

Kyogle Council
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CHANGE OF ADDRESS

Date: _____

Owner: _____

If it is a Company
Directors Name (s) _____

Telephone numbers
Home: _____ Business: _____ Mobile _____

E-mail address: _____

Please list all properties (Lot and DP – Preferred) to which the new address applies

Property: _____	Account No. _____
Property: _____	Account No. _____
Property: _____	Account No. _____
Property: _____	Account No. _____

Current Postal Address:

Suburb: _____ State: _____ Postcode: _____

New Postal Address:

Suburb: _____ State: _____ Postcode: _____

(if different to postal address above)
Owners Residential Address:

Suburb: _____ State: _____ Postcode: _____

This new postal address applies to: (please tick appropriate box(s))

All Council Correspondence

Or

Rate Accounts Only

Debtor Accounts Only

Development Application

Other (specify) _____

A Property owner Must sign this form to authorise the change of address

IMPORTANT INFORMATION

Please note: Rate accounts in accordance with the law, are issued in the name of the property owner(s). If you direct Council to send Rate 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).

Council has a legal relationship only with property owners in regards to Rates 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.

Owners Authorisation

I am the property owner (or director of the company) of the property(s) detailed on the front of this form and authorise this change of address. I also acknowledge and understand the "Important Information" detailed above in regards to payment liability.

Signature of Property Owner / Company Director

Date

Please Print Name

PLEASE NOTE: Both pages of this form must be returned to Council before the change of address can be processed.

Privacy Notification

This information is voluntarily required to process your request. 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.