



# House Number Alteration Application Form

APPLICATION DETAILS	
Surname	
Given Names	
Address	
Suburb	Postcode
Telephone	Mobile
Email Address	
Signature	Date

PROPERTY DESCRIPTION		
Address	Lot	DP or SP
Suburb	Postcode	
Reason for requesting change to house number _____		
_____		
_____		

PERMISSION FROM ADJOINING OWNER TO SHARE NUMBER	
I/We _____	
the owners of _____ Telephone: _____	
Email Address _____	
give permission to the adjoining property owners to share our house number with the extension of an alphabetic suffix.	
I/We understand that our property will continue to be addressed as _____	
_____	
I/We understand that our neighbours will now be addressed as _____	
_____	
Signature	Date

OFFICE USE ONLY	
Comments on Site Inspection	
Site Inspection Date	
Approval	2nd Payment Received: YES <input type="checkbox"/> NO <input type="checkbox"/>
Date Authorised Notified	

## CONDITIONS FOR HOUSE NUMBERING CHANGE

In order to change your house number the following Conditions must be complied with:-

- There is an application fee applicable of \$830.00 to alter your house number. If your application is approved then a further \$804.00 will be charged. The total cost being \$1634.00 (GST exempt).
- The number option that will be agreed upon is the number immediately before your number with the next available alphabetical suffix. Eg. Your property is 4 Paton Place, and if all conditions were met, then it would be changed to 2A Paton Place.
- The neighbour/s who are using the number that you will be sharing with is required to sign the section of this form which states that they agree to share their house number with you.
- If the applicant is purchasing the subject property and approval is granted by Council, the address will not be changed until proof of purchase is provided to Council. Should the sale of the subject property not proceed, Council is to be notified and the address remains unchanged.
- Send completed form with payment to – The General Manager, PO Box 7064, NORWEST NSW BC 2153.
- Further enquiries please contact the Land Information Section at The Hills Shire Council on (02) 9843 0555.

## PRIVACY NOTIFICATION

You are advised that this application form is a public document. The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are:

- Officers within the Council,
- Data service providers engaged by the Council from time to time;
- Any other agent/contractor of the Council; and
- Other Statutory Authorities

The supply of the information by you is not voluntary. If you cannot provide or do not wish to provide the information sought, the Council may be limited in dealing with your request etc. Council has collected this personal information from you in order to process your request/application etc. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIPA. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed by the Public Officer on (02) 9843 0555.