

Dear Customer/Resident,

Glenorchy City Council is sending you this form because you have either;

- Recently informed Council of a change of address, or
- Council has reason to believe that you may have recently changed your address.



To allow us to maintain accurate contact details for you and to ensure your privacy is protected, it is appreciated if you could complete the information on the form below and return to Council in the reply paid envelope or in person as soon as possible.

Kind Regards,

Tony McMullen
General Manager

Title		Given Name/s	
Surname			DOB / /
Title		Given Name/s	
Surname			DOB / /

Previous Postal Address

Suburb		State		Postcode	

Please Print your NEW Postal Address

Suburb		State		Postcode	

Phone	H		B		M	
Email						

Please update my contact details for (Please tick (√) below):

- | | |
|---|---|
| <input type="checkbox"/> Rates Notice | <input type="checkbox"/> Building & Plumbing |
| <input type="checkbox"/> Debtors Invoices | <input type="checkbox"/> Planning |
| <input type="checkbox"/> Animal Notices/ Dog Location | <input type="checkbox"/> All contact details |
| <input type="checkbox"/> Health (Food license) | |

If changing your address for Rates purposes, please list the property(s) that you own: (If joint owners they are required to be listed on the form when changing addresses)

Unit/Street No.		Street	
Unit Street No.		Street	
Unit/Street No.		Street	

Your Signature: _____ Date: _____

- I have authority to represent the individuals identified above and request changes on their behalf.

You can nominate an agent (someone acting/paying your rates on your behalf).

Please note that as the property owner/s you will be liable for all unpaid rates charges, even when mailed to a nominated alternate address.

Please complete the section below if you would like to nominate and agent/alternative address for Rates purposes ONLY.

I authorise Council to send my rates notice to:

Tenant		Property manager/Real Estate Agent		Authorised Representative	
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Title		Given Name/s			
Surname/Company					

Postal Address

Suburb			State		Postcode	
Phone	H		B		M	
Email						

Signature of Owner				Date	/	/
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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. How we use this information is explained in our Privacy Policy, which is available at www.gcc.tas.gov.au or at Council offices.

OFFICE USE ONLY (FRM-CS-001)

Processed By		Date Processed	
Registered In ECM			