

# Change of address

Use this form when changing the postal address of your rated property.

Fields marked with an \* must be completed.

Council respects the privacy of users and is committed to protecting your personal information. Please see our privacy statement for further information.

Address of rated property	
Unit number	
House number *	
Street name *	
Suburb *	
Postcode *	
Rates account number	
Detailed on the rates notice top right hand corner *	
New postal address	
Unit number	
House number *	
Street name *	
Suburb *	
State	
Postcode *	
Country	
Owner's name and contact details	
Title	
Family name *	
Given names *	
Name of company <i>Only required if the property is owned by a company</i>	
Email address	
Contact number *	
Fax	
If the property is managed by an agent	
Name of agent	
Street address of agent	
Email address	
Business phone number	
Fax	

# Privacy notice

Council is committed to protecting your privacy and takes reasonable steps to comply with all relevant legislation. The information is collected by Council for the purpose of processing your application. Your personal information will be stored in accordance with relevant legislation and will only be accessed by authorised Council Staff.

**Purpose of Collection:** Information required for rating purposes

**Intended Recipients:** The City of Newcastle Council

**Supply:** Mandatory

**Consequence of non-provision:** Non process of application

**Storage:** The City of Newcastle Electronic Document Management System

**Retention Period:** Records to be kept indefinitely

## Posting or delivering your application

If emailing your application, please email to: [mail@ncc.nsw.gov.au](mailto:mail@ncc.nsw.gov.au)

If posting or delivering your application:

Please address to:

ATTENTION: Rates  
The City of Newcastle  
PO Box 489  
Newcastle NSW 2300

or hand deliver to:

ATTENTION: Rates  
The City of Newcastle  
City Administration Centre  
282 King Street  
Newcastle NSW 2300