

KEMPSEY SHIRE COUNCIL

Civic Centre, 22 Tozer Street, Kempsey 2440
PO Box 3078, West Kempsey 2440
Phone 02 6566 3200 Fax 02 6566 3205
Web: www.kempsey.nsw.gov.au Email: ksc@kempsey.nsw.gov.au



CHANGE OF ADDRESS

APPLICANT

Name: _____ Phone Number: _____

Mobile Number: _____ Email: _____

ACCOUNT DETAILS

Assessment Number: _____ Lot: _____ DP: _____

Street No. _____ Address: _____

Suburb/Town: _____ State: _____ Postcode: _____

CURRENT POSTAL ADDRESS

Street No. _____ Address: _____

Suburb/Town: _____ State: _____ Postcode: _____

OR:

PO BOX: _____

Suburb/Town: _____ State: _____ Postcode: _____

NEW POSTAL ADDRESS

Street No. _____ Address: _____

Suburb/Town: _____ State: _____ Postcode: _____

OR:

PO BOX: _____

Suburb/Town: _____ State: _____ Postcode: _____

PENSIONER DETAILS

Are you moving from the address on a temporary basis? Yes No

Are you moving from the address on a permanent basis? Yes No

Is the home being rented? Yes No

Details:

EMAIL NOTICES

Would you like to receive your Rates and Charges Notice via email? Yes No

SIGNATURE

Surname: _____ Surname: _____

Given Name/s: _____ Given Name/s: _____

Signature: _____ Signature: _____

Date: ____/____/____ Date: ____/____/____

Office Use Only

CSO Signature: _____ Date: _____

CSO Print: _____ Civicview Updated: Yes No

Privacy Statement: Council collects and holds personal information for a number of reasons related to Council business eg to process Applications, to issue rate notices, to process correspondence. When you provide personal information to Council is it used in accordance with privacy laws applicable to Council. Your personal information will only be used for purposes related to the business of Council.

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CONDITIONS FOR RECEIVING EMAIL NOTICES

1. You must regularly check your nominated email address for rate notices.
2. Council deems that the notice has been served once Council or its agent has processed the sending of the notice.
3. You agree that you will retain the rate notice information yourself electronically or by printing it.
4. You can withdraw your request for email delivery of rate notices at any time by writing to Council, your withdrawal request may be emailed, posted or faxed.
5. Your request for email delivery of rate notices will be cancelled if any ratepayer of the nominated rate assessment, or their authorised agent, requests cancellation.
6. Upon withdrawal or cancellation of the email delivery service, Council will commence sending paper rate notices to the last advised mailing address for the rate assessment.
7. If Council receives a non-delivery notification from your email address, a paper rate notice will be sent to your last advised mailing address for the rate assessment. If two or more consecutive non-delivery occur Council may cancel the request for email delivery of rate notices for the rate assessment. An 'out of office' notification will not be considered a non-delivery notification.
8. You are responsible for keeping your email address up to date. If you change your email address you must advise Council in writing. The 'Request to Receive Rate and Instalment Notices via Email' form is available from Council for this purpose.

To update your email address, you need to notify Council ksc@kempsey.nsw.gov.au using an 'out of office' or similar notification for a change of email address will not be deemed sufficient to have advised Council of a change of email address as rate notices may be sent from a mailing house, not directly from Council.