

OVERPAYMENT APPLICATION



**Liverpool
Plains**
Shire Council

This form is for the purpose of refunding overpayment of rates or water or accounts payable. Only the owner or director may apply. The refund will only be processed if the account is in credit.

PART 1 – YOUR INFORMATION	
Account Name:	
Contact Number:	
Email Address:	
PART 2 – APPLICATION INFORMATION	
Assessment Number: (If Applicable)	
Property Address: (If Applicable)	
Refund From:	☐ Rates ☐ Water ☐ Accounts Receivable
Reason Refund is Required:	☐ Overpayment of the Rates Levy ☐ Overpayment of the Water Bill ☐ Overpayment of Service Invoice ☐ Hardship
Refund Amount:	\$
PART 3 – PAYMENT DETAILS	
<i>Please tick the box applicable</i> How was payment(s) made: ☐ BPAY ☐ Cash/ EFT ☐ Bank Account OR ☐ Australia Post *may need to apply through Australia Post*	
Bank Institution:	
Account Name:	
BSB Number:	
Account Number:	
PART 4 – VERIFICATION CHECK	
I am the: ☐ Owner ☐ Director of the above account/ property address I have attached Identification: ☐ Driver's Licence ☐ Photo Card ☐ Passport I have attached payment evidence: ☐ Copy of Receipt ☐ Bank Statement	

PART 5 – PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Privacy Notification (*Privacy and Personal Information Protection Act 1998* – Section 10). The personal information that Liverpool Plains Shire Council is collecting from you on this application form is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* ('the Act'). The intended recipients of the personal information are officers within the Liverpool Plains Shire Council and persons wishing to inspect the application in accordance with the *Local Government Act 1993* or the *Government Information (Public Access) Act 2009*. The supply of information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, Liverpool Plains Shire Council will be unable to process your application. You may make application for access or amendment to information held by Liverpool Plains Shire Council. You may also make a request that Liverpool Plains Shire Council suppress your personal information from a public register. Liverpool Plains Shire Council will consider any such application in accordance with the legislation. Liverpool Plains Shire Council is to be regarded as the agency that holds the information. Enquiries regarding this matter can be addressed by telephoning 02 6746 1755.

PART 6 – DECLARATION

As the owner or director, I hereby declare that

- The information given on this form is true and correct.

As the owner or director, I agree to

- Have the applicable refund application fee of \$50 (2026/2027) deducted from my account. (The [Fees and Charges Schedule](#) for the current year are available on the Liverpool Plains Shire Council's Website).

Print Name: _____

Signature: _____

Date: ____/____/____

PART 7 – LODGEMENT

Email: council@liverpoolplains.nsw.gov.au

Post: Liverpool Plains Shire Council
PO Box 152, QUIRINDI NSW 2343

Person: Customer Service Centre
60 Station Street, QUIRINDI NSW 2343
8:30AM to 5:00pm, Monday to Friday

For Office Use Only:

Received By: _____ Date: ____/____/____

Customer Request Management Number: _____ Date: ____/____/____

Verification Completed

☐ Yes ☐ No