

East Gippsland Shire Council

273 Main Street (PO Box 1618)
 Bairnsdale Vic 3875
 Website www.eastgippsland.vic.gov.au
 Email feedback@egipps.vic.gov.au
 Follow us on Twitter @egsc



Telephone: (03) 5153 9500
 Fax: (03) 5153 9576
 National Relay Service: 133 677
 Residents' Information Line: 1300 555 886
 ABN: 81 957 967 765

Changes to Postal Address or Contact Details

New Details - *If you are acting as Power of Attorney please make sure relevant documentation is attached.*

Name:		Date of birth: ____/____/____						
Home address:								
				Postcode				
Postal address:								
				Postcode				
Phone number: Mobile:		Home:		Work:				
Email address:				Fax:				
Rate assessment number(s)								

In the future some council correspondence may be sent by SMS or email.

Previous Details

Home address:								
				Postcode				
Postal address:								
				Post Code				
Phone number: Mobile:		Home:		Work:				
Email address:				Fax:				

Other People Affected by Changes

Name:		Date of birth: ____/____/____		
Relationship:		Contact number:		
Name:		Date of birth: ____/____/____		
Relationship:		Contact number:		

Are these changes for all dealings with Council?

Yes or please tick the departments to notify below -

<input type="checkbox"/> Rates	<input type="checkbox"/> Planning	<input type="checkbox"/> Building	<input type="checkbox"/> Animals	<input type="checkbox"/> Health	<input type="checkbox"/> Marinas	<input type="checkbox"/> Debtors
<input type="checkbox"/> Libraries	<input type="checkbox"/> Recreation Centres	<input type="checkbox"/> Raymond Island Ferry	<input type="checkbox"/> Other: _____			

Signature:	
Name:	Date: ____/____/____

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

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Important Information

- In the future some council correspondence may be sent via SMS or email.
- Verbal changes of address are no longer accepted.
- This form cannot be used for changes to ownership. A Notice of Acquisition is needed.
- If at any time your postal address change you must notify Council on this form.
- Please list all owners and their date of birth, if more than 2 please attach a separate sheet listing all other owners.
- If you are acting as Power of Attorney, no changes can be made unless a copy is attached.

Submitting this application

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to feedback@egipps.vic.gov.au	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 8:30am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Bairnsdale Service Centre: 24 Service Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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