

application



Sundry Debtors Application / Update of Information

This form is to be used when a Sundry Debtor first applies to have a Sundry Debtors account with Council and when updating Sundry Debtor details. Please complete the details below and return to the Revenue Department within seven (7) days of receiving this application.

Debtor Account Number (Office Use Only)			
Entity Full Name (as per ABN)		Trading Full Name	
Business Address		Postal Address	
Accounts Payable Officer Name		Accounts Payable Email	
ABN / ACN Number			
Phone		Mobile	
Fax		Email	

Council's preferred method of correspondence is via Email.
Please provide an email address for invoices to be sent to:

Details of any Current Accounts or Properties held with Council

Do you currently hold any other debtors account/s with Council? If YES, please list all accounts held	YES / NO	
Do you own any properties within the Mount Isa City Council Region? If Yes, please supply details of property (Property Address / Assessment Number)	YES / NO	

Service Type

<input type="checkbox"/> Waste Management	<input type="checkbox"/> Water & Sewerage	<input type="checkbox"/> Batch Plant – Concrete
<input type="checkbox"/> Town Planning / Building	<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Other (Please specify) _____

What will be the average volume and/or value of goods and services per month? _____

FOR Waste Management Accounts ONLY – Please indicate ALL Registrations of Vehicles AUTHORISED to Use this Account:

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FOR Horse Paddock Trustee Permits ONLY – Please read and sign this section if you are applying for a Sundry Debtors Account for a Horse Paddock Trustee Permit with the Mount Isa City Council:

I, _____, acknowledge that I am applying for a Sundry Debtors Account as part of my Horse Paddock Trustee Permit with the Mount Isa City Council. By signing this declaration, I am confirming that I am aware that, I will pay the first annual payment of the Horse Paddock Trustee Permit in advance, as per the conditions in the permit, and that no payment commitment will be approved for the first annual permit amount.

Name: _____ Signature: _____ Date: _____

Company Authority Position & Name:			
Company Authority Signature:		Date:	

This section must be completed by a legal representative: the individual, the Company Owner/s, Director/s, Chief Executive Officer and/or Manager. By signing this Debtor Form you the applicant acknowledge having read and understood the terms and conditions governing the Debtor arrangements between the applicant and Mount Isa City Council, as set out on this form.

Please turn over page to review and sign Mount Isa City Council's Terms and Conditions. Your debtor application will not be processed unless the Debtors Application/Update Debtors Information Form & Terms and Conditions are fully completed and signed.

OFFICE USE ONLY

Officer	Signature	Date	Approved
Revenue and Customer Service Coordinator Approval:			YES / NO
Department Officer:			
Revenue Officer Processing Application:			

PRIVACY STATEMENT

Mount Isa City Council is collecting your personal information on this form in order to comply with its responsibilities and obligations as a Local Government. This information will only be accessed by authorised Council employees who have a legitimate need for the information to process applications, requests, etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so, or we are required to do so by law.

Version 7.0 Dated 07 March 2024 - [8. Sundry Debtor Application Update of Information Version 7.0 Dated 07 March 2024.docx](#)

REVENUE DEPARTMENT

Sundry Debtors Application / Update of Information Terms & Conditions

From here within, the “applicant” refers to individuals, the company and/or business that have applied to hold a Sundry Debtors account with Mount Isa City Council. “Council” refers to the Mount Isa City Council as a whole, including all sections and subsidiaries of the entity.

Prior to issuing any credit, the applicant is required to complete the attached Sundry Debtors Application / Update of Information application and return it to the Council's Revenue Department for processing. The completion and return of this form is the sole responsibility of the applicant. A sundry debtor's account will not be created until this application form is returned, completed and approved by Council following credit checks. Please be advised that until your account has been approved by Council, all goods and services must be paid for prior to supply.

Council reserve the right to refuse to issue a line of credit to individuals, the company and/or businesses that have other sundry debtor/s accounts and properties with Council that are currently in arrears. All current accounts, including any rating accounts, need to be paid in full before Council will consider issuing a new line of credit.

By signing this application form you agree to abide by Council's payment policy, which is strictly net (30) days from the invoice issue date. Council reserves the right to suspend or cancel the supply of goods and services to any account which does not comply with this policy.

In accordance with the Sundry Debt Recovery Policy (available for viewing on www.mountisa.qld.gov.au)

- 30 Days after invoice is issued – Reminder Letter & Statement Issued
 - Advising:
 - Charges are overdue.
 - Legal action maybe initiated unless the debt is paid in full or an approved payment commitment is entered into within fourteen (14) days.
 - Letter is also to advise that credit with Council is suspended and that all goods/services must be paid for upfront until the account arrears are cleared.

- 14 days after issue of Reminder Letter – Notice of Proposed Legal Action & Statement Issued
 - Advising:
 - Sundry Debtor that legal action may be initiated unless the debt is paid in full or an approved payment commitment is entered into within fourteen (14) days.

- 14 days after issue of Notice of Proposed Legal Action – Recovery Action
 - Advising:
 - Council or Council's appointed Legal Representative or Debt Recovery Agent will issue a letter of final demand to advise that if payment in full or an agreed payment arrangement is not entered into within fourteen (14) days, legal recovery action may commence.

All requests for a supply of goods and services by Council must be accompanied with a Purchase Order or a Letter of Authority from the customer, except where a purchase order covering a whole month period has been submitted. If a purchase order is covering a whole month period, this must be stated on the purchase order. This will ensure that the service provided has been appropriately authorised by the debtor. Purchase Orders and Letters of Authority must be on company letterhead and contain the following:

- ABN/ACN
- Name & Postal Address
- Contact Details
- Dates authorisation is effective
- Council's Goods & Service/s the customer is permitted to use / obtain
- Quoted price (if applicable)
- Signature of an authorised representative of the company (Chief Executive Officer, Director, Manager or Owner)

DECLARATION

By signing this Sundry Debtor Application Terms & Condition Section;

I, (Company Authority Name) _____ being the applicant, acknowledge that I have read and understand the Sundry Debtors Application Terms & Conditions that govern the Sundry Debtors arrangement between myself (the applicant) and the Mount Isa City Council, as set out in this form. I further acknowledge that should I fail to adhere to the above terms and conditions, that my Sundry Debtors account will be suspended and / or cancelled with no further allowance for credit.

Company Authority Position & Name:			
Company Authority Signature:		Date:	