

**Request to Receive Rate And  
Instalment Notices by E-Mail**



**Ratepayer Details**

Ratepayer Name/s: \_\_\_\_\_

Residential Address: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

**E-mail Address for Notices**

E-mail Address: \_\_\_\_\_

**Properties Affected**

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

Valuation Reference: \_\_\_\_\_

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

Valuation Reference: \_\_\_\_\_

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

Valuation Reference: \_\_\_\_\_

Date Effective from: \_\_\_\_\_

The use of this service is subject to the terms and conditions on the reverse. It is essential you read the terms on the following page.

**PLEASE COMPLETE AUTHORISATION ON THE FOLLOWING PAGE  
AFTER READING THE TERMS AND CONDITIONS**

## **Terms and Conditions**

Following receipt of your request:

1. Council will no longer post paper rate and/or instalment notices to you, or any person to whom paper rate notices for the nominated rate assessment/s were previously sent.
2. All future rate or instalment notices will be in the form of a PDF attachment to an e-mail sent to the e-mail address nominated by you.
3. You must advise any other person to whom paper rate notices are currently being sent that they will no longer receive paper rate notices as a result of your request. Council will not be responsible for providing this notification.
4. You must check your nominated e-mail address for rate and instalment notices before the respective due dates, being the **first Friday in August and January yearly**. If you have not received the notice you may need to check your Spam email.
5. You agree that you are deemed to have received the e-mail when it reaches your internet service provider, whether or not you have opened or read the e-mail or if it is in your Spam email.
6. You agree that you will retain the rate notice information yourself electronically or by printing it.
7. You can withdraw your request for e-mail delivery of rate notices at any time by writing to Council. Your withdrawal request may be e-mailed or posted and will include an up to date forwarding mail address.
8. The delivery of rate notices by e-mail will be cancelled if any ratepayer of the nominated rate assessment or their authorised agent requests cancellation. The request may be e-mailed or posted and must include an up to date forwarding mail address.
9. Upon withdrawal or cancellation of the e-mail delivery service, Council will commence sending paper rate notices to the postal address as advised or to the last advised mailing address.
10. You will be able to obtain a paper copy of rate notice upon request. You may be charged a fee for this.
11. If Council receives a bounce-back notification from your e-mail address, a paper rate notice will be sent to your last advised mailing address for the rate assessment. If two or more consecutive bounce-backs occur Council may cancel the request for e-mail delivery of rate notices for that rate assessment. An "out of office" notification will not be considered a bounce-back notification.
12. You are responsible for keeping your email address up to date. If you change your email address you must advise Council in writing.

To update your email address you need to notify Council at [rates@otodc.govt.nz](mailto:rates@otodc.govt.nz)  
Using an "out of office" or similar notification for a change of e-mail address will not be deemed sufficient advice.

## **Authorisation**

Please send all future rate invoice and instalment notices to the email address indicated on the front of this form.

I have read and accepted the terms and conditions of this service as stated above.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_