

# Change Postal Address Details Rates and Water

Please complete this form and return it to Council or email your details to the address above.

## SECTION 1 - PROPERTY DETAILS

| Assessment No. | Location Of Property - List all properties – Rate & Water accounts will be affected by this change |
|----------------|--|
|                |  |
|                |  |
|                |  |

\*Note: Any Rate Assessments not listed above will not be changed.

## SECTION 2 - OWNER DETAILS

### Business Name:

### Full Name Owner 1 :

Date Of Birth: \_\_\_\_\_ Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Residential Address : \_\_\_\_\_

### Full Name Owner 2 :

Date Of Birth: \_\_\_\_\_ Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Residential Address: \_\_\_\_\_

### Full Name Owner 3 :

Date Of Birth: \_\_\_\_\_ Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Residential Address: \_\_\_\_\_

## SECTION 3 - NEW POSTAL ADDRESS

New Postal Address for all notices:

Do all owners agree to correspondence being sent to the new postal address above  Yes  No

Are these new details applicable to other Council Departments?  Yes  No

*Note: Any Accounts under Business Names must be listed separately.*

## DECLARATION & PROPERTY OWNER'S SIGNATURES

I/We declare that I/we are the property owner/s of the above mentioned property and authorise this Change of address.

**(ALL OWNERS MUST SIGN)**

Property Owner 1 Signature: \_\_\_\_\_  
 (If Company, please indicate full name and position of person signing)

Date:

Property Owner 2 Signature: \_\_\_\_\_

Date:

Property Owner 3 Signature: \_\_\_\_\_

Date:

### Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by *the Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.