

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 Land and Property Information for further information on 1300 052 637.
- 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 attach the Exclusive Management Agency Agreement showing you have authority to collect property related information and pay rates on behalf of the owner(s). Without this proof, the change of address request will not be processed.**

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):

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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 OR

OVER THE COUNTER at Council.

Address the Application to: Randwick City Council

Post: 30 Frances Street, Randwick NSW 2031

DX: DX 4121 Maroubra Junction

Courier or Personal Delivery to our Customer Service Centre:

Randwick City Council

30 Frances Street

Open 8:30am – 5:00pm, Mon-Fri

PRIVACY NOTIFICATION

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.

I have attached the Exclusive Management Agency Agreement showing I have the authority to collect property related information and pay rates on behalf of the owner(s).

Signature:

Date: