

# Change of Address

**PRIVACY COLLECTION NOTICE:** South Burnett Regional Council collects your personal information for the purpose of processing this form and for use in any Council matters. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will only be disclosed to a third party as per the South Burnett Regional Council Information Privacy Policy. **A hard copy of this electronic document is considered uncontrolled when printed.**

| Section 1 – Company / Individual details  |  |              |             |
|---|--|--------------|-------------|
| Company / Trustee name  |  |              |             |
| Given/Surname<br>(Person acting on behalf of company)   |  |              |             |
| <input type="checkbox"/> I am authorised to act on behalf of the company and have attached a letter of authorisation to this form.  |  |              |             |
| Given name/s  |  | Surname      |             |
| Contact phone   |  | Mobile phone |             |
| Email   |  |              |             |
| Property address  |  |              |             |
| Previous postal address   |  |              |             |
| New postal address  |  |              |             |
| Preferred Method of receiving notices – tick one (1) option   |  |              |             |
| <input type="checkbox"/> Post   | <input type="checkbox"/> Email (add if different to above) |              |             |
| <b>To indicate which Council databases are to be updated, you are required to complete all relevant sections of this form. Address updates will only apply to the completed sections.</b> |  |              |             |
| Section 2 – Rates (NB. Name changes for rates accounts MUST be amended through the Titles Office)   |  |              |             |
| Given / Surname   | Property lot / plan or address details                     |              | Property ID |
|   |  |              |             |
|   |  |              |             |
|   |  |              |             |
|   |  |              |             |
|   |  |              |             |
| Additional Property Owners – all must sign to authorise changes to service address for rate notices   |  |              |             |
| Given / Surname   | Signature  |              | Property ID |
|   |  |              |             |
|   |  |              |             |
|   |  |              |             |
|   |  |              |             |
|   |  |              |             |

**Section 3 – Animal registrations**

| Animal ID | Tag Number | Address the animal will now be kept |
|-----------|------------|-------------------------------------|
|           |            |                                     |
|           |            |                                     |
|           |            |                                     |
|           |            |                                     |

**Section 4 – Other – (please tick applicable)**

|  |                                   |                                   |                                   |
|--|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Accounts        | <input type="checkbox"/> Building | <input type="checkbox"/> Planning | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Licences        | <input type="checkbox"/> Permits  | <input type="checkbox"/> Leases   | <input type="checkbox"/> Library  |
| <input type="checkbox"/> Other (specify) |                                   |                                   |                                   |

**Applicant/s signature/s**

| Given/Surname | Signature | Date |
|---------------|-----------|------|
|               |           |      |

Please return completed form to the following address, or email [info@sbrc.qld.gov.au](mailto:info@sbrc.qld.gov.au) for enquiries,  
please contact (07) 4189 9100 or 1300 789 279  
South Burnett Regional Council  
PO Box 336, Kingaroy Qld 4610

**Office Use Only**

Please ensure completed advice is sent to Governance section.