

Third Party Authority Form – Rates and Water Accounts



Privacy Notice: Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.

This form is to be completed when a customer would like to authorise or cancel authorisation for another party to act on their behalf to manage their Council rates and/or water account/s.

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Property Owner Details			
Property Owner Name:			
Date of birth:			
Residential address:			
Street number and name		City	State Postcode
Postal address (if different):			
Preferred contact number:		Email:	
<i>Please note: These details will be utilised to update Council's Rates Records</i>			
Request Details			
Request type: <input type="checkbox"/> Approve authority <input type="checkbox"/> Cancel authority			
Property One			
Property address:			
Street number and name		City	State Postcode
Lot number:		Plan number:	
Rates assessment number:		Water assessment number:	
Property Two			
Property address:			
Street number and name		City	State Postcode
Lot number:		Plan number:	
Rates assessment number:		Water assessment number:	
Nominated Representative Details			
Representative One			
Organisation name:			
Contact name:			
First		Middle	Last

OFFICE USE ONLY	Receiving officer:	Date:
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Date of birth:				
Residential address:				
Street number and name		City	State	Postcode
Postal address (if different):				
Preferred contact number:			Email:	
Representative Two (if applicable)				
Organisation name:				
Contact name:				
First		Middle	Last	
Date of birth:				
Residential address:				
Street number and name		City	State	Postcode
Postal address (if different):				
Preferred contact number:			Email:	
Security Details				
If you would like to assign a password to the account please nominate:				
Supporting Documentation				
Please remember to provide the following supporting documentation when submitting this form:				
<input type="checkbox"/> If this request is related to Executor of the Will or Power of Attorney permission please provide a copy of the supporting documentation.				
Declaration				
<p>I authorise the representatives listed on this form to be provided with information regarding my Council rates and water account/s. I understand the representatives will:</p> <ul style="list-style-type: none"> ▪ Have access to my personal information until I advise Council that I wish to cancel or amend this arrangement; ▪ Be required to pass a security check to access my rates and/or water account details; and ▪ Not receive login details for online services. <p>I declare that the details on this form are correct to the best of my ability.</p>				
Name:		Signature:		Date: