



Cobar Shire Council Change of Details Form

36 Linsley Street
PO Box 223
COBAR NSW 2835
ABN: 71 579 717 155
Ph: 02 6836 5888
Fax: 02 6836 3964

mail@cobar.nsw.gov.au
www.cobar.nsw.gov.au

To ensure only authorised changes are made to your name and address data, all information on this form must be completed. If the form has not been completed, we may send it back to you or ask you for more information before we can process your request.

My contact details have changed. I authorise Cobar Shire Council to change my details as follows (please tick the relevant box/es):

Rates/Water Accounts Payable

Account/Assessment Details

Owner's Name/s

Assessment No. (Rates/Water)

Account No. (Accounts Payable)

Property Details (for Rates/Water)

Lot/Section

DP

No. and Street

Town/Locality

Post Code

Old Contact Details of the Owner

Street or PO Box

Town/Locality

Post Code

New Contact Details of the Owner

Street or PO Box

Town/Locality

Post Code

Phone

Mobile

Email

How do you wish to receive your Rates and Water Notices?

Mailed to your postal address Emailed Sent to your Managing Agent / Third Party

Managing Agent / Third Party Contact Details (if applicable)

Name

Street or PO Box

Town/Locality

Post Code

Phone

Mobile

Email

Important Information

Rates and charges, in accordance with the Local Government Act (NSW) 1993, are issued in the name of the property owner/s. If you direct Council to send either Rates or Water accounts to a third party, please be aware that you (the property owner) will remain legally liable for the payment of these accounts, regardless of any lease agreements or other agreements you may have with this party. Property owners are also liable for any penalty charges associated with overdue accounts. Council has a legal relationship only with property owners regarding rates and charges and therefore, in most circumstances, will be unable to discuss account details with a third party.

Privacy and Personal Information

This information is voluntarily required to process your request and will not be used for any other purpose without seeking your consent, or as required by law. Your information may comprise part of a public register related to this purpose. Your application will be retained in Council's Record Management System and disposed of in accordance with the Local Government Disposal Authority. Your personal information can be accessed and corrected at any time by contacting the Council.

Authorisation

I am the property owner (or director of the company) of the property detailed on this form and authorise Cobar Shire Council to update my details. I also acknowledge and understand the 'Important Information' detailed above regarding liability for rates and charges.

This form must be signed by the property 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*.

Signature**Date****Name****Signature****Date****Name****Office Use Only**

Date updated _____ PML updated _____ Pension rebate adjusted _____

Updated by _____ Signature _____