

CHANGE OF NAME/ ADDRESS



Office Use

RM Number:

Date:

- Council's Policy requires all change of name / addresses to be received in writing.
- It is your responsibility to ensure your mailing address is current on the Council database.
- If you are a Property Owner and have changed your name, you must contact Land and Property on 1300 052 637 or visit www.lpi.nsw.gov.au to advise them of the change. Council will update the change of name once notified by Land and Property.
- If you are a Property Owner and have changed your name, you must contact NSW Land Registry Services on 1300 052 637 or visit <http://www.nswlrs.com.au> to advise them of the change. Council will update the change of name once notified by NSW Land Registry Services.
- Please use separate form per person / company.
- This form can be received by email, post or in person.

Please select which options you would like to update your details for:

Rates

Bond/Other Refunds

Building / Planning Applications

Accounts Receivable / Accounts Payable

All Council Correspondence

Personal Details

Name (If change of name, please supply previous name)

Company name:

Australian Business Number:

Surname:

First Name:

Middle Name:

Date of Birth:

Contact Information

Phone (h):

Phone (w):

Phone (m):

Email:

Tick if you would like to received your rates notice by email

Old Residential/ Company Address

Address:

Suburb:

Postcode:

Old Postal Address

Tick if same as above

Address:

Suburb:

Postcode:

New Residential / Company Address

Address:			
Suburb:		Postcode:	

New Postal Address Tick if same as above

Address:			
Suburb:		Postcode:	

Rates Information

Please list all properties owned that the postal address is to be updated on:

Property ID Address

Property ID	Address

Declaration

I am the owner / applicant / agent of the above property / application and request that the details be amended.

Print Name:		Contact Number:	
Signature:		Date:	

Office Use Only

Date Received:		Received by:		
Name ID:		Address ID:		Property ID:
Building / Planning Licence number:				
Date updated:		Updated by:		

Lodgement of form options

Postal Address:	City of Canada Bay Civic Centre 1A Marlborough Street, Drummoyne, NSW 2047 Locked Bag 1470 Drummoyne NSW 1470	Email:	council@canadabay.nsw.gov.au
		Contact:	9911 6555
		Website:	www.canadabay.nsw.gov.au