

# Letter of Authorisation - Ratepayers

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Complete this form if you are a Frankston City Council ratepayer and want to:

- authorise another person to make enquiries, provide information and request services regarding your property and rates account
- authorise an organisation to make enquiries, provide information and request services regarding your property and rates account
- amend an existing authorisation
- cancel an existing authorisation

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## SECTION 1: RATEPAYER'S DETAILS

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Ratepayer's first name/s

Ratepayer's last name

Ratepayer's contact number

Ratepayer's email address

Ratepayer's postal address

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## SECTION 2: PROPERTY DETAILS

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- This authorisation relates to the following property.

Street address of property

Suburb

State

Postcode

OR

- This authorisation relates to all properties I own in the Frankston municipality.

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## SECTION 3: AUTHORISATION

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**Is this authorisation for a person or an organisation?**

Authorising a person ► *go to next section*

Authorising an organisation ► *go to section 5*

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#### SECTION 4: AUTHORISED PERSON'S DETAILS

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Authorised person's first name/s

Authorised person's last name

Authorised person's contact number

Authorised person's email address

Relationship to ratepayer

I authorise that the nominated person:

- only be provided with information to make payments
- act on my behalf to discuss, add, change any information and request services

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#### SECTION 5: AUTHORISED ORGANISATIONS

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Trading name of organisation

Contact name at organisation

Organisations contact number

Organisations email address

Organisations postal address

I authorise that the nominated organisation:

- only be provided with information to make payments
- act on my behalf to discuss, add, change any information and request services
- has all correspondence in relation to my rates account sent directly to them

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#### SECTION 6: DECLARATION

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I declare that the information I have provided is true and correct. I authorise the nominated person/organisation to act on my behalf as indicated above and consent to Frankston City Council disclosing information about my property and rates account to them.

Ratepayers Name  
(BLOCK LETTERS)

Signature

Date

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## SECTION 7: CANCELLATION OF EXISTING AUTHORISATION

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Please cancel my existing authorisation/s for the above mentioned property/properties.

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### HOW TO SUBMIT

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Please forward your completed form via one of the methods below.

**† In Person** Frankston City Council - Civic Centre  
30 Davey Street  
Frankston VIC 3199

Langwarrin Customer Service Centre  
Shop 6, The Gateway  
230 Cranbourne-Frankston Road  
Langwarrin 3910

Seaford Community Centre  
1/6 Broughton Street  
Seaford 3198

**✉ By Mail** Frankston City Council  
PO BOX 490  
Frankston VIC 3199

**✉ By Email** Please email the completed application form with any required supporting documentation to: [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)

### Privacy Notice

Frankston City Council is committed to protecting your privacy. The personal information you provide on this form is being collected to enable us to put your authorisation into effect and to verify the identity and authority of the nominated person when they contact Council. The information you provide will not be used or disclosed for other purposes unless you provide further consent or as authorised by law. If the authorised person's contact details change or you wish to amend or cancel this authority in the future, please notify us by completing another letter of authorisation.

For further information, including how to access your personal information, please see our Privacy Policy at [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au) or contact Council's privacy officer on 1300 322 322.

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OFFICE USE ONLY

OFFICE STAMP

Officers Name:

Date: