



**Change of Name, Occupancy & Address Notification**

Please note that if there has been a recent property ownership change, then supportive documentary evidence, such as written advice from a solicitor, notice of disposition/acquisition or copy of title should be attached.

For change of name by marriage/deed poll etc, documentary evidence must also be provided.

<b>Property Address:</b>
<b>Owners Current Name:</b>
<b>Owners New Name:</b>
(If Applicable)
<b>Occupiers New Name:</b>
(If Applicable)

**ADDRESS CHANGE:**

<b>Address:</b>
<b>Suburb:</b>
<b>Postcode:</b>
<b>Phone Number:</b>
<b>Email:</b>
<b>Billing Address:</b>

**Signature of Ratepayers:** \_\_\_\_\_

All parties to property to sign - Or appointed Company Nominee – See BoQ Nominee Form.

**Date:** \_\_\_\_\_

**Privacy Note :** Council collects personal information to fulfil its statutory obligations, and to ensure that it can provide services to you. In some instances Council cannot provide some of its services unless you provide us with necessary information. Council will only use personal information for the purposes for which it was collected. Council staff are happy to discuss your privacy queries, however if you require further assistance you should contact our Privacy Officer on 5258 1377.

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Office Use:	Property Number:	Date:
	Change Input By:	

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