

COFFS HARBOUR CITY COUNCIL

ABN 79 126 214 487

Locked Bag 155
Coffs Harbour NSW 2450
Tel: (02) 6648 4000
Fax: (02) 6648 4199
Email: coffs.council@chcc.nsw.gov.au
www.coffsharbour.nsw.gov.au



CHANGE OF ADDRESS

Date: _____

Owner(s): _____

If it is a Company:

Director's Name(s): _____

Phone No:

Home: _____ Business: _____ Mobile: _____

E-mail Address: _____

**Please list all
properties to
which new
address
applies**

1. _____ Property No. _____

2. _____ Property No. _____

3. _____ Property No. _____

NEW POSTAL ADDRESS: _____

Suburb: _____ State: _____ Postcode: _____

(Please include name of Real Estate Office in the postal address above if applicable)

(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

Water Accounts Only

Debtor Accounts Only

A Property Owner MUST sign the second page of this form to authorise the change of address

IMPORTANT INFORMATION

Please Note: Rates and 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).

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 (minimum of \$120.00) will be added and payable with any other outstanding account charges before normal water supply will be reinstated.

Owner's 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.

X _____

Signature of Property Owner / Company Director

_____ Date

Please Print Name

Please indicate by ticking the appropriate boxes if you require copies of your most recent accounts:

Rate Account

Water Account

Debtor Account

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.

Office Use Only

Received over the Counter

Does a Schedule No. need to be added /removed? Yes / No

Received in the Mail / Fax

Does a Pensioner Rebate need adjusting? Yes / No

Are Account copies required? Yes / No

Updated: **Yes / No** Initials _____