



# Change of Address

Valid until 30 June 2019

## About this form

Please use this form when changing postal address of your **rated** property.

## Any questions

Visit our website [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au) or contact our Customer Information Centre on (02) 9391 7000, all details on page 2

## ▼ Rated Property Details

### 1. Address of Rated Property

Please print clearly

Unit Number: .....

House Number: .....

Street Name: .....

Suburb: .....

Post Code: .....

### 2. Rates Assessment Number

Refer to your rates notice

## ▼ New Postal Address

### 3. New postal address

Please print clearly

Unit Number: .....

House Number: .....

Street Name: .....

Suburb: .....

Post Code: .....

Country: ..... *(If applicable)*

### 4. Owner's name and contact details.

Please print clearly

Title: Mr  Mrs  Miss  Ms  Other: .....

Family name: .....

Given name: .....

Company name: .....

Phone (B) (...) ..... Fax (...) .....

Phone (H) (...) ..... Mobile: .....

Contact person (only if a company etc.) .....

## ▼ Signatures

### 5. Owner's consent

Signature: ..... Date:.....



## How to lodge this form

**Address the form to:** The General Manager  
Woollahra Municipal Council

**You can send it to us by any of the following methods**

**Post:** PO Box 61  
Double Bay 1360

**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**How to contact us by phone, fax or electronically**

**Phone:** (02) 9391 7000

**Fax:** (02) 9391 7044

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Making a personal visit?**

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

**Bus or Rail:** Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

**Parking:** Short term customer parking spaces are available on site. On street parking in nearby streets is also available.



## Privacy notification

The personal details requested on this form are being collected, and will only be used for, the purpose of keeping records. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorized people. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register