service 13 36 77
Website: www.glenelg.vic.gov.au Email: enquiry@glenelg.vic.gov.au