

Change of Company Postal/Residential Address

IMPORTANT NOTICE

Western Downs Regional Council is collecting personal information you supply on this form in accordance with the *Local Government Act 2009*. The personal information collected on this form will be used to ensure Council has your correct address. Your personal information will be accessed by persons who have been authorised to do so. Some of this information may be given to other Councils, Debt Collection Agencies, State Government Departments and neighbouring property owners for the purpose of using your address to contact you, receive notices and correspondence. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

Please note: Alteration to address will not be effected until this form is completed, signed and returned to Council. Please assist Council in processing your change of postal address by completing the below questions and providing the relevant information.



Customer Details (1)

(*phone contact details are required for processing purposes)

Company/Organisation name:			
Business trading name:			
ABN:			
Old street address or registered office:			
Old postal address:	<input type="checkbox"/> As above		
New street address or registered office:			
New postal address:	<input type="checkbox"/> As above		
*Phone (w):		Fax:	
Email address:			
Business web address:			
Signature (required): <i>Electronic signature will not be accepted</i>		Date:	/ /
Position held:			



Property Details

Does the Company/Organisation own any property within Western Downs Regional Council?

- Yes, complete applicable sections below
 No, move to Licence/Approval Details section

Properties Owned

Assessment Number	Property Address

Alternative postal address for Rates / Water account e.g. water account to be sent to tenant / real estate agent

Circle below if applicable	Property Address	Alternative Address Account to be sent
Water / Rates		
Water / Rates		
Water / Rates		



Alternative address for other accounts

Tick below if applicable	Account / Licence Number	Alternative Address Account to be sent
<input type="checkbox"/> Gas account		
<input type="checkbox"/> Sundry debtor		
<input type="checkbox"/> Grave reserved with Council		
<input type="checkbox"/> Creditor/Supplier of Council		
<input type="checkbox"/> Council licence		



Waste Disposal Facilities (Note: this is not your wheelie bin service)

Are you a customer of Council's Waste Disposal Facilities and does this change of address apply to your Waste Account?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to deactivate your Waste Account?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Licence/Approval Details

Does the Company/Organisation hold any licences/approval with Western Downs Regional Council?

- Yes, please provide details of details of the licence/approval below
 No, nothing further to complete

Type of Licence	Licence Number	Licencee Name	Is postal address to be updated
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No



Other Information

