

# CHANGE OF POSTAL ADDRESS/ CONTACT DETAILS FORM



- Complete ALL information in **REQUIRED INFORMATION**
- Please provide complete Street / Rural Address – Property Name alone is not acceptable
- Return completed form to Glen Innes Severn Council via email at [council@gisc.gov.nsw.au](mailto:council@gisc.gov.nsw.au) or by post to PO Box 61, Glen Innes NSW 2370 or in person at 265 Grey Street, Glen Innes NSW 2370

REQUIRED INFORMATION			
Rates/Water Assessment No/s:			
AND/OR Debtor Code/s:			
OLD Postal Address:			
Suburb / Locality:		Postcode:	
NEW Postal Address:			
Suburb / Locality:		Postcode:	
Email:		Phone (H):	
Phone (W):		Phone (M):	
Owner Name:		Date:	
Owner Signature:		Date:	
Owner Name:		Date:	
Owner Signature:		Date:	
OFFICE USE ONLY			
Customer Service Officer:		Date:	
Microsoft Dynamics 365/Property.Gov:		Date:	

## Privacy statement

Glen Innes Severn Council is committed to protecting your privacy. The personal information you provide in this form is for the purposes directly related to the functions of Council, specifically relating to this form. The information you provide will not be used or disclosed for other purposes unless you provide further consent or as authorised by law. This information is collected under the *Privacy and Personal Information Protection Act 1998* (the Act) and if you require further information, please see our Privacy Management Plan at [www.gisc.nsw.gov.au](http://www.gisc.nsw.gov.au) or contact Council on (02) 6730 2300.

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Responsible Officer:  
RO