



**Request for copy of rates notices
and/or transaction history
information application**



Postal Address
PO Box 159
Caboolture QLD 4510

Collections
Ph: 07 3205 0555

Internet
www.moretonbay.qld.gov.au
council@moretonbay.qld.gov.au

ABN: 92 967 232 136

Applicant details:

Company name (if applicable):

Given name/s: Surname:

Postal address:

Home number: Mobile phone: Work/business phone:

Email address:

Property information:

Property number:

Property address:

Financial information required:

Copy of rates notice. Period required:

- In accordance with the requirements of the State Archives Retention and Disposal Schedule, copies of rate notices are retained by Council for a period of 6 years.

Transaction information. Period required:

- Receipting information is retained by Council for a period of 6 years.
- Application fee of \$45 is applicable for all account transactions outside of 12 months from the date of enquiry, or for all transactions in writing within 12 months from date of enquiry.

Transaction information can be accessed free of charge through Council's [Online Services](#).

Customer summary:

- Applicant must be the property owner for the period that the financial information is requested.
- Information pertaining to future rates and charges is not provided with this information.
- Information will be provided within 10 working days from the date council receives a completed request.

Signature: Date:

Privacy statement

Moreton Bay City Council is collecting your personal information for the purpose of processing your request for financial rating information. Council will use your personal information to update council's customer information records and to contact you about other functions and services of council.