

Notification of Change of Address

Complete and return this form to change the postal address for service of notices for your Property's. Notification can be mailed, faxed, emailed or delivered in person to Council. **It is Council's Policy to only accept a change of address in writing for the protection of the property owner.**

Please note: *Only the registered owner of the property is able make changes to the postal address.*

If you are acting on behalf of the owner you will require a signed letter of authority i.e. Power of Attorney

Applicant Information

I confirm that I am the Property's

- ☐ Owner
- ☐ Managing Agent
- ☐ Authorised Representative (A person or organisation legally permitted to act on the behalf of the property owner) **NOTE: Supporting Documentation is required**

If an authorised representative, what is the type of authorisation that you have

- ☐ Power of Attorney
- ☐ Solicitor
- ☐ Beneficiary
- ☐ Other

Applicants Name

Previous Address

Telephone

Mobile

Email

Signature

Date

Applicants Name

Previous Address

Telephone

Mobile

Email

Signature

Date

Note: If there are more than 2 property owners that need to have the postal details changed please complete a second form. Only owners listed above will have the postal details amended.

Accounts to be changed

<input type="checkbox"/>	Rates	<input type="checkbox"/>	Water	<input type="checkbox"/>	All Accounts held with Council
Assessment Number	<input type="text"/>				
Property Address	<input type="text"/>				
Assessment Number	<input type="text"/>				
Property Address	<input type="text"/>				

Note: If there are more than 2 property's that need to have the postal details changed please complete a second form. Only property's listed above will have the postal details amended.

New Postal Address/PO Box for Service of Notices

<input type="text"/>
<input type="text"/>
<input type="text"/>

Return completed forms to:

By Mail

Gwydir Shire Council
Locked Bag 5
Bingara NSW 2404

In Person

Council's Office's
Bingara - 33 Maitland St
Warialda -54 Hope Street

Fax

Bingara - 02 6421 0771
Warialda - 02 6729 1400

Email

mail@gwydir.nsw.gov.au

Privacy Statement

The personal information on this form is required by Council for updating records. We will use your personal information for this related purpose. If this information is not provided, we may not be able to deal with this matter. You may access and or amend your personal information at any time.

OFFICE USE ONLY

Processed By

Date

Signature

NAR Number