



Update Customer Details – Change of Address/Name

Important Information

Please read & complete all relevant sections in full.

For change of address this form **must** be signed by all individuals requesting their details to be updated.

If you need help completing this form, please contact **Councils Customer Service on 1300 463 954**

Please select action/s you are requesting:

<input type="checkbox"/>	Change of Address only
<input type="checkbox"/>	Change of Address and Authority to Act
<input type="checkbox"/>	Change of Name

1. Change of Address/Authority to Act (Please print details):

Authority to Action - If you are requesting to have your mail sent to an agency or another party to act on your behalf. This allows enquiries regarding the account to be made.

Your Details:

Name:

All Names to be Updated:

Owners Full Name/s or Company Name(s):

Property Details: (if applicable)

List all Property/Properties affected by change of mailing address

Change of Address Detail:

Current Mailing Address:

New Mailing Address:

Telephone:

Email:

Which council services do these changes apply to? Please tick relevant boxes

NOTE - All Assessment/Account Numbers must be provided

<input type="checkbox"/>	All Services	Maybe All Correspondence
<input type="checkbox"/>	Rates	Assessment No/s:
<input type="checkbox"/>	Water	Assessment No/s:
<input type="checkbox"/>	Debtor	Debtor No/s:
<input type="checkbox"/>	Other	Please Specify:

CONSENT

If you are **not** the Property Owner/s:

- Persons signing this form on behalf of a corporation confirm that they are authorised to provide consent on behalf of the corporation in accordance with the Corporations Act 2001
- Where applicable, copy of Will / Death Certificate, or Power of Attorney documentation is to be provided (unless previously supplied) - For Power of Attorney; include a declaration stating that it has not, to the knowledge of the Attorney, been revoked.

SIGNATURES-

Owner/Executor/POA:

Date:

Owner/Executor/POA:

Date:

2. Change of Name Request (Please print details):

Supporting legal documentation must be provided e.g. Marriage Certificate, Change of Name Certificate; Certificate of Company Registration

Existing Information

Surname or Company Name:

Given Name/s:

Property Details"

New Name Information

Surname / Company Name:

Given Name/s:

Important Information

1. Consent of Property Owner(s)

If the customer is unable to provide their assessment number/s it will be necessary for the customer contact officer to sight the customers' driver's licence or other photo identification when requesting change of address for over the counter lodgement.

2. Deceased estates

- Joint tenancies - Death certificate, certificate of title showing joint tenancy, and driver's licence or other photo identification Estates for which probate has been granted – Grant of Probate
- Estates for which probate has been granted – Grant of Probate
- Estates for which probate has not been granted – death certificate and letter from solicitor acting for executor requesting change of address

3. Privacy Notification

Some of the information you provide on this form is your personal information, including for example your name, contact information and signature. This information is being collected by Council for the purpose of changing the contact information held by Council for a property you own. The information will be accessible by Council staff. It is voluntary for you to provide your personal information on this form, however if you do not provide the information, Council will not be able to process this request. You may apply or amend the personal information provided on this form at any time.