

Property & Rating

Third Party Authority (TPA) Form



Purpose

Moorabool Shire Council must receive written approval from the property owner before any rates information can be released or mailed to a third party. Once this form is received, Council will validate the request with the property owner.

Third Party Authority (TPA) will be applied to your contact record. Your nominated TPA representative will have access to all relevant modules, including **animal, debtor, infringement, property, and rating**.

Type of Third-Party Authorisation (Please tick one option below)

- ☐ An individual (Friend or Family Member)
- ☐ Tenant / Occupier
- ☐ Accountant / Bookkeeper
- ☐ Real Estate Agent
- ☐ Employee

Property Details

Property Number (if known): _____

Property Address: _____

Property Owner Details

*Fields marked with * are required*

First Name: * _____ Surname: * _____

Date of Birth: * ____ / ____ / ____

Residential Address: * _____

☐ Same as property address

☐ Postal Address (if different from above): _____

Do you want this to be your registered mailing address for all future Council correspondence Y / N*

Mobile Number: * _____ Home/Work Number (optional): _____

Email Address: _____

Mail PO Box 18 Ballan Vic 3342
Ballan 15 Stead St Ballan
Bacchus Marsh 215 Main St Bacchus Marsh
Darley 182 Halletts Way Darley

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Third Party Details

First Name/Company Name: * _____ Surname: _____

Date of Birth: * ____ / ____ / ____

Postal Address: * _____

Mobile Number: * _____ Home/Work Number (optional): _____

Email Address: _____

Authorisation Declaration

I, _____ (property owner's full name), hereby authorise the above-named third party to act on my behalf in relation to all rates and associated correspondence for the property listed above.

I understand that:

- ✓ This authorisation remains in effect until revoked in writing by me.
- ✓ Council may contact me to confirm this authority before releasing any information.
- ✓ All personal information collected is handled in accordance with the *Privacy and Data Protection Act 2014*.

Property Owner's Signature: * _____ Date: * ____ / ____ / ____