

CHANGE OF CUSTOMER CONTACT DETAILS

How to complete this form:

1. Ensure all fields are completed correctly
2. To change your address details please complete Sections 1, 2 and 4.
3. To register your change of name, please complete Sections 1, 3 and 4.
4. Once completed you can submit this form by mail, fax, and email or in person. Refer to Section 5 for details.

SECTION 1: CUSTOMER DETAILS

Company / Organisation:	
Given Name:	Family Name:
Home No:	Mobile No:
Business No:	Email:
Current Postal Address Suburb Post Code.....	
New Postal Address Suburb Post Code.....	
Property Address	Assessment No
Property Address	Assessment No
If the property is managed by a Real Estate please provide Owner's Address:	

SECTION 2: WHAT ARE YOU CHANGING

Please change my new contact details for the following Council departments:				Please Tick
<input type="checkbox"/> ALL DEPTS	<input type="checkbox"/> RATES ONLY	<input type="checkbox"/> DEBTORS ONLY	<input type="checkbox"/> DEVELOPMENT ONLY	Other

SECTION 3: CHANGE OF NAME

For rate notices if you wish to change your name details by way of marriage or deed poll please provide supporting evidence with this application form, such as a copy of a Marriage Certificate or Change of Name Certificate (copies only).

Existing Name:
New Name:

SECTION 4: APPLICATION DECLARATION

I declare that I am a resident and/or ratepayer, or an authorised representative for the business/company of this application and the information supplied is correct (Real Estate Agents must supply their Business details)

