

Request for Rate Notice Reprint

What you need to do for your application



Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



Make a payment

Please supply your credit card details or include a cheque for payment of this application



Submit application

This form and supporting documents must be submitted via email, by mail or in person.

Fees Apply

A fee of **\$29.00** will be charged for each notice reprint. Please complete the payment information details, including credit card application if applicable.

Collection of Information

Colac Otway Shire is committed to protecting your privacy. The personal information requested on this form is being collected by Colac Otway Shire for the purpose of a rate notice reprint or other related purpose. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If you wish to alter any of the personal information you have supplied to Colac Otway Shire, please contact Council via telephone on 5232 9400 or email inq@colacotway.vic.gov.au. Council's Privacy Policy is available from our website: colacotway.vic.gov.au/Council-the-shire/Council-policies and all Council Customer Service Centres.

Your Details

First name

Last name

I am the:

Owner

Legal Representative of Owner
Please specify relationship:

Tennant

Other.
Please specify.

Postal address

Best phone number to contact you on

Email

Property Details

Property 1

Rate Period Required

Assessment Number/s if known

Property address/s

Request for Rate Notice Reprint

Property Details

Property 2

Rate Period Required

Assessment Number/s if known

Property address/s

Property 3

Rate Period Required

Assessment Number/s if known

Property address/s

Property 4

Rate Period Required

Assessment Number/s if known

Property address/s

Important Information

- Copies of rates notice will only be provided to property owners or their authorised and/or legal representatives.
- There is a charge for each copy of a rates notice. To avoid charges in future, the owner should register to receive notices electronically. Details of how to do this are provided on the rates notice. Visit www.colacotway.vic.gov.au for further information.
- Payments for copies of rates notices must be made before the notice is provided. (Invoices will NOT be issued).
- Rates notices provide details as they were at the time of printing. They are NOT statements of transactions. Contact our Rates dept if you require transactional details.

Payment Information

- In person by cash, cheque or credit card.
- By mail. Attach cheque or money order payable to 'Colac Otway Shire'.
- By credit card. Forward this form via mail or email and Council will contact you to take your credit card payment over the phone.
- By credit card. Please complete the credit card information below.

Return your completed forms by post: PO Box 283, Colac, 3250, email: inq@colacotway.vic.gov.au or call into one of our service centres.

Colac Shire Offices, 2-6 Rae St, Colac | GORVIC 100 Great Ocean Rd, Apollo Bay

Payment by Credit Card

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Submit payment

Please attach this to the FRONT of your application/documents
This form will be destroyed upon completion of the payment process

Office Use Only

Application No

Amount

 \$

Receipt Type

Receipt No

Date

DO NOT SCAN - TO BE DESTROYED

Your Details

First name

Last name

Company

Best phone number to contact you on

Email

Residential or postal address

Description of payment (i.e. Rates, Permit Application, Invoice)

Amount to be charged

 \$

Amount in words

Credit Card Details

Name on card

Credit Card Number

VISA CARD

MASTERCARD

AMEX

Expiry Date

CIV

Signature