

Rates Payment Arrangement Application Form



Section 1: PROPERTY OWNER/ APPLICANTS DETAILS

Date:		Assessment Number:	
Owner's Name (s):			
Phone Number(s):			
Property Address:			
Residential Address:			
Postal Address:			
Email:			

Section 2: RATES PAYMENT PLAN DETAILS

Outstanding balance (if known):			
Payment frequency:	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly
	<input type="checkbox"/> Other (Please specify):		
Proposed payment arrangement term:			
<i>Payment arrangements will incur interest except where an eligible rebate is registered.</i>			
<input type="checkbox"/> Pay in full by 30 June this financial year			
<input type="checkbox"/> Pay in full by 30 June next financial year (<i>Available for accounts with arrears / overdue amounts only. Payments must include an estimate for next financial year's rates provided by our rates team</i>)			
<input type="checkbox"/> Hardship / other arrangement (complete Section 4)			
Payment amount (if known) (\$):			
Date of first payment (dd/mm/yyyy):			
Payment Method:	<input type="checkbox"/> Bpay*	<input type="checkbox"/> Direct Debit**	<input type="checkbox"/> Bpoint *** <input type="checkbox"/> Other *** : _____
* We recommend setting up a recurring (automated) BPAY through your bank if our Direct Debit options do not suit your circumstances.			
** Direct Debits are available fortnightly on Thursdays or monthly on the 28th of the month. To pay by Direct Debit you also need to complete the Direct Debit Form .			
*** Please set reminders to ensure you remember your agreed payments if using Bpoint or another payment method.			

Section 3. AGREEMENT TO TERMS AND CONDITIONS

1. I am aware that payment arrangements do not alter the due date of my rates and charges, and interest will accrue on outstanding balances at the interest rates on my annual rates notice or interim rate notice, until the account is paid in full.
s6.45(3) of the Local Government Act 1995
2. I understand that estimates provided by the rates team for arrangements are based on my current rates balance and an estimate for interest, and do not include potential future changes in the valuation of my property including; interim valuations, revaluations or bin/pool services. Payment arrangements may need to be adjusted in future to ensure the amount includes such changes.
3. I agree to contact the Shire to check my payment amount if I receive interim notices.
4. I understand that if my arrangement extends beyond the end of the financial year in which it commenced, it is my responsibility to contact the Shire of Mundaring rates team to ensure payments are sufficient to cover the following years rates amount.
5. I agree to ensure the agreed payment amount is paid on or before the due dates and that reminders for payment will not be sent by the Shire.
6. I will inform the Shire of any change in my circumstances that may impact the agreed payment schedule.
7. I understand that where I default on the agreed payment arrangement and debt recovery action commenced prior to this arrangement; recovery action may recommence without further notice.
8. I understand that if I default on the agreed payment arrangement and no debt recovery action is currently in place; a Final Notice with the outstanding amount will be issued requesting payment within 14 days and that failure to make payment in full or contact the rates team within 14 days to commence a new agreement, may result in the commencement of debt recovery action without further notice.
9. I understand that debt recovery action will result in additional costs which will increase the total outstanding balance payable on my rates assessment.
s6.56 of the Local Government Act 1995
10. I will contact the Shire of Mundaring prior to the end date of my arrangement to confirm the final amount owing on my account.
11. I understand this payment arrangement requires approval and that acceptance of the arrangement will be confirmed in writing by an authorised officer on behalf of the Shire of Mundaring. Payments made prior to receiving written confirmation from the Shire will be included in this arrangement.

Name:	
Signature:	Date:
Name:	
Signature:	Date:

Eligible Concession Card Holders: Where an eligible pensioner or senior rebate is in place, payment must be made by 30 June of the current financial year as per the *Rates and Charges (Rebates and Deferrals) Act 1992*. The Shire may issue a Final Notice to registered pensioners or seniors for any unpaid charges not subject to a rebate or deferral (e.g. waste charges).



Section 4. FINANCIAL HARDSHIP

The Shire of Mundaring recognises that some ratepayers experience payment difficulties and financial hardship from time to time. Arrangements are governed by our hardship policy, which can be found on our website: [Financial-Hardship-Policy](#)

Please provide a brief outline of your circumstances leading to your current financial hardship:

Will the arrangement you are requesting establish a known end date that is realistic and achievable?

- Yes
- No – Please provide more details below
- Unsure – Our rates team will contact you.

If you answered **no**, please provide more information. This may include steps you are taking to resolve your financial hardship such as: seeking employment, consulting a free financial counsellor, selling your property, refinancing or other information you think may be relevant when assessing your application:

Where eligible, payment arrangements may include a period of up to 6 months where payments are deferred to allow for anticipated change of circumstances which are expected to resolve hardship.

Please provide details of the anticipated change in circumstances:

I/we declare the information provided is true and I am willing to provide evidence if requested:

Name:			
Signature:		Date:	
Name:			
Signature:		Date:	

