

## Attachment 2: Template letter to households of intention to declare a special rates charge

<Address>

<insert date>

Dear HOUSEHOLDER NAME,

### INTENTION TO DECLARE SPECIAL CHARGE – SOLAR SAVER PROGRAM

Thank you for signing up to the Solar Savers Program. This is a letter to confirm that, in accordance with your signed Household Agreement, Monash City Council has included your property in the proposed special charge scheme for the Solar Savers Program.

Council needs to go through a formal process to consider the scheme and formally notify you of the process. To formalise the process Council has given notice of its 'Intention to Declare a Special Charge' on 31 May 2022. **A copy of these resolutions, including Attachments, which lists the properties proposed to be included in the scheme, is attached to this letter.**

Council must place a statutory and legal advertisement in the local newspapers in accordance with the requirements of section 163(1) of the Local Government Act (the Act). This gives an outline of the proposed Special Charge and declaration, which Council proposes to make at its meeting on July 2022. A copy of this public notice is attached. The notice also explains how you can provide your submission to this proposal, including timelines.

Submissions and/or objections must be in writing and received by the Council by 5pm on 28 June 2022. Submissions and/or objections in relation to the proposal will be considered by Council in accordance with sections 163A, 163B and 223 of the Act. If the new Special Charge proceeds, the total cost of the scheme is \$59,257.57 ex GST and a special charge will be imposed on each property participating in the Scheme in respect of the executed Householder Agreement.

The total amount of the scheme applying to the property address at **HOUSEHOLDER ADDRESS**, is \$ **SYSTEM QUOTE PRICE**, which is the cost of the Solar Energy System included in the Householder Agreement. The amount payable **quarterly or monthly** by property owners is \$ **PAYMENT per xxx** for a period of 8 years from 30 September 2022.

Thank you for your interest in this scheme. If you have any queries about the proposal, please contact me on 95183733 or [trish.mcgee@monash.vic.gov.au](mailto:trish.mcgee@monash.vic.gov.au).

Yours sincerely

TRISH MCGEE

Sustainability Coordinator

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