



GOLDEN PLAINS SHIRE

CHANGE OF CONTACT DETAILS FORM

This form is to be completed if you wish to change your name, address or contact details with Golden Plains Shire Council.

PROPERTY DETAILS

Assessment Number:	
Property Address:	
Suburb:	Postcode:

OWNER DETAILS

Owner 1	
Previous Name: <i>If name is the same please just write your full name</i>	
Previous Address:	
New Full Name: <i>Please note proof is required to change you name eg. Marriage Certificate/ Licence</i>	
New Residential Address:	
Suburb:	Postcode:
New Postal Address:	
Suburb:	Postcode:
Email Address:	Date of Birth:
Mobile:	Home Phone:
Signature:	Date:
Owner 2	
Previous Name: <i>If name is the same please just write your full name</i>	
Previous Address:	
New Full Name: <i>Please note proof is required to change you name eg. Marriage Certificate/ Licence</i>	
New Residential Address:	
Suburb:	Postcode:
New Postal Address:	
Suburb:	Postcode:
Email Address:	Date of Birth:
Mobile:	Home Phone:
Signature:	Date:

If a person is signing this notification on behalf of another person, the person signing acknowledges that providing false or misleading information to Council is a fraudulent offence.


Council may issue your contact details to your neighbours for the purpose of fencing. (Fences Act 1968)

The Golden Plains Shire considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Privacy and Data Protection Act 2014. The personal information required on this form will only be used by Council for the purpose of property related issues.

The information will not be disclosed to any other party unless Council is required to do so by law. You can view and change the information by contacting Customer Service on 5220 7111.

5220 7111
or
1300 363 036
(free from within Shire)

 **BANNOCKBURN**
2 Pope Street, Bannockburn
Monday – Friday: 8.30am to 5pm

 **LINTON**
68 Sussex Street, Linton
Monday – Thursday: 8.30am to 5pm
Closed for lunch 12.30 to 1pm, closed Friday

 **SMYTHESDALE**
19 Heales Street, Smythesdale
Monday – Friday: 8.30am to 5pm
Closed for lunch 1.30 to 2.15pm
(not a cash handling facility)