

# APPLICATION FOR PAYMENT ARRANGEMENT



## **Are you eligible to apply?**

Any ratepayer, property owner, business owner, member of the community and/or sporting group experiencing difficulties in meeting their financial commitments is eligible to apply for a payment arrangement.

Approved payment arrangements (in relation to rates or service charges) will incur interest at 5.5% per annum in addition to a \$54 payment plan fee.

Approved payment arranged for other debts will incur 8% per annum.

## **How is a decision made about my Application?**

Your Application will be assessed based on the information provided in the application form and any attachments submitted. After you submit an Application, we will contact you if additional information is required.

## **Privacy and Confidentiality**

We understand that the information requested in this Application is sensitive. The Application and information provided within will be treated as confidential and only used for making decisions regarding this application.

## **Right to have the decision reviewed**

If you are not happy with the decision about your Application, you can ask for the decision to be reviewed. Decision review requests can be submitted to the Chief Executive Officer, who will consider your request and advise you of the outcome.

If you are still unhappy with the decision and outcome of the review, you can seek advice from the Ombudsman of Western Australia.

Applications can be emailed to [toc@claremont.wa.gov.au](mailto:toc@claremont.wa.gov.au), hand delivered or posted to PO Box 54, Claremont WA 6910.

## PART A - RATEABLE PROPERTY DETAILS

TO BE COMPLETED IF THE APPLICATION IS IN RELATION TO OUTSTANDING RATES OR SERVICE CHARGES

Address:			
	Suburb:		Postcode:
Assessment Number <i>(if known)</i>			
Outstanding Rate Account Balance <i>(if known)</i>	\$		
Is the property owner / occupied or is it rented?	<input type="checkbox"/> Owner/Occupied		
	<input type="checkbox"/> Tenanted Rental		
	<input type="checkbox"/> Untenanted Rental		
If the property is rented, how is it managed?	<input type="checkbox"/> Managing Agent (provide agent's name)		
	<input type="checkbox"/> Privately managed		
If you are the lessee of the rateable property, what type of lease do you hold?	<input type="checkbox"/> Peppercorn	<input type="checkbox"/> Crown	
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other <i>(Please provide details)</i>	

## PART B - DETAILS OF DEBT OWED

TO BE COMPLETED IF THE APPLICATION RELATES TO A DEBT THAT IS NOT A RATE OR SERVICE CHARGE

Description of debt	
Invoice Reference	
Amount Owning	
Due Date	

**PART C – APPLICATION DETAILS**  
**TO BE COMPLETED FOR ALL APPLICATIONS**

APPLICANT DETAILS				
Ratepayer/Applicant 1				
Company Name				
Position				
Surname:		First Name:		
Residential				
Address:	Suburb:		Postcode:	
Postal Address				
	Suburb:		Postcode:	
Email:				
Telephone:		Mobile:		
Ratepayer/Applicant 2				
Company Name				
Position				
Surname:		First Name:		
Residential				
Address:	Suburb:		Postcode:	
Postal Address				
	Suburb:		Postcode:	
Email:				
Telephone:		Mobile:		
CIRCUMSTANCES ON WHICH THE APPLICATION IF BASED				
<input type="checkbox"/>	Please provide sufficient detail to enable your Application to be assessed			

### SUPPORTING DOCUMENTATION

☐ Please list any supporting documents here and ensure the documents are attached to the Application

### PAYMENT PROPOSAL

Please provide a payment proposal that, if approved, will be your commitment to make payments toward your debt.

Before selecting an option below, please consider all your financial commitments so that your payment proposal will **not** limit your ability to meet basic living expenses for you and your dependents.

☐ **OPTION 1 Regular Payment Plan**

Nominate how much you want to pay and how frequently you want to pay this amount.

**This option is preferred** as it will help you to reduce your debt through regular payments.

**Proposed Payment Amount:**

\$

**Proposed Payment Frequency**

☐ Weekly

☐ Fortnightly

☐ Monthly

☐ Bi-monthly

☐ Quarterly

**Proposed Start Date:**

☐ **OPTION 2 Defer Payment in Full**

Nominate a date on which you will pay your debt in full.

This option may be suitable if you are temporarily unable to work or temporarily have reduced income and you know when your circumstances will return to normal.

**DO NOT select this option** if you are not certain that you can pay your debt in full on or before the nominated date, as if you fail to do so, the Town may initiate debt collection proceedings.

**Please defer my debt DUE DATE to:**

(Write date here)

**Must be a date prior to 30 June unless exceptional circumstances exist**

**SIGNATURE OF APPLICANT/S** By submitting this application, you agree to promptly advise the Town in writing if there is any change to your financial circumstances.

<b>Ratepayer /Applicant 1 Signature</b>		<b>Date:</b>	
<b>Ratepayer/Applicant 2 Signature</b>		<b>Date</b>	

**APPROVAL**  
*Office Use only*

☐ Approved      ☐ Not Approved

<b>Signature of Authorising Officer</b>		<b>Date:</b>	
<b>Name of Authorising Officer</b>			

*Pursuant to Council Delegation DA42 – Agreement as to Payment of Rates and Service Charges, the Chief Executive Officer, Director Governance and People and Manager Finance are authorised to accept a payment plans for rates and service charges for:*

- *Residential properties whose total individual or cumulative debt value is below \$7,500; and*
- *Commercial properties whose total individual or cumulative debt value is below \$15,000.*

*Any agreements in relation to debts greater than the above amounts must be referred to Council for decision.*