APPLICATION FOR PAYMENT PLAN

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

INSTRUCTIONS

Approved payment arrangements will incur interest at per 11 % per annum in addition to an administration fee of $63.

We understand that the information requested in this application is sensitive and we will treat it as confidential and only use this information for making decisions regarding your application. Applications can be emailed to toc@claremont.wa.gov.au, delivered or posted to PO Box 54, Claremont WA 6910.

APPLICANT/S

	Applicant 1	**Applicant 2**
Name		
Address		
Mobile number		
Email address		
Agent	If you wish to authorise another person to deal with the Town regarding this application please list their details below: Name: Address: Mobile Number: Email Address:	

MONEY OWING TO THE TOWN OF CLAREMONT

Debt	☐ Rates ☐ Other, please list			
Invoice Reference				
Balance owing *(if known)*	$			
Property Address				
	Suburb		Postcode	
	☐ Owner/Occupied ☐ Mortgage ☐ Rental			

CIRCUMSTANCES FOR REQUESTNG PAYMENT PLAN

Circumstances	*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.

Payment Frequency and Amount	☐ Weekly, $ ☐ Fortnightly, $ ☐ Monthly, $ ☐ Other, $
Start Date	
End Date	(payment is required in full by 30 June)

SIGNATURE

Applicant 1 Signature		**Date**	
Applicant 2 Signature		**Date**	

By submitting this application, you agree to promptly advise the Town in writing if there is any change to your financial circumstances.

APPROVAL - TOWN OF CLAREMONT TO COMPLETE

Signature	
Officer	☐ Manager Finance (where debt for rates is below $3,500 residential properties) (where debt for rates is below $5,000 commercial properties) ☐ Director Corporate Services (where debt for rates is below $5,000 residential properties) (where debt for rates is below $20,000 commercial properties) ☐ CEO (where debt for rates is below $10,000 residential properties) (where debt for rates is below $20,000 commercial properties)

	***DA 2.1.13 – Agreement as to payment of rates and service charges.**
Date	