

TERMS AND CONDITIONS

Prior to issuing any credit, applicants are required to complete the attached Credit Application form and return to the Accounts Receivable department for processing. The responsibility of providing the credit references rests with the applicant, and credit terms cannot be provided until all the necessary information has been received and evaluated. The nominated credit references will be contacted and the applicant will be advised if credit terms will be granted.

We would like to take this opportunity to advise that Townsville City Council's **trading terms are strictly nett 30 days** from the date of the invoice and we request that the account be conducted within this limit. Failure to pay the invoices on time will result in Credit being cancelled.

The minimum credit account amount is \$50.00 per month, otherwise cash / cheque terms will apply.

All requests for Council services must be accompanied by a purchase order or a letter of approval from the customer. This will ensure that the service provided has been appropriately authorised by the customer. Purchase Orders and Letters of Approval may cover either a single occurrence, project, event, list of authorised officers who can use the account or a time frame for services e.g. one month / six months / one year.

If it is requested that a service be charged to an account other than that of the customer, a written "Letter of Authority" from that company / person (whose account is to be charged) must be presented for each service. However, this company / person must already have an approved account with Townsville City Council otherwise cash / cheque terms will apply.

A "Letter of Authority" **must be** on company letterhead and contain:-

- ABN number
- Address, telephone and fax numbers
- Dates authorisation is effective
- State the Council service/s the customer is permitted to use
- State that they are willing to accept the charges
- Be signed by an authorised representative of the company.

Privacy Collection Notice:

Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which council manages personal information is governed by the *Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with *Local Government Act 2009* so that we can assess your application and update your details in relation to your account. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. However, in performing the above functions, we may need to disclose your personal information to the supplied creditors and credit reporting agencies. For further information about how we manage your personal information please see our [Information Privacy Policy](#).

TOWNSVILLE CITY COUNCIL



CREDIT APPLICATION

Company Name: _____
Trading Name: _____
(if different to above) ABN Number: _____
Mailing Address: _____
Town: _____ State: _____ Post Code: _____
Street Address: _____
Town: _____ State: _____ Post Code: _____
Accounts Payable Contact: _____
Telephone: _____ Mobile: _____ Fax: _____
Email: _____

State Principal Activity: _____
Name of Directors, Partners or Owners: _____
(Please Tick✓) Sole Trader Company/Partnership/Trust Personal

**Please supply three (3) credit references for your account.
Please ensure that all references listed below will provide a trade reference.
Please note phone, fax and email details must be supplied.**

Name: _____
Phone Number: _____ Fax Number: _____
Email Address: _____
Name: _____
Phone Number: _____ Fax Number: _____
Email Address: _____
Name: _____
Phone Number: _____ Fax Number: _____
Email Address: _____

Please indicate which Council services the account will be used for:

Refuse Disposal Laboratory Services Standpipe Hire Planning & Development Applications
 Waste Collections Council Searches Other _____

I/We hereby apply for a credit account as per the details submitted and understand that if credit is granted it will be subject to the following conditions:-

- The customer must notify Townsville City Council of any change to the following:-
 - Postal or business address
 - Ownership or Directors of the business
- Accounts are paid in full strictly within 30 days from the date of the invoice being issued.**
- I/We understand that Council reserves the right to withdraw further credit without notice if the applicants do not adhere to the above conditions.
I/We agree that Townsville City Council may, under the Privacy Act 1998, obtain a consumer credit report containing information about me/us from a credit reporting agency for the purpose of assessing my/our application for commercial credit.
I/We agree the subsequent conduct of the credit account may be disclosed by Townsville City Council to a credit reporting agency.
I/We state the information contained in this application is true and correct and I/We agree to Townsville City Council's terms and conditions as stated.
- I/We agree to Townsville City Council being given a consumer credit report to collect overdue payments on commercial credit (Section 18k (1) (h) Privacy Act 1998)

Name of Authorised Representative

Signature

Date

Please return completed form to: Fax: (07) 4773 8623 or Email: receivable@townsville.qld.gov.au