



# COUNCIL PAYMENT ARRANGEMENT

## APPLICATION

Please complete this form and return to the council office:  
29 Holland St (PO Box 321) Kingston SE SA 5275 EMAIL: [rates@kingstondc.sa.gov.au](mailto:rates@kingstondc.sa.gov.au)

PLEASE NOTE: Completion of this form does not automatically grant approval. You will receive written confirmation of your application. All payment arrangements made with the Kingston District Council will be monitored regularly.

### APPLICANT DETAILS

Assessment Number: A..... Sundry Debtor Number: D..... Expiation No: K.....

Name: .....

Property Address .....

Postal Address: .....

.....

Phone: .....

Email: .....

I agree to my email and phone number being added to Council's database?  Yes  No

### PLEASE TICK THE APPROPRIATE ARRANGEMENT

Regular Payments of \$..... per  week  fortnight  month

Date of first payment.....

Quarterly instalment notices/monthly statements will continue to be posted to you as normal. If you need to make an amendment to this arrangement at any time please contact the Council office. While legal action is not taken for properties/debtors with a payment arrangement, failure to keep an arrangement may result in the placement of your account into the hands of Council's debt collectors. This action may incur further costs which will be added to your account.

Signature of Applicant:..... Date:.....

#### Office Use Only

Date Received: ..... Approved Yes  No

Action Taken:.....

Date Action Taken:..... Client Advised: Yes  No  Date Advised: .....

Letter Reference (if applicable): .....