

To ensure only authorised changes are made to your name and address data, all information on this form must be completed.

Reference Details - Please provide details of all your relevant reference numbers for each area listed below

Shire Rates and Charges: (Assessment No. – see rates notice)			
Animal Registration: (see registration notice)	Dog Numbers		Cat Numbers
Debtor Accounts: (Account No. Day Care, Home Help/Maintenance – see invoice)			

Current Details (please print)

NOTE: If a name change is required, please provide documentary evidence of name change, eg: marriage certificate, company name change document or copy of title.

Full Name(s):			
Full Name(s)			
Address:	Street/Road Name:		
	Town:		Postcode:

New Details (please print)

Full Name (s):		Date of Birth:	
Full Name (s):		Date of Birth:	
Address:	Street/Road Name:		
	Town:		Postcode:
Postal Address: (If different from above)	Street/Road Name:		
	Town:		Postcode:
Phone:		Mobile:	
Email:			

I/we give permission for the Glenelg Shire Council to use this information to change the address/name details on all Council managed systems. This form must be signed by the property owner, animal owner or debtor. If the property is owned jointly, all property owners must sign. If signed by a power of attorney, a copy of the power of attorney must be provided. If executed by a company, the form must be executed in accordance with the Company's constitution and the Corporations Act 2001 (C'wealth).

Signature:		Date:	
Signature:		Date:	
Owner/Sole Director/Sole Secretary Signature:		Date:	
Owner/Sole Director/Sole Secretary Signature:		Date:	

Glenelg Shire Council National Relay Service: 13 36 77 QAP: COA Change of Address	PO Box 152, PORTLAND VIC 3305 email: enquiry@glenelg.vic.gov.au	Phone: 1300 GLENELG (453 635) website: www.glenelg.vic.gov.au
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The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 2020*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.