

# COFFS HARBOUR CITY COUNCIL

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## CHANGE OF ADDRESS FORM

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: \_\_\_\_\_

(If different to postal address above)

**RESIDENTIAL ADDRESS:** \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Associations to which new address applies** (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 Service 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 Service 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 Service Accounts are not paid by due dates the water supply may be restricted for non-payment and a fee (currently \$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

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

### **Privacy Notification**

The personal details requested on this form are being collected, and will only be used for, the administration functions within Council. The supply of information by you is voluntary. If you cannot provide, or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people (including Government agencies as required by law). Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

#### **Office Use Only**

*Received over the Counter*

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

*Received in the Mail / Fax*

*Does Pensioner Rebate need adjusting?*

***Do Notice copies for outstanding accounts***

*Updated Yes / No*

*Initials* \_\_\_\_\_