



# Change of Customer Contact Details

## HOW TO COMPLETE THIS FORM:

1. Ensure all fields are completed correctly.
2. Fields marked with an \* are mandatory and must be completed.
3. For assistance in completing this form please contact Council on 9843 0555.
4. To change your address details please complete Sections 1, 2 and 4 and provide supporting documentation as required.
5. To register your change of name please complete Sections 1, 3 and 4 and provide supporting documentation as required.
6. Once completed you can submit this form by mail, fax, email or in person. Refer to Section 5 for details.

<b>*SECTION 1 – CUSTOMER DETAILS</b> (please print)		
*Owner/Ratepayer Name		
Company Name/Managing Agent (if applicable)		
ABN/ACN Number	Position	
*Current/Old Postal address		
*New Postal Address (if changing Address Details)		
*Property Address (changes apply to)		
Lot and DP/SP (if known)	Assessment No	
Mobile No	Home No	Business No
Email Address	Fax No	

## SECTION 2 – WHAT ARE YOU CHANGING?

Please change my new contact details for the following Council businesses:

- All notices and Council Information, or select from the list:
- Rates Notices
- Development Applications
- Licensee Information
- Property Owner Information
- Library Information
- Other (please specify) \_\_\_\_\_

## SECTION 3 – CHANGE OF NAME

Property Ownership/Title Deed: If you require a change of name on your Title Deed due to marriage or deed poll, you must contact the NSW Land Registry Services (NSW LRS) and advise them of your name change. Visit their website for further information - [http://www.nswlrs.com.au/about\\_nswlrs/land\\_title\\_questions/changing\\_my\\_name\\_on\\_my\\_title](http://www.nswlrs.com.au/about_nswlrs/land_title_questions/changing_my_name_on_my_title) Once NSW LRS have updated your name details they will advise Council and your details will be updated.

Council Business only: To change your name for Council purposes only, please provide supporting evidence with this application form, such as a Marriage Certificate or Change of Name Certificate (copies only). Please note this will not update the Title Deed.

*Existing Name	*New Name
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#### \*SECTION 4 – APPLICATION DECLARATION

I declare that I am a resident and/or ratepayer, or an authorised representative for the business/company the subject of this application and the information I have provided is correct. Managing Agents must attach a copy of Page 1 of 2, of the signed “Exclusive Management Agency Agreement Residential” (short version).

\*Applicant Name

\*Applicant Signature

\*Date

#### SECTION 5 – LODGEMENT INFORMATION

You can lodge this completed application by:

**Fax:** (02) 9843 0409

**Email:** council@thehills.nsw.gov.au

**Mail:** PO Box 7064, NORWEST NSW 2153

##### IN PERSON AT COUNCIL’S CUSTOMER SERVICE CENTRES

- Council Administration Building—3 Columbia Court, Norwest
- Castle Hill Library—Corner Castle and Pennant Streets, Castle Hill
- Vinegar Hill Memorial Library—29 Main Street, Rouse Hill Town Centre

##### WHAT HAPPENS NOW?

Once your application is received Council will update your details in the businesses of Council that you have requested. If you require further information regarding this application, please contact Council’s Rates Section: 9843 0555.

#### SECTION 6 – PRIVACY INFORMATION

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 (PPIPA) 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 Council; and

Other Statutory Authorities

The supply of the information by you is not voluntary. Council has collected this personal information from you in order to process your request. You may make application for access of 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.

If you have any further enquiries concerning this matter contact Council’s Public Officer on 9843 0555.