

CHANGE OF ADDRESS

ABOUT THIS FORM

This form is to be completed when changing **address details** on your rates, water rates and debtor account notices. To change your **name** on your rates or water notices you will need to amend the Certificate of Title. Contact Land Registry Services on **1300 052 637** or visit www.nswlrs.com.au.

Note: The NSW Companion Animals has a separate change of details form. To update, please visit <https://www.petregistry.nsw.gov.au/#> or complete a form at one of Council's administration offices.

APPLICANT DETAILS

Please note only one address can be utilised as the postal address, owner 1 address will be the default postal address for correspondence.

OWNER 1

Full name or Company name	Full name or Company name – <i>(if in company name proof of ownership required)</i>	
	<input type="text"/>	
	Street	
	<input type="text"/>	
OLD mailing address	Suburb	Postcode
	<input type="text"/>	<input type="text"/>
	Street	
	<input type="text"/>	
NEW mailing address	Suburb	Postcode
	<input type="text"/>	<input type="text"/>
Phone number	<input type="text"/>	
Email address	<input type="text"/>	
Are you a pensioner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

OWNER 2

Full name or Company name	Full name or Company name	
	<input type="text"/>	
	Street	
	<input type="text"/>	
OLD mailing address	Suburb	Postcode
	<input type="text"/>	<input type="text"/>
	Street	
	<input type="text"/>	
NEW mailing address	Suburb	Postcode
	<input type="text"/>	<input type="text"/>
Phone number	<input type="text"/>	
Email address	<input type="text"/>	
Are you a pensioner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PROPERTY DETAILS (AS PER RATES AND WATER NOTICES)

Assessment number(s)

Property address

Would you like to remove Yes No
existing managing
agent? (if applicable)

Do you need a copy of your Yes No
current rates or water notice?

* as per rates and water
notices

Note: If you are registered for BPAY View and currently receive your rates or water notices electronically and would like to deregister, please delete Snowy Valleys Council as a biller in your internet banking. Once completed, you will receive your notices via post.

DEBTOR ACCOUNT (IF APPLICABLE)

Debtor number

Old mailing address

New mailing address

SIGNATURES

Note: All account holders must sign this form. If the property/account is held in two names, please ensure that

both account holders sign. Signature(s)

Signature 1 - Print name

Signature 2 - Print name

Date

Date

Copy of Licence / Proof of ID attached or if Company name proof of ownership i.e. company letter attached with request.

PRIVACY STATEMENT

Snowy Valleys Council (council) is collecting your personal information solely for the purpose of administering this application. Council will take all reasonable and appropriate steps to protect the privacy of individuals having regard to the requirements of the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*. Council will not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected. Questions concerning privacy or the use of your personal information may be referred to Council's Public Officer.