

Change of Postal Address or Contact Details



A separate form needs to be completed for each person changing their details.

*Full Name: *required*		Date of birth: ____/____/____	
NEW DETAILS:			
Residential address:			
		Postcode	
Postal address: (if different to above) Use this section if you want to send your mail care of someone else			
		Postcode	
Phone number: Mobile:	Home:	Work:	
Email address:		Fax:	

PREVIOUS DETAILS:			
Residential address:			
		Postcode	
Postal address: (if different to above)			
		Postcode	
Phone number: Mobile:	Home:	Work:	
Email address:		Fax:	

Are these changes for all dealings with Council?

☐ Yes OR please tick the departments to notify below –

☐ Rates	☐ Planning	☐ Building	☐ Animals	☐ Health	☐ Marinas	☐ Debtors
☐ Raymond Island Ferry	☐ Library	☐ Aquatic Centre	☐ Other: _____			
Council reference number/s e.g., animal, health, rates etc: _____						

Acknowledgement

I acknowledge that all information supplied in this form is true and correct, and request that East Gippsland Shire Council update my personal information as requested.

Signature:	
Name:	Date: ____/____/____

Want to receive your valuation and rates notice via email or need to change your valuation and rate notice email address? Visit <https://erates.eastgippsland.vic.gov.au>

Collection Notice

The East Gippsland Shire Council will use the information provided by you in this form to update your contact details for the purposes identified on this form. If incorrect information or details are provided Council will be unable to contact you in relation to the services indicated above. The East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law. Information shared in this situation will be in accordance with the requirements of the Privacy and Data Protection Act 2014. The East Gippsland Shire Council Privacy Policy that details the management of personal information is available on the Council's website. You may seek access to your personal information held by Council by making a written application to the Privacy Officer at feedback@egipps.vic.gov.au

July 25

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Important Information

- A separate form needs to be completed for each person changing their details.
- This form cannot be used for changes to property ownership, a Notice of Acquisition is required.
- This form cannot be used for changes to ratepayer i.e. new property owner. A Payment of Rates and Charges form is required.
- A copy of the Power of Attorney document is required if you have authority to act on the behalf of others.

Contact Council



03 5153 9500



feedback@egipps.vic.gov.au



eastgippsland.vic.gov.au



PO Box 1618, Bairnsdale 3875

Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

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