



## Change of Address for Rate Notice

Use this form to change the mailing address for your rate notice and associated rate correspondence.

**Your property details:** (You **MUST** complete one form per property)

Assessment No:	Lot No:	Registered Plan No:
Property Address:		
Suburb:	State:	Postcode:

**Preferred method of receiving rate notice:** (You **MUST** complete one method only)

Email Address:	
Postal Address:	

**Owner(s) contact details:** (You **MUST** complete this section in full)

Company Name: (If applicable)		
Owner's Name(s):		
Address:		
Suburb:	State:	Postcode:
Phone:	Email:	

**Declaration:** I understand / agree,

- to contact Council if I have not received my rates notice within 7 days after issue. (3rd-4th week of February and August)
- if I have not supplied Council with updated mailing details and/or payment is not received by the due date, the discount will be forfeited.
- Council has the authority to send rates notices and associated rates correspondence to my nominated mailing address, and in the instance mail is returned, send to alternate contact details on this form.
- only one mailing address can be nominated and is my responsibility to forward to any additional recipients/owners.
- when electing to receive rates notices via email, this will be my only copy. Check spam/junk folder. No hardcopy will be posted.
- when electing to receive rates notices via post, this will be my only copy. No email will be sent.
- if signing on behalf of a company, I have delegated authority as or by the Director.

To alter details on your property record, Council requires signed approval from all owners as listed on the Property Title.

Owner's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Owner's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Owner's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**PRIVACY COLLECTION NOTICE:** Balonne Shire Council collects your personal information for the purpose of processing this form and for use in any Council matters. Your personal information is handled in accordance with the Information Privacy Act 2009 and will only be disclosed to a third party as per the Balonne Shire Council Information Privacy Policy. A hard copy of this electronic document is considered uncontrolled when printed.