How to apply for a copy of rates

The quickest way to apply for a copy of rates if you are the current owner (you must have owned and received the Council Rates for the year you're applying for) is to sign up to City of Port Phillips eNotice account.

This will ensure all future notices will be emailed to you and you will be able to download copies of rates from the time you first were issued one (dating back to 2016 only).

You can sign up here: <u>Login (enotices.com.au)</u> using the code on your most recent rates notice (see front page. If you do not know your code you can call us on 03 9209 6777.



1. To apply for a one off emailed copy click 'request a copy of rates notice'



2. In the portal you can either log into your My Port Phillip account OR you can log this request as a guest user. Click 'Request a copy of your rates notice'



3. Select the year you require. Note council charges \$12.50 + surcharge per notice per year for all previous financial years and council only provide notices dating back 5 years, not including the current financial year you are currently in).

MENU	Rates Notice Copy Request				
Step 1 What?	Details				
Step 2 Clarify	What?				
	Select a Notice				
Step 3 Applicant Name & Contact Details	Rates Notice Copy Request				
Step 4 Review and Submit	Rates Notice Copy Request (select all activities you are proposing)				
	Current Year (2023/24) (NoCharge)				
Dogo	Financial Year (2022/23)				
	Financial Year (2021/22)				
	Financial Year (2020/21)				
	Financial Year (2019/20)				
	Financial Year (2018/19)				
	Where?				
Search for your property or land *					
	~				
	< Previous Next >				

4. In the 'Where' section add in the address of the property you're applying for and click next

Where?

RLISLE STREET ST KILDA VIC 3182	\times	~
REDEE STREET STRIEDA VIC 5102	~~	

5. In step 2 answer the questions provided. Note you must be or have been the owner that received the notice at time of issue to make this application. If you are unsure please contact the council on 03 9209 6777.

MENU	Rates Notice Copy Request	Log On
Step 1 What?	Rates Notice Copy Request \$13.00 Cancel 99A CARLISLE STREET ST KILDA VIC 3182 \$13.00 Cancel	
Step 2 Clarify	Owner	
Step 3 Applicant Name & Contact Details Step 4 Review and Submit	 Please Note : If you are not the current property owner please contact the Rates Department on 03 9209 6777 to discuss Are you the Property Owner? * 	
iogo	Detailed	
	Please provide Names of any other owners of this property st	
	Please advise last mailing address used for issue of Rate Notice/s *	
	Please advise when you purchased this property ? *	
	Please Provide Date of Birth of Applicant *	
	Ŧ	
	Terms	
	Acceptance of Terms and Condition.By signing this application:- I declare that I am an authorised person to apply and that all information in this application is true and correct I have read, acknowledged, and accept all of the terms, conditions and disclosures contained in this document. I understand and accept that all feer are non-refundable ⁶	ed s

6. In step 3 add in your details

MENU	Rates Notice Copy Request		Log On
Step 1 What?	Rates Notice Copy Request 99A CARLISLE STREET ST KILDA VIC 3182	\$13.00 Cancel	
Step 2 Clarify	Details		
Step 3 Applicant Name & Contact Details	Given Names Last Name *		
Step 4 Review and Submit	Email Address *		
₩ ogo	Country Code * Mobile Phone * Australia (+ • Country * Australia Street line 1 * Street line 2 Street line 3 Street line 3 Suburb Suburb State		

7. In step 4 check all the details are correct and click submit and pay

NONL)	R	ates Notice Copy Re	equest	Log On
Step 1 What?	Rates Notice Copy Request 99A CARLISLE STREET ST KILDA VIC 3182			\$13.00 Cancel
Step 2 Carify				
Step 3 Applicant Name & Contact Details	Rates Not	tice Copy Rec	luest	
Step 4 Review and Submit	99A CARLISI	LE STREET ST KIL	DA VIC 3182	
	Name	Test		
	Email			
Diogo	Phone Number	0400 000 000		
	Postal Address	99 carlisle		
	Attachments Supp	olied		
	No attachments su	pplied		
	Rates Notice Requi	est Financial Year (22/23)	\$ 13.00 (Tax: \$ 1.18)	
	Total		\$ 13.00	
	Control C	nd Pay	\$ 13.00	

Applications take 5 business days to process and council do not currently provide urgent copies.