



Richmond Valley Council

Change of Address

Note: This will update the postal address for *all* of your Council activities, if applicable (ie; Rates, Water Sewer notices, Debtor invoices, Development Applications, Septic systems, Swimming Pools, Food Premises, Leases, Licences and General Correspondence unless you specify individually the activities for which the address is to be changed.

Please complete this form (in black ink)

1. Your Details

Property ID and / or Debtor Number:

Property address:

..... Postcode:

Title: Mr / Ms / Mrs / Miss

Full Name/s or Company Name:

Tick if Change of Address applies to all
Owners of the property – If not, specify individually

..... DOB:

..... DOB:

Postal address:

..... Postcode:

Residential address (If different to Postal Address above):

.....

..... Postcode:

ABN:

Contact details:

Home: Mobile:

Business: Mobile:

Email:

Signature: (Print Name).....

Date...../...../.....

Signature: (Print Name).....

Date...../...../.....

This form is to be completed by the owner or authorised person (proof of authorisation may be required). Your signature/s above are also an acknowledgement of you having read and accepted the information notes on page 2 of this document.

Privacy and Personal Information Protection Notice

Purpose of collection: Public access to Council's documents.

Intended recipients: Council staff and is publicly available under the Government Information Public Access Act 2009.

Supply: Voluntary, a consequence of non provision is that insufficient information will be provided.

Access/Correction: Requests for access / correction of information under the Government Information (Public Access) Act or Privacy & Personal Information Protection Act 1998, contact the Council's Right to Information Officer.

Storage: This form will be recorded in Council's Corporate Records Management System upon receipt.

Property Owner Information

Rate accounts, in accordance with the law, are issued in the name of the property owner/s. If you direct Council to send rate accounts to a third party (including tenants or managing agents), please be aware that you (the property owner) will always remain legally liable for the payment of these accounts (regardless of any lease agreements or other agreements you may have with this party).

Council has a legal relationship only with property owners in regards to rates accounts and therefore in most circumstances will be unable to discuss account details (including the granting of payment extensions) with tenants or lessees.

Property owners are responsible for any legislative matters relating to their property ie; septic systems, swimming pool compliance, leases and the like regardless of any agreement in place with tenants or occupiers.

Property owners are also liable for any penalty charges associated with overdue accounts including interest charges.

Please lodge this form with Richmond Valley Council by mail, in person, via fax or email

Mail

**Richmond Valley Council
Locked Bag 10
Casino NSW 2470**

In Person

**Casino Office:
Cnr Walker Street & Graham Place, Casino
Evans Head Office:
Cnr Woodburn Road & School Lane, Evans Head**

Fax

(02) 6660 1300

Email: council@richmondvalley.nsw.gov.au

Office use only:

Property IDName ID/S.....