

# Application to Pay Rates by Instalments

**PRIVACY COLLECTION NOTICE:** South Burnett Regional Council collects your personal information for the purpose of processing this form and for use in any Council matters. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will only be disclosed to a third party as per the South Burnett Regional Council Information Privacy Policy. **A hard copy of this electronic document is considered uncontrolled when printed.**

Section 1 – Applicant/s details				
Given/Surname/s				
Postal address				
Home phone				
Email				
Section 2 – Property details – Property address details can be found on your rate notice				
Property ID number				
Assessment number				
Ratepayer Given/Surname/s				
Number/Street				
Locality/Town		State		Postcode
Lot number – registered plan				
Section 3 – Payment details				
Payment commencement date				
Payment frequency	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly	
Amount to be paid				
Other				

**NOTE TO RATEPAYERS MAKING A RATE ARRANGEMENT TO PAY OFF  
OVERDUE RATES BY INSTALLMENTS**

South Burnett Regional Council ('Council') is normally willing to accept any reasonable offer to pay rates off by instalments as long as the proposed regular payments are maintained, and they will clear the outstanding rates before the end of December or June following the issue of the relevant rate notice.

Ratepayers are reminded that the prompt payment discount (payment within the 30-day discount period) is forfeited. Under the provisions of the *Local Government Act 2009*, outstanding rates will accrue daily compound interest at 8.17% per annum (charged monthly) until paid in full, or until a rate arrangement application is submitted and approved. Therefore, it is in your interest to clear the debt as quickly as possible.

**However, provided that you maintain regular payments at the agreed times, interest will not be charged.**

Council does not issue 'reminders' to ratepayers to advise when the next part payment is due. It is your responsibility to make sure your part payment is made on time. If a part payment is not received as promised, Council will send you a letter seeking an explanation as to why your payment was not made together with a request for the immediate payment of the 'missed' part payment. **Note: Interest charges will restart from the business day after your part payment was due.**

If you are unable to make a payment at any time, or your circumstances change, please contact the Rates Section immediately, so that alternative arrangements for payment can be made. If three (3) consecutive payments are missed, then Council will **cancel** the arrangement and may commence recovery action **immediately** to collect the outstanding rates.

**How can I pay my part payments?**

**Pay in Person**

At any South Burnett Regional Council Office  
(between 8.30am and 4.30pm Monday  
to Friday) EFTPOS available

**Payment by Mail**

Forward your cheque or money order made payable  
to South Burnett Regional Council with details of the  
payment to:

**PO Box 336, KINGAROY QLD 4610**

**Australia Post Payment – Post Billpay**

Pay in person at any post office.  
(Must have original rate notice).

**Pay by Credit Card over the Phone.**

Phone 131816 and follow the prompts. Payments can  
be made with Mastercard or Visa

**Telephone & Internet Banking – B-Pay**

Contact your bank, credit union or building society to  
make this payment from your cheque, savings or  
credit card account

**Centrepay**

A free service for Centrelink customers to pay bills as  
regular deductions from their Centrelink payments.  
Minimum payments apply. Subject to Council  
approval. Contact Council's Rates Section or  
Centrelink for more information.

**Interest** – As stated above, provided that you continue to make your part payments as promised, Interest will not be charged. However, if you fail to make a payment as promised, interest charges recommence from the business day after the part payment was due.

Declaration					
If, due to unforeseen circumstance, I/We cannot keep to this commitment, I/We will immediately contact Council. I/We declare that the information I/We supplied on this application is complete, truthful, and correct in every detail.					
Given/Surname/s		Signature		Date	
Please return your completed form to the following address, or email <a href="mailto:info@sbrc.qld.gov.au">info@sbrc.qld.gov.au</a> for enquiries, please contact (07) 4189 9100 or 1300 789 279 South Burnett Regional Council PO Box 336, Kingaroy QLD 4610					
Office Use Only - Finance					
Name		Signature		Date	
Current balance outstanding \$:					