

CHANGE OF ADDRESS/DETAILS

To enable your personal details with Council to be updated, please complete Section 1 and 6 of this form. Complete other sections where applicable. Please use block letters when completing this form.

Section 1 - Your details - *If you are acting with Power of Attorney please ensure relevant documentation is attached. For change of name please attach supporting documentation - Marriage/Birth Certificate/Deed Poll document*

Name: Surname/Company Name Full Given Name/s Mr/Mrs/Ms Date of Birth

Residential Address:

Postal Address (if different to above)

Previous Address:

Phone Numbers (H) (B) (M)

Email Address:

Change of Name: New Surname Previous Surname

(**please provide supporting documentation eg Marriage/Birth Certificate/Deed Poll document/Change of Name Certificate)

Section 2 - Other people affected by these changes

Name details: Surname Full Given Name/s Mr/Mrs/Ms Date of Birth

Name details: Surname Full Given Name/s Mr/Mrs/Ms Date of Birth

Section 3 - Property ownership - *only the property owner, or their legal representative, is authorised to change the name/s or mailing address for the property*

Please list the properties in Maroondah affected by these changes:

Property 1. Assessment No

Property 2. Assessment No

Section 4 - Animal Registration - *For changes in animal ownership, a Change of Animal Ownership Details form must be completed*

These changes affect what animal registration/s?

Reference			
Tag Number			
Animal Name			

Section 5 - Resident Parking Permit - *include a copy of new vehicle registration if updating vehicle details.*

This section is for Resident Parking Permits only. Please ensure that your new residential address, as indicated above, is entitled to residential parking permits. For further information, contact Council on 1300 88 22 33.

	Vehicle 1	Vehicle 2	Vehicle 3
Current Parking Permit Number			
Registration Number			

Section 6 – Declaration

I declare that I am legally authorised to request the changes as indicated above. In regard to Ringwood CAD Parking Permit, I declare that I am a permanent resident of the stated address and that the information I have provided is true and correct.

Print name Sign Date

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy & Data Protection Act 2014 and the Health Records Act 2001. The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form.