



Bellingen Shire Council

CHANGE OF ADDRESS FORM

1. Details of the owner(s)

It is important that Council is able to contact you if more information is required. Please give as much detail as possible.

Mr Ms Mrs Dr Other:

Given name/s

Surname

Company/organisation

ABN

Daytime telephone

Mobile

Email address

2. Current address details

Current residential address

Suburb or town

State

Postcode

Current postal address

Suburb or town

State

Postcode

3. New postal address

(Please include name of Real Estate Agent if applicable)

Suburb or town

State

Postcode

4. New residential address (if different from postal address above)

Suburb or town

State

Postcode

5. Address of property/properties to which new address applies

- | | | |
|----|-------|----------------------|
| 1. | _____ | Account/Assessment # |
| 2. | _____ | Account/Assessment # |

6. This new postal address applies to

(Please tick appropriate box(s))

All property owners

OR

Only the property owner listed above

7. Important information

Please Note:

Rates & Water Service Accounts, in accordance with the law, are issued in the name of the property owner(s). If you direct Council to send either Rates or Water Accounts to a third party (including tenants or managing agents), please be aware that you (the property owner) will always remain legally liable for the payment of these accounts (regardless of any lease agreements or other agreements you may have with this party).

If you have multiple properties within Bellingen Shire, Council is unable to send accounts to separate addresses. Updating your address will apply to both rates and water service accounts for all properties held by the property owner(s).

Council has a legal relationship only with property owners in regards to Rates and Water Accounts and therefore in most circumstances will be unable to discuss account details (including the granting of payment extensions) with tenants or lessees.

Property owners are also liable for any penalty charges associated with overdue accounts including interest charges, reminder notice fees or water supply restriction fees.

If Water Accounts are not paid by due dates the water supply may be restricted for non-payment and a fee will be added and payable with any other outstanding account charges before normal water supply will be reinstated.

8. Owners authorisation

I / We the owner(s) of the property(s) detailed on this application, authorise Bellingen Shire Council to change this address. I / We also acknowledge and understand the "Important Information" detailed above in regards to payment liability.

Signature of property owner

Date

Signature of property owner

Date

9. Privacy and Personal Information Protection Notice

- this information is voluntarily required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;
- your information may comprise part of a public register related to this purpose;
- your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- your personal information can be accessed and corrected at any time by contacting this Council.

OFFICE USE ONLY

Date received:

Date updated:

Updated by:

- Rate Accounts
- Debtor Account
- Property