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**ABN:** 59 986 092 492



## APPLICATION TO PAY ACCOUNT BY REGULAR PAYMENTS

Please tick  Rates  Water  Rates & Water  Sundry Debtors

### PERSONAL DETAILS

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

### Contact Telephone:

Private: \_\_\_\_\_ Mobile: \_\_\_\_\_

Business: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Property Number</b>		<b>Sundry Debtor Payment</b>	\$
<b>Balance Outstanding - Rates</b>	\$	<b>Payment's - Rates</b>	\$
<b>Balance Outstanding - Water</b>	\$	<b>Payment's - Water</b>	\$
Frequency of payment	<input type="checkbox"/> <b>Weekly</b>	<input type="checkbox"/> <b>Fortnightly</b>	<input type="checkbox"/> <b>Monthly</b>
First payment date:	<div style="display: flex; justify-content: space-around; width: 100%;"> <span>/</span> <span>/</span> </div>		

### DECLARATION

I understand that Interest will be charged in accordance with Section 566 of the Local Government Act 1993, calculated daily by applying the maximum rate specified by the Minister, on a yearly basis.

I also understand that should the payment plan not be met (without agreement from Council) then the payment plan is considered **CANCELLED** and **FULL** payment of the amount outstanding is due immediately. The unpaid amount and all remaining amounts become an overdue rate as defined by Section 66 of the *Local Government Act 2009*.

Failure to pay may mean Council shall undertake Legal Recovery and I accept that the cost of the legal recovery will be charged to me.

**Signed** 
**Dated**

**(Please refer to reverse of form for Council's Debt Recovery Policy)**

#### PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

By completion of this form you may be providing Council with personal information. Council will collect the information only for a lawful purpose directly related to the function of Council. Information provided to Council may be used in conjunction with any of Council's business operations. We will take reasonable care not to disclose personal information. Exempt documents may come under the Government Information (Public Access) Act 2009.

<b>Maintained by Dept:</b>	Finance	<b>Effective Date:</b>	JULY 2013	<b>Review Date:</b>	JULY 2014
<b>Version No:</b>	3				

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## LITHGOW COUNCIL DEBT RECOVERY POLICY

1. Recovery action shall be instigated if current rates and charges are not paid by the due date unless arrangements have been made for payment by instalments either pursuant to Section 562 of the Local Government Act or by mutual agreements with Council Internal Services Division.
2. An outstanding instalment reminder notice shall be sent by council to any defaulting ratepayer after 14 day of the instalment due date.
3. Recovery action shall commence where there is no suitable response and/or payment agreement with Council in relation to the outstanding instalment reminder notice within 14 day. Recovery action by Council Debt Recovery agent may include telephone calls, notices of demand, Statement of Liquidated Claim, Judgment, Writ of Execution, Garnishee Orders, section 569 Notices, Warrant of Apprehension, notice to wind up a company and sale of land for overdue rates under Section 713 of the Act. The letter will include a statement advising the ratepayer that legal costs will be added to the outstanding account.
4. Ratepayers, who because of hardship and who comply with Council's Hardship Policy, may enter into a mutual payment agreement with Council/Debt Recovery agent to pay off the rates and charges account. Such ratepayers need to submit a written request and / or complete and sign Council's prescribed payment arrangement form.
5. Where a ratepayer who has made arrangements to pay rates and charges by mutual agreement fails to meet his/her full obligations under the agreement, the agreement will be terminated and legal action shall be immediately instituted for the recovery of any outstanding rates and charges.
6. Any payment agreement entered into with a ratepayer for the outstanding rates other than pursuant to Section 562 of the Local Government Act, shall endeavor to ensure that all rates outstanding are fully paid by 30 June of the rating year in which the agreement is entered into, and an agreement for payment of outstanding rates shall not extend beyond two years.
7. If the supplementary rates and charges notices issued involves more than the current year's levy, then the ratepayer is asked to make payments on a quarterly basis, providing all payments of amounts due is made by 30 June of that financial year.
8. Arrears of rates report are provided to Council's Management on a quarterly basis for accounts greater than \$1,000. The report is also to contain details of the action which has been taken by Council to recover those debts.
9. Interest will be charged in accordance with Section 566 of the Local Government Act 1993, calculated daily by applying the maximum rate specified by the Minister, on a yearly basis.

### **DEBT RECOVERY IN RESPECT OF WATER USAGE ACCOUNTS**

1. Water usage accounts are to be issued by clinical billing to enable water revenue to be raised in the year costs of the water supply are incurred.
2. Fourteen (14) days after the due date for payment, an OVERDUE REMINDER NOTICE requesting payment within 14 days will be issued. The letter will include: total outstanding water usage debt, notification that interest will continue to accrue at the adopted rate, intention to insert water restriction device if account is not paid, notification that reconnection will cost \$200 and council contact for further information.
3. Where the account remains unpaid or suitable arrangements to pay the account are not made, a FINAL NOTICE and a NOTICE OF INTENTION TO RESTRICT WATER SUPPLY will be issued advising that council will install a flow limiting device after 14 days notice if payment is not made and/or suitable payment arrangements are made.
4. The water flow-restricting device shall only be inserted for amounts greater than \$200 where all other recovery avenues have been exhausted. Council will continue to pursue all other avenues of recovery of outstanding water usage accounts.
5. Water flow-restricting device will be inserted following 7 days expiration of the issuing of such a notice.
6. Outstanding water usage accounts will be recovered in any of the above-mentioned circumstances through a legal process instigated for recovery of the rates and charges and any other property related debts.

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