

Change of Postal Address Form



Privacy Notice: Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.

This form is to be completed when a customer wants to change mailing address for Council correspondence. This form does not include change of details for dog registrations. Please complete the Dog Registration Amendment Form.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Property Owner Details		
Organisation name:		
Contact name:		
First	Middle	Last
Date of birth:		
New postal address:		
Preferred contact number:	Email:	
<i>Please note: These details will be utilised to update Council's Rates Records</i>		
Property Details		
Property location 1:		
Owner occupied:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Entry date: Exit date:
Property location 2:		
Owner occupied:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Entry date: Exit date:
Is a pension rebate granted on this property: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please advise if the property is: <input type="checkbox"/> Still resided in <input type="checkbox"/> Vacant <input type="checkbox"/> Rented		
If rented, please advise the date the property is to be rented from:		
Council Services <small>(Please provide details on services that need to be updated. Please note all dog registration updates need to be completed using the Dog Registration Amendment Form.)</small>		
Rates <small>(please provide assessment number/s)</small>	Water <small>(please provide assessment number/s)</small>	
1.	1.	
2.	2.	
Debtors		
Account number:		
Declaration		
I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.		
Name:	Signature:	Date:

OFFICE USE ONLY	Receiving officer:	Date:	Information checked: Y / N
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