

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
ABN: 81 957 967 765

Changes to Postal Address or Contact Details

A separate form needs to be completed for each person changing their details.

Name:		Date of birth: ____/____/____	
NEW DETAILS:			
Residential address:			
		Postcode	
Postal address: (if different to above)			
		Postcode	
Phone number: Mobile:	Home:	Work:	
Email address:		Fax:	
PREVIOUS DETAILS:			
Residential address:			
		Postcode	
Postal address: (if different to above)			
		Postcode	
Phone number: Mobile:	Home:	Work:	
Email address:		Fax:	

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"/> Raymond Island Ferry	<input type="checkbox"/> Library	<input type="checkbox"/> Aquatic Centre	<input type="checkbox"/> Other: _____			
Council reference number/s e.g., animal, health, rates etc: _____						

Signature:	
Name:	Date: ____/____/____

Did you know you can now get your valuation and rates notices by email?

Visit <https://erates.eastgippsland.vic.gov.au> and follow the prompts.

Office Use Only:	
Proof of identity sighted <input type="checkbox"/> Yes <input type="checkbox"/> No	
Officer's Name	Date:
NAR Officer's Name	Date Updated:

Collection Notice

The East Gippsland Shire Council will use the information provided by you in this form to update your contact details for the purposes identified on this form. If incorrect information or details are provided Council will be unable to contact you in relation to the services indicated above. The East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law, such as to a State or Commonwealth Government Department or Agency. Information shared in this situation will be in accordance with the requirements of the *Privacy and Data Protection Act 2014*. The East Gippsland Shire Council Information Privacy Policy that details the management of personal information is available on the Council's website. You may seek access to your personal information held by Council by making a written application to the Information Privacy Officer at feedback@egipps.vic.gov.au

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How to submit this form:

In order to protect your privacy and to comply with Privacy requirements, Council provide the following options and proof of identity requirements.

Options:	Documents or proof of ID requirements:
In Person	Photo ID required by applicant when presenting in person
On-Line	<ul style="list-style-type: none">• Certified copy of photo ID to be uploaded OR• Identification documents to the value of 100 Point Australian Federal Police Check (see list below)
Mail	<ul style="list-style-type: none">• Certified copy of photo ID to be included OR• Identification documents to the value of 100 Point Australian Federal Police Check (see list below)
Phone	A series of identification questions will be asked by Council Officer to confirm identity before changes can be made.

Important Information

- A separate form needs to be completed for each person changing their details.
- This form cannot be used for changes to property ownership, a Notice of Acquisition is required.
- This form cannot be used for changes to ratepayer i.e. new property owner. A Payment of Rates and Charges form is required.
- A copy of the Power of Attorney document is required if you have authority to act on the behalf of others.

Mail	Post the signed, completed form together with 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: 9.00am to 5.00pm. Monday to Friday. Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Bairnsdale Corporate Centre: 273 Main 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: 70 Maurice Avenue

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NATIONAL POLICE CHECK (NPC) 100 POINT CHECKLIST FOR IDENTIFICATION DOCUMENTS

A minimum of 100 points of identification has to be provided with an application. Use this as a checklist when preparing your identification documents.

Identification Documents – 100 Point Checklist				
	You must supply at least ONE Primary document Foreign documents must be accompanied by an official translation	Required on document N- Name P – photo A-address S-Signature	Points Worth	Points gained
Tick if included	Primary Documents			
<input type="checkbox"/>	Foreign Passport (current)	N - P	70	
<input type="checkbox"/>	Australian Passport (current or expired within last 2 years but not cancelled)	N - P	70	
<input type="checkbox"/>	Australian Citizen Certificate	N	70	
<input type="checkbox"/>	Full Birth certificate (not birth certificate extract)	N	70	
<input type="checkbox"/>	Certificate of Identity issued by the Australian Government to refugees and non Australian citizens for entry to Australia	N	70	
<input type="checkbox"/>	Australian Driver Licence Learner's Permit	N – A - P	40	
<input type="checkbox"/>	Current (Australian) Tertiary Student Identification Card	N - P	40	
<input type="checkbox"/>	Photo identification card issued for Australian regulatory purposes (e.g. Aviation Maritime Security identification, security industry etc.)	N - P	40	
<input type="checkbox"/>	Government employee ID (Australian Federal State Territory)	N - P	40	
<input type="checkbox"/>	Defence Force Identity Card (with photo or signature)	N - P	40	
	Secondary Documents			
<input type="checkbox"/>	Department of Veterans Affairs (DVA) card	N - A	40	
<input type="checkbox"/>	Centrelink card (with reference number)	N - A	40	
<input type="checkbox"/>	Birth Certificate Extract	N	25	
<input type="checkbox"/>	Birth card (NSW Births, Deaths, Marriages issue only)	N	25	
<input type="checkbox"/>	Medicare card	N	25	
<input type="checkbox"/>	Credit card or account card	N	25	
<input type="checkbox"/>	Australian Marriage certificate (Australian Registry issue only)	N - S	25	
<input type="checkbox"/>	Decree Nisi / Decree Absolute (Australian Registry issue only)	N - S	25	
<input type="checkbox"/>	Change of name certificate (Australian Registry issue only)	N - S	25	
<input type="checkbox"/>	Bank statement (showing transactions)	N - A	25	
<input type="checkbox"/>	Property lease agreement – current address	N - A	25	
<input type="checkbox"/>	Taxation assessment notice	N - A	25	
<input type="checkbox"/>	Australian Mortgage Documents – Current address	N - A	25	
<input type="checkbox"/>	Rating Authority – Current address e.g. Land Rates	N - A	25	
<input type="checkbox"/>	Utility Bill – electricity, gas, telephone – Current address (less than 12 months old)	N - A	20	
<input type="checkbox"/>	Reference form indigenous Organisation	N - P	20	
<input type="checkbox"/>	Documents issued outside Australia (equivalent to Australian Documents) Must have official translation attached	N - P	20	
Total points provided (minimum 100)				

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