



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

## Change of Postal Address

(Form Number: K-CBUSFRM003)

### 1 Applicant Information

#### Applicant 1

First Name*	Last Name*	Date of Birth*
Contact Phone Number	Contact Email Address	

#### Applicant 2

First Name*	Last Name*	Date of Birth*
Contact Phone Number	Contact Email Address	

### 2 Property Information

Please list your rateable property/ies for which you would like the postal address changed.

Property ID Number (PID)	Property Address

### 3 Postal Address

Previous Postal Address (currently on Council records)

New Postal Address

### 4 Required Changes

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

Rates Notices	<input type="checkbox"/>	Dog / Kennel Licence Notice	<input type="checkbox"/>
Current Building Application	<input type="checkbox"/>	Current Planning Application	<input type="checkbox"/>
Food or Health Licence	<input type="checkbox"/>	Other (please specify)	



## 5 Alternate Mailing Address

You can nominate a different mailing address from your own, for your Rates Notices. Please note that as the property owner/s you will be liable for all unpaid rates charges, even when mailed to a nominated alternate address.

Please complete this section if you would like to nominate an alternate mailing address:

Tenant / Property Manager / Company / Authorised Representative / Other

First Name

Last Name

Number & Street Name

Town

Postcode

Contact Phone Number

Contact Email Address

## 6 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 hard copy)**

**Date\***

## 7 Submission

Applications can be submitted as follows:

- Email to [council@kentish.tas.gov.au](mailto: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.