

# Change of Address Form

Complete this form to update your contact details for all correspondence and dealings with Council.



## PROPERTY DETAILS

|  |                    |                 |  |
|--|--------------------|-----------------|--|
| <b>Assessment number</b><br><small>(see your Rates Notice)</small>                 |                    |                 |  |
| <b>Parcel Number/s (Lot &amp; DP/SP)</b><br><small>(see your Rates Notice)</small> |                    |                 |  |
| <b>Address of Property</b>   | <b>Street No</b>   |                 |  |
|  | <b>Street Name</b> |                 |  |
|  | <b>Suburb</b>      | <b>Postcode</b> |  |

## OWNER DETAILS

|   |  |  |  |
|---|--|--|--|
| <b>Owner Name (s) / Company Name</b><br><small>(changes will apply only to those owners listed)</small> |  |  |  |
| <b>Contact telephone number (s)</b>   |  |  |  |
| <b>Contact Email</b>  |  |  |  |

## NEW POSTAL ADDRESS

|   |               |                 |  |
|---|---------------|-----------------|--|
| <small>This can be your street, PO Box or Locked Bag address. Leave blank if it is the same as above.</small> |               |                 |  |
|   | <b>Suburb</b> | <b>Postcode</b> |  |

**To receive Rates Notices via email go to:** <https://registrations.pml.com.au/bluemountains>

I declare that I am the owner of the property as identified and listed above and that all owners have been notified and have given consent to the proposed changes.

|                   |  |             |  |
|-------------------|--|-------------|--|
| <b>Owner Name</b> |  | <b>Date</b> |  |
| <b>Signature</b>  |  |             |  |

**TO SUBMIT THIS FORM BY EMAIL:** Click on the signature box and insert electronic signature, then click on the submit form button.

## PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The personal information that Council is collecting from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998 (PPIPA)*.

**Intended Recipients:** The intended recipients of personal information are officers within the Council.

**Reason for collection:** Council is collecting this personal information from you in order to process your information amendment request and to inform future dealings with respect to your affairs for the purpose of conducting Council business.

**Supply:** The supply of information by you is voluntary. If you do not provide Council with this information, we may be unable to process or complete your application.

**Access and Correction:** You may make an application to access or amend information held by Council.

**Storage:** Council is the agency that holds and controls the information.

**Enquiries:** Contact the Names & Addresses Register Officer - Post: Locked Bag 1005 Katoomba NSW 2780. Email: [council@bmcc.nsw.gov.au](mailto:council@bmcc.nsw.gov.au). Phone: (02) 4780 5000