

RATES CHANGE OF MAILING ADDRESS REQUEST FORM

Please lodge this form with the Rates Section:

Charters Towers Regional Council, PO Box 189, Charters Towers Qld 4820;
or Fax to: 07 4761 5344 or scan and email to mail@charters Towers.qld.gov.au

Important: Please note that address changes are not confirmed as received by Council until in return, you receive a copy of this form, with the shaded *Confirmation Section*, dated, numbered and signed. It is the responsibility of the Property owner to ensure they receive the confirmation form. **Please use black pen.**

1. CONTACT INFORMATION

Owner 1 Name		Name ID (Office Use)	
Contact Number		Email	
Owner 2 Name		Name ID (Office Use)	
Contact Number		Email	
Owner 3 Name		Name ID (Office Use)	
Contact Number		Email	

2. AUTHORITY

Give details of your authority for providing this information by ticking one box below:

Property Owner Power of Attorney Authorised Representative

3. ADDRESSES

Old Mailing Address			
New Residential Address		Res Address ID (Office Use)	
New Mailing Address		Serv Address ID (Office Use)	

4. RATE RECORD

Please list all properties owned within the Charters Towers Region to which the new mailing address applies:

CUSTOMER REFERENCE NUMBER	PROPERTY ADDRESS	ASSESSMENT NUMBER

5. SIGNATURE/S

_____ / ____ / ____
 Signature 1 Signature 2 Signature 3 Date

Rates Section Use Only

Mailing Address Details Updated ____/____/____	Contact Details Updated ____/____/____	Processed by: _____ Checked by: _____
CONFIRMATION ADVICE	Dated: ____/____/____	Doc. No. _____ Initials: _____

The information collected on this form will be used by the Charters Towers Regional Council for the purpose of processing and assessment of your application/request. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Right to Information Act 2009 and Information Privacy Act 2009). This information will be stored on Council's database. The information collected will be retained as required by the Public Records Act 2002.