

# Payment Plan Application

## 2025/2026 - Half Yearly 1

☐ Half Yearly - Period 1 – 01/07/2025 to 31/12/2025 - **Please ensure balance will be paid in full by 31/12/2025.**

This form is to be used to apply to pay for outstanding rates & charges by periodic payments if you are unable to make full payment of your rate notice by the due date.

Please return your completed form using the email or postal address above. For further information please contact Council's Customer Service Centre.

Section One: Property Owner Details				
Given Name/s		Surname/Company Name		
Postal Address	Address/PO Box		Postcode	
	Suburb/Town			
Business/Home Phone No.		Mobile No		
Email				
Section Two: Property Details				
Property Number		Property Address		
Section Three: Proposed Payment Arrangement (payment options are available on rates notice)				
Reason for Requesting Payment Plan				
Frequency of Payment (please tick)		<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly		
Commencement Date		Amount of Each Payment		\$
Section Four: Terms and Conditions				
<ol style="list-style-type: none"><li>Completion and submission of this application form is not enough to stop your account from being referred to Council's external debt collection agency or taking further legal action.</li><li>Council will provide written confirmation of an approved payment plan once your application has been processed. Council encourages you to commence payments immediately whilst your application is being reviewed. Please note that this application is not an approval of your request.</li><li>Your payment commitment should result in all outstanding rates and charges being paid in full in accordance with the terms of Council's Rates and Charges Recovery Policy. If you are unable to adhere to your agreed payment plan, you are required to contact Council prior to the payment date.</li><li>Interest of 12% per annum is compounding daily and is accrued on all outstanding rates and charges.</li><li>If your payment plan is not maintained within the agreed terms the following actions may occur:<ul style="list-style-type: none"><li>Your agreed payment plan will be cancelled.</li><li>All outstanding rates and charges may be forwarded to Council's external debt collection agent.</li></ul></li></ol>				
Signature		Date		

**Information Privacy Act 2009** Burdekin Shire Council is collecting your personal information in accordance with the Local Government Act 2009. The information will only be used by authorised officers for the purpose of verification, assessment of your application and ensuring our records are accurate. Your information will not be disclosed to a third party without your consent unless required or authorised by law.

Date	/ /	Prop ID No	Land ID	Function ID No	669
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