

Change of Postal Address or Contact Details



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

First name:	Surname:
Date of birth: ____/____/____	
Company name:	

New details:

Residential address:	
	Postcode:
Postal address: <i>Use this section if you want to send your mail care of someone else</i>	
	Postcode:
Contact number:	
Email address:	

Previous details:

Residential address:	
	Postcode:
Postal address:	
	Postcode:
Contact number:	
Email address:	

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:

Collection Notice

The East Gippsland Shire Council collects information provided by you in this form to update your postal and/or contact details. 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. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's Privacy Statement on our website or email feedback@egipps.vic.gov.au if you have any questions.

AUG 26

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>

Office Use Only:	
CS Stamp:	IM Stamp:

Contact Council

-  **Phone:** 03 5153 9500
-  **Email:** feedback@egipps.vic.gov.au
-  **Website:** eastgippsland.vic.gov.au
-  **Mail:** PO Box 1618, Bairnsdale VIC 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

Collection Notice

The East Gippsland Shire Council collects information provided by you in this form to update your postal and/or contact details. 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. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's Privacy Statement on our website or email feedback@egipps.vic.gov.au if you have any questions.

AUG 26