

# NOTIFICATION OF CHANGE OF ADDRESS FORM

## About this form

- You can use this form to provide updated address and/or contact details of an existing customer which will enable Council to accurately review and update the details in our database.
- Once completed you can submit this form electronically by email or post a copy to Council.

### 1. YOUR IDENTIFICATION DETAILS

Title (Mr/Mrs/Ms/Miss/Other):		Given Name:	
Surname/Company:			
Date of Birth:		Mobile:	
Email:			
Signature:			Date:
X			
<p><b>By signing this document, I declare that I am either the owner and/or the authorised person nominated by the owner of the properties and/or debtor accounts listed below.</b></p>			

### 2. LIST ALL RATES ASSESSMENT OR DEBTOR ACCOUNTS AFFECTED BY THE CHANGE

Council Reference Number(s)	Property Address	Full Owner Names(s)

### 3. NEW ADDRESS INFORMATION

Provide the mailing/postal address for service of notices and correspondence from Council.

House No or PO Box No:			
Street:			
Suburb:			
State:		Postcode:	

### PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

**Purpose of collection:** We are collecting your personal information in order to enable Council to process, assess and manage this request in accordance with the *Local Government Act, 1993*. **Intended recipients:** The intended recipient of the information is Kiama Municipal Council. **Supply:** While the supply of this information is voluntary, the personal information you provide will enable Council to process this request in accordance with the *Local Government Act, 1993*. If you cannot provide this information, Council will be unable to process your request. **Access/Correction:** The personal information can be accessed by you and may be available to third parties in accordance with the *Government Information (Public) Access Act* and Council's Privacy Management Plan. Your personal information may be disclosed to third parties for the purpose of compliance with the *Government Information (Public) Access Act*, Council's Privacy Management Plan or if otherwise required by law. You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*. **Storage:** Kiama Council is the agency that holds the personal information. Council may be contacted on 02 4232 0444, or by email to: [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au) or at 11 Manning Street, Kiama. NSW. 2533.