



**Central
Tablelands
Water**

Request to receive Water Notices by Email

TYPE OF REQUEST

<input type="checkbox"/> New Request	<input type="checkbox"/> Update Request	<input type="checkbox"/> Cancel Request **
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CUSTOMER DETAILS

Name/Company Name:
Mailing Address:
Phone Number:
Email address:
** If Cancelling request, please specify postal address:

WATER ACCOUNT NUMBERS

Please list all account numbers where you wish to receive water notices by email:

A/C Number:	Property Address:
A/C Number:	Property Address:
A/C Number:	Property Address:
A/C Number:	Property Address:

AUTHORISATION

Please send all future water notices for the properties listed above to the email address as advised.

I have read and understood the Terms and Conditions on page 2 of this document and certify that I am the owner or managing agent of the property

Name:

Signature:

Date:

Terms and Conditions

Following receipt of your request:

1. CTW will no longer post a paper water notice to you.
2. All future water notices will be in the form of a PDF attachment to an email sent to the email address nominated by you.
3. You must advise any other person whom paper notices are currently being sent to that they will no longer receive paper notices as a result of your request. CTW will not be responsible for providing this notification.
4. You must check your nominated email address for your water notice before the respective due dates in September, December, March and June each year.
5. You agree that you are deemed to have received the email when it reaches your internet service provider, whether or not you have opened or read the email.
6. You agree that you will retain the water notice information yourself electronically or by printing it.
7. You can withdraw your request for email delivery of water notices at any time by writing to CTW. Your withdrawal request may be emailed, posted or faxed and must include a current mailing address.
8. The delivery of water notices by email will be cancelled if any owner or authorised agent request cancellation.
9. If CTW receives a bounce back notification from your email address, a paper water notice will be sent to your last advised postal address. If two or more consecutive returns occur, CTW may cancel the request.
10. You are responsible for keeping your email address up to date. If you change your email address you must advise CTW in writing.