

Application for Refund Request Rates & Water Usage

SECTION 1 - PROPERTY DETAILS

Assessment number: _____

Property Address: _____

SECTION 2 - DETAILS OF APPLICANT

Full Name of Applicant: _____

Date of Birth: _____

Postal Address: _____

Telephone: _____

Mobile: _____

Email: _____

SECTION 3 - REFUNDS

Rates

Water

Refund Amount Requested:

\$ _____

EFT Refund (Savings & Cheque accounts only)

Account Holder's Name: _____

Bank & Branch: _____

BSB: _____ Account number: _____

Note: Proof of Payment is an audit requirement and must be submitted with this form.

Refunds will not be processed unless customer provides copy of bank statement, B-pay transaction, Australia Post or Council Receipt.

DECLARATION

I, _____ declare that I/we are the property owner of the above mentioned property and authorise this refund of funds. **(All owners must sign)**

Property Owner 1 Signature:		Date:	
Property Owner 2 Signature:		Date:	

Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by *the Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.