



**Blue Mountains
City Council**
KATOOMBA:
2-6 Civic Place

SPRINGWOOD:
104 Macquarie Rd

POSTAL ADDRESS:
Locked Bag 1005
Katoomba 2780
DX 8305 Katoomba

TELEPHONE:
(02) 4780 5000

FACSIMILE:
(02) 4780 5555

EMAIL:

council@bmcc.nsw.gov.au

WEB:

www.bmcc.nsw.gov.au

CHANGE TO
ADDRESS DETAILS

Change of address details

Instructions

1. Complete details from Point 1 -3
2. Complete and sign the authorisation at Point 4
3. Forms may be lodged at Council's Business & Information Centres, or returned by post or email

1 property details

If the change of address applies to more than one property, please provide an attached list of properties that are affected by this change

Assessment N^o. (if known)

Street N^o.

Street name

Township

Postcode

2 areas of Council this change applies

Please indicate if the change of address applies to all future general correspondence from Council, or only to specific areas of Council

Default Address

Changes the address for **all** future general correspondence.

OR ONLY:

Rates Notices

Changes the mailing address for rates notices.

All current Applications lodged with Council

Changes the mailing address for current applications.

All current Licences lodged with Council

Changes the mailing address for current Council issued licences, eg on-site sewage, fire safety, food premises, swimming pool, footpath useage, etc.

Debtor Account

Companion Animals Registrations

Note: Changes to the Companion Animals Register must be made using the Department of Local Government forms (C3A or C3C). These forms are available at Council offices or from the Department's website www.dlg.nsw.gov.au

Please note changes will only be made to the areas indicated above

3 type of address change (continued overleaf)

change of: Tick each that applies

street address

postal address

New street/postal address

Township

Postcode

Telephone

Email address

Complete authorisation overleaf



type of address change (continued)

change primary property address to an alternate address

For properties facing more than one street frontage where the owner requests the property to be known as the alternate address. You will be advised in writing if this is approved.

Street number **Street name**

Please indicate if this change of address applies to all correspondence and dealings with Council.

change to street numbering

Residents may request to change the address of a property to a different numbering to facilitate correct mail delivery and identification by emergency services.

Council will investigate all requests for changes to street numbering and advise in writing the outcome.

Requested street number

Street name will remain the same.

Please indicate if this change of address applies to all correspondence and dealings with Council.

Reason for the change

4 owner/ customer authorisation

Names / Company Name

Contact Telephone

Signature/s

Date

Companies will need to either provide their ACN or attach letterhead correspondence confirming the request to change the address