

Change of Name and Mailing Address

ABOUT THIS FORM

- This form cannot be used to change the name that appears on your Rates Notice. You will need to change your name on the Certificate of Title for your property first. Contact NSW Land Registry Services (NLRs) on 02 8776 3575.
- If your account with Council is associated with a legal contract or lease, changes to your account name will require a new agreement. Please complete this form and our staff will organise the new agreement with you.
- Please provide us with your current contact details.
- Property Managing Agents please complete the applicable section at the end of this form; Tick the Declaration and Sign the Form. If this section is incomplete the change of address request cannot be processed.
- Property Owners please note the legal responsibility for all associated outstanding amounts including Rates remains, at all times, with the legal Title Owner(s) of the Property.

EXISTING CUSTOMER NAME

Title: Mr Mrs Ms Other: _____

Surname or Company Name: _____

Given Name in full or ABN: _____

CHANGED CUSTOMER NAME (IF APPLICABLE)

Title: Mr Mrs Ms Other: _____

Surname or Company Name: _____

Given Name in full or ABN: _____

ADDRESS FOR FUTURE CORRESPONDENCE

Postal Address: _____

Suburb: _____ Post Code: _____

CONTACT DETAILS

Mobile: _____ Home Phone: _____

Work Phone: _____

Email: _____

GET IN CONTACT

Randwick City Council
30 Frances Street
Randwick NSW 2031
ABN: 77 362 844 121

Phone 1300 722 542
council@randwick.nsw.gov.au
www.randwick.nsw.gov.au

SERVICE

Is the mailing address valid for all correspondence?

Yes No

If No, the change of address is requested for the following services:

Rates

Licensing (Annual Fire Safety Statement)

Property Owner (Property related correspondence such as DA notifications etc.)

Debtors (Accounts Receivable) Bookings

Other (please specify):

MY ACCOUNT DETAILS

Please provide your account details (e.g. Rates account number, Development Assessment Number, Lot Number, Strata plan (SP)/Deposited Plan (DP) number etc).

Service Number (Rates Account Number, DA Number, Others)	Service Details (Property Address, Lot and DP/SP etc)	Date of last Rates Notice received (For copy of Rates Notice)

HOW TO LODGE THIS APPLICATION

EMAIL: council@randwick.nsw.gov.au OR BY MAIL

OVER THE COUNTER at Council

Address the Application to: Randwick City Council

Post: 30 Frances Street, Randwick NSW 2031

Courier or Personal Delivery to our Customer Service Centre:

Randwick City Council

30 Frances Street

Open 8:30am – 5:00pm, Mon-Fri

PROPERTY MANAGING AGENTS DETAILS AND DECLARATION (required for Managing Agents only)

Managing Agent Trading Name:

Managing Agent Contact Name:

(Please tick and sign below) I declare that I represent the above Managing Agent and have the authority to, receive/ collect property related information and pay rates on behalf of the Property Owner(s).

Signature: Date:

PRIVACY NOTIFICATION (required for all including Managing Agents)

The purpose of collection of this information is for processing your application, keeping records and establishing your identity. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council officers. Members of the public will not be provided with access to the personal details contained on this form.

Signature: Date: