



## Request Notices by Email

ASSESSMENT/PROPERTY/WATER ACCOUNT NUMBER/S
Please indicate which of the following notices/accounts are to be emailed: <input type="checkbox"/> Rates <input type="checkbox"/> Water

PROPERTY OWNER(S) DETAILS			
Full Name (or Company Name) of <i>all</i> owners:			
Contact Name (if Company):			Phone – Home:
Postal Address:			Phone – Work:
Town:	State:	Postcode:	Mobile:
Email Address for Notices (one only):			

**Please see reverse for TERMS & CONDITIONS**

AUTHORISATION		
Please send all future notices for the account(s) nominated to the email address provided. I have read and understand the Terms & Conditions of this service. Where there are additional persons/ account holders for the relevant accounts, I certify that I act on behalf of all the owners of the property.		
Signature	Name	Date

Please return the completed form by email, post or fax.

Email: [council@snowymonaro.nsw.gov.au](mailto:council@snowymonaro.nsw.gov.au)  
 Post: PO Box 714, Cooma NSW 2630  
 Fax: 02 6455 1799

<b>HEAD OFFICE</b>	<b>Cooma:</b>	81 Commissioner Street COOMA NSW 2630	P 02 6455 1777
<b>BRANCH OFFICES</b>	<b>Berridale:</b>	2 Myack Street BERRIDALE NSW 2628	P 02 6451 1195
	<b>Bombala:</b>	71 Caveat Street BOMBALA NSW 2632	P 02 6458 3555
	<b>Jindabyne:</b>	Shop 2 Razorback Office Gippsland Street JINDABYNE NSW 2627	P 02 6451 1550
<b>MAILING ADDRESS</b>	PO Box 714, COOMA NSW 2630		<a href="http://www.snowymonaro.nsw.gov.au">www.snowymonaro.nsw.gov.au</a>

## TERMS & CONDITIONS

Following receipt of your request:

- 1) Paper rates/ instalment/water account notices and all reminder notices (hereafter referred to as 'notices') will no longer be posted to you, or to any person to whom such paper notices for the nominated account(s) were previously sent.
- 2) All future notices will be emailed directly to the nominated email address provided.
- 3) You must advise any other person to whom paper notices are currently being sent that they will no longer receive paper notices as a result of your request. Council will not be responsible for providing this notification.
- 4) It is your responsibility to check your nominated email address for receipt of the relevant notices before their due dates. The due dates for rates are: 31 August, 30 November, 28 February & 31 May annually.
- 5) Where water notices are requested to be sent to an email address, it is the owners responsibility to check your nominated email address for the water notice.
- 6) You are deemed to have been served with your notice when it reaches your internet service provider, whether or not you have opened or read the email.
- 7) You agree that you will retain the notice information yourself electronically or by printing it.
- 8) You can withdraw your request for email delivery of the nominated notices at any time by writing to Council. Your withdrawal request may be emailed, posted or faxed but **MUST** include your current mailing address **AND** your current residential address where this differs to your mailing address.
- 9) The delivery of notices by email will be cancelled if any owner of the nominated account or their authorised agent requests cancellation.
- 10) Upon withdrawal or cancellation of the email delivery service, Council will commence sending paper notices to the last advised mailing address. It is your responsibility to ensure that Council has your current mailing address at all times.
- 11) Copies of any notice may be obtained either in paper form or electronically upon payment of the applicable fee as set out in Council's Schedule of Fees and Charges.
- 12) If Council receives a 'Bounce-Back' notification from your email address, a paper notice will be sent to your last advised mailing address, and your request for email delivery of notices will be cancelled. An 'Out Of Office' notification will not be considered a 'Bounce-Back' notification.
- 13) You are responsible for keeping your email and postal address up to date with Council. If you change your email address or postal address, you **MUST** advise Council **in writing**.

The 'Request Rate Notices by Email' form is available at [www.snowymonaro.nsw.gov.au](http://www.snowymonaro.nsw.gov.au). This form can also be used to update your email address.

***Using an 'Out of Office' or similar notification for a change of email address will not be deemed sufficient to have advised Council of a change of email address as rate notices are sent directly from a mailing house, not directly from Council.***

OFFICE USE ONLY – Application Checklist	Officer
Property/ Assessment/ Debtor No:	
Authorisation:	
Date Completed:	