

Date: .....

The Chief Executive Officer  
Shire of Northampton  
PO Box 61  
NORTHAMPTON WA 6535

Dear Sir

**Outstanding Rates – Assessments .....**

I am currently unable to pay my outstanding rates in full due to the following reasons:

- Covid – 19  Unemployment  Health Issues  Other .....

and seek permission to enter into a payment proposal as follows:

Regular Instalments of: \$..... per week/fortnight/month (please circle)

Commencing: ...../...../.....

**Conditions**

1. I agree to make payment of instalments as shown above.
2. I am aware that penalty interest, at the rate of 7% p.a., will continue to accrue on the outstanding amount until the account is paid in full.
3. I am aware that I will **not** receive notices or accounts to remind me that I must pay an instalment.
4. I am aware that any default in the above instalment plan may result in legal action being taken.
5. I have been informed the Shire of Northampton has a Financial Hardship Policy detailed in the Policy and Delegation Register

[https://www.northampton.wa.gov.au/profiles/northampton/assets/clientdata/financial\\_hardship.pdf](https://www.northampton.wa.gov.au/profiles/northampton/assets/clientdata/financial_hardship.pdf)

Name: ..... Phone: .....

Property Address: .....

Postal Address: .....

Email Address: .....

Property Owner: ..... Date: ...../...../.....

*Signature*

**Acceptance of Instalment Plan**

On behalf of Council .....

Date: .....