



Council Use Only	
Date & time form received:	
Received by:	

Change of Postal Address (Form Number: K-CBUSFRM003)

1 Applicant Information

Applicant 1

Name

First

Last

Contact Phone Number

Contact Email Address

Do you wish to receive Council correspondence (including rates notices) via this email address? Yes No

Applicant 2

Name

First

Last

Contact Phone Number

Contact Email Address

2 Property Information

Please list all properties for which you would like the postal address changed.

Property ID Number (PID)

Property Address

3 Postal Address

New Postal Address

Previous Postal Address



4 Required Changes

This change of postal address applies to (tick all which apply):

Rates

Applications – building / planning /
plumbing and other licences

Dog / Cat Registration

Does the dog reside at new
postal address?

Yes

No

5 Acknowledgement and Signature

I agree that by typing my name below in 'Name of signatory' I have signed this application (if completing electronically)

Name of signatory

Signature (if completing in hard copy)

Date

6 Submission

Applications can be submitted as follows:

- Email to council@kentish.tas.gov.au and label the subject of your email "Change of Postal Address"; or
- Mail to PO Box 63, Sheffield, TAS, 7306; or
- Delivered in person to the council office at 69 High Street, Sheffield.

Personal Information Protection Statement
As required under the Personal Information Protection Act 2004
Personal information is managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates, on request to Council.
Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and if necessary, may be disclosed to other public sector bodies, agents, or contractors of Council, in accordance with Council's personal information protection policies.
Failure to provide all required information may result in your application not being able to be accepted or processed.