

Deceased Ratepayer – What You Need to Know

This Information Sheet has been created to provide assistance to those who are dealing with a deceased ratepayer in the Golden Plains Shire. If you are the executor of the estate, remaining joint property owner, or know someone who has passed away and owns property within Golden Plains Shire Council, this information on our website may be of assistance [Information on Your Rates and Charges](#). Or you can head to the [Australian Death Notification Service](#) government website for further resources.

This information may be required by Council. Please note the information on this form is general in nature and further information or documents may be required depending on individual circumstances.

Copy of Title

If you require the removal of a deceased persons information from the property, a Title no older than 3 months is required showing they are no longer listed as an owner on the Title. Council can order one on your behalf for a fee or you can purchase one yourself via [Landata Online](#). Or alternatively, your solicitor or conveyancer can provide the necessary documentation to transfer the property.

Copy of Death Certificate

Or if unavailable the hospital may provide a notification of death (please note, this alone is not sufficient documentation to remove a deceased person from the property).

Copy of the Will

This document(s) states who the executor/s of the estate is/are.

Being the executor provides authority for the following:

1. Cancel / Start / Amend direct debit for rates and charges
2. Change the postal address (refer below)
3. Make payment arrangement for rates and charges

Please see our website for information on [Paying Your Rates](#).

Please provide contact details of the executor/s.

You will also need to provide the Death Certificate for the Will to be accepted.

Letter from the Solicitor

If no Will is available or probate is being granted, then a letter from the solicitor handling the estate with the following information:

1. Stating they are handing the estate matters
2. The stage the estate is at in regard to probate etc.
3. Whether there is funds in the estate to pay the rates and charges or if time is required for these matters to be settled
4. Change of postal address if required
5. Cancel / Amend direct debit for rates and charges
6. The executor or beneficiaries of the will (if there is one)

Pension Rebate for Council Rates and Charges

If there is a remaining joint property owner who is residing at the property and holds a pension card, they may be eligible for the pension rebate instead. A new [Municipal Rates Concession Application Form](#) is required with a copy of their eligible concession card. There are certain eligibility conditions.

Please visit [Department of Human Services, Victoria, Australia](#) website for information.

Power of Attorney (POA) for remaining joint property owner

If applicable a copy of the general or enduring Power of Attorney for the remaining property owner should be supplied to Council for any future requirements. A POA is no longer applicable once the principal has passed away.

Change of Address

Required in writing, either online, email, letter or in person:

- Executor is able to complete, if a copy of the Will or solicitor's letter has been provided
- POA is able to complete, if a copy is on file, for remaining property owner/s

Please see our website for [Change of Details Form](#).

Dog / Cat registration change of address or ownership

Please see our website for information on [changing the ownership of a dog or cat](#).

Collection Notice

Personal information collected on this form will be used by Council's Customer Experience and Rates teams to update your contact details in Council's systems. Council may disclose your information to other internal departments who also use your contact details to provide you with services in order to update your contact details and your information may be disclosed to external parties if required or authorised by law. If you do not provide us with all required information Council may not be able to update your contact details, which may have an impact on the services you receive.

Council will comply with its Privacy Policy, the Privacy and Data Protection Act 2014 and the Health Records Act 2001 in relation to the use, storage and disclosure of information.

If you have any queries regarding this collection notice, please contact the Privacy Officer on 03 5220 7111 or via enquiries@gplains.vic.gov.au