

application



Change of Postal Address & Details Application

Please use this form to notify Council of a change in postal address or updated contact details for your rates and water account. Council will not action any changes to the postal address or contact details of a rates or water account without the authority of the property owner, or an Authority to Act representative as recorded in Council's systems.

Please indicate below if you wish to notify another Council Department of your updated postal address and contact details.

PROPERTY 1			
Rates Assessment No:		Water Account No:	
Physical Property Address:			
PROPERTY 2			
Rates Assessment No:		Water Account No:	
Physical Property Address:			
PROPERTY OWNER DETAILS			
Owner Name 1:		Owner Name 2:	
Owner Phone Number 1:		Owner Phone Number 2:	
Owner Email 1:		Owner Email 2:	
Owner Occupied:	YES		NO
PERSON MAKING THE CHANGE OF POSTAL ADDRESS AND DETAILS APPLICATION			
Are you the property owner?			YES / NO
If you are not the property owner, do you have Authority to Act on the rates or water account to update the postal address or contact details for the property?			YES / NO
Name of Authority to Act			

I hereby advise that my postal address for rating purposes has changed:

From:		Post Code:	
To:		Post Code:	

Notification of Change in Postal Address for another Council Department

- I further wish to advise that my postal address and contact details have also changed for the following reasons, please notify the appropriate department so this can be updated.

Local Laws for:	Animal Registration	<input type="checkbox"/>	Animal Permits	<input type="checkbox"/>
Revenue for:	Debtors Accounts	<input type="checkbox"/>		
Finance for:	Accounts Payable Account	<input type="checkbox"/>		
Environment Services for:	Food License	<input type="checkbox"/>		

Please note that your Postal Address on your Rates / Water Consumption Notice will not change until we receive this completed form. Verbal requests to change receipt details is not sufficient legal advice to change the address on your Rates / Water Consumption Notice.

Property Owner / (Authority to Act) Signature:		Date:	
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To be completed, signed, and returned to:

The Chief Executive Officer
Mount Isa City Council
PO Box 815
Mount Isa QLD 4825

OFFICE USE ONLY

Date Received	Officer

PRIVACY STATEMENT

Mount Isa City Council is collecting your personal information on this form in order to comply with its responsibilities and obligations as a Local Government. This information will only be accessed by authorised Council employees who have a legitimate need for the information to process applications, requests, etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so, or we are required to do so by law.

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REVENUE DEPARTMENT