

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)

Applicant Name:	Applicant Signature:
Agent Details:	Date:



SECTION 5: LODGEMENT INFORMATION

You can lodge this completed application by:

FAX: (02) 4654 7829

EMAIL: mail@camden.nsw.gov.au

MAIL: PO Box 183, CAMDEN NSW 2570

IN PERSON AT COUNCIL'S ADMINISTRATION BUILDING:

- 70 Central Avenue, Oran Park

SECTION 6: WHAT HAPPENS NOW

Once your application is received Council will update your details in the businesses of Council that you have requested. If you require further information regarding this application, please contact Council on 13 CAMDEN (13 226336).

SECTION 7: PRIVACY INFORMATION

The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act (GIPA) 1998.

The intended recipients of the personal information are:

- Officers within the Council
- Data service providers engaged by the Council for printing and mailing of rate/debtor notices;
- Any other agent/contractor of Council;
- and Other Statutory Authorities (eg. Child Support Agency, Centrelink or Roads and Maritime Services, etc)

The supply of the information by you is not voluntary. Council has collected this personal information from you in order to process your request. You may make application for access of amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the GIPA.

Council is to be regarded as the agency that holds the information.

If you have any further enquiries concerning this matter contact Council's Public Officer on 13 CAMDEN (13 226336).

OFFICE USE ONLY:

Received _____

(Phone, in person, fax, mail, email)

Officer _____

Date _____

Updated _____