

Appeal Against Decision

Latrobe City Council's Financial Hardship Policy offers assistance to people experiencing financial hardship

To make an application for appeal, you must first have completed an initial *Application for Assistance* under the terms of the Financial Hardship Policy. Where a person or business is dissatisfied with the outcome of their *Application for Assistance*, the person or business may ask the General Manager Organisational Performance to review the decision by completing and lodging this form.

The policy ensures there is an opportunity for people unable to pay rates, waste charges, fees and user charges, permits and animal registrations to seek assistance from Council. Please note Council is unable to waive the requirement to pay the amount due but assistance may include waiving of interest or legal fees, deferral or payment arrangement options.

Please provide the below information and submit to the details below, a member of our team will get back to you.

Your Details

First Name: _____ Last Name: _____
 Address: _____
 Town: _____ Post code: _____
 Phone Number: _____ Email: _____

Ground for Application

Select relevant

Mistake in original decision	Contrary to Law	New Information
Other (please specify):		

The reason I claim that the above ground applies to my application is:

Please provide the full facts in support of your application and attach any supporting evidence (attach another sheet if additional space is required).

Declaration: I understand that the Appeal Against Decision for this matter is final. I declare that the information that I have supplied in this form, and any attachments to this form, are true and correct to the best of my knowledge

Signature :

Date:

Privacy Statement

The personal information requested on this form is being collected by Council for the purpose of considering a request for an appeal against decision. The personal information will be used solely by Council for that primary purpose unless required by law. If you choose not to provide this information we will be unable to process your request for an internal review. The applicant understands that the personal information provided is for the reason outlined above. For further information on privacy, please consult Council's [Citizens Confidentiality and Privacy Policy](#).

Descriptions of Relevant Grounds for Internal Review

1) Mistake in Original Decision

Please provide details of the mistake made in the decision.

2) Contrary to Law

Please provide the reasons why you consider the decision is unlawful.

3) New Information

Further information has arisen that was not available at the time of the original request.

4) Other

Please provide the reasons you consider the decision is incorrect.

Applicants please note:

If you do not provide sufficient information, we may request further information. If you do not provide this further information within 28 days of the date of request, we may determine the application without the further information.

Check form is complete and includes your contact details

Mail/

Email Post the completed and signed application together with copy of any evidence to PO Box 264 Morwell VIC 3840.

Email to latrobe@latrobe.vic.gov.au

In Person 141 Commercial Road, Morwell

34-38 Kay Street, Traralgon

1-29 George Street, Moe

Philip Parade, Churchill

Library Branches

Monday – Friday 8:30am – 5:15pm

Monday – Friday 8:30am – 6:00pm

Monday – Friday 8:30am – 6:00pm

Monday, Wednesday, Friday 8:30am -4:30pm

Tuesday & Thursday 10:00am - 6:00pm

Saturday 9:00am – 12:00pm (Library Branches Only – except Churchill)

Sunday 10:00am – 2:00pm (Moe Library Only)

Sunday 3:00pm – 6:00pm (Traralgon Library Only)