

Request to Alter Assessment Details

Application to record an occupier as the principal ratepayer

1. Property Details

Assessment Number:				
Valuation Number:				
Property Address:				
	Suburb:		State:	
			Postcode:	
Date Occupancy Commenced:				

2. Occupier Details

FULL Name/s or Company/Legal Entity Name(s):				
Postal Address:				
	Suburb:		State:	
			Postcode:	
Contact Phone:				
Email Address:				

Company / Legal Entity Representative Declaration for Occupier (if applicable)

I am authorised to sign this application on behalf of the above Company or Legal Entity

Name:			
Position:			
Signature of representative:	Date:		

3. Application by Occupier

I/we apply to have my/our name(s) entered in the Council's Assessment Record as the Principal Ratepayer for the property specified above.

I/we acknowledge that:

- Rates notices and correspondence will be issued to me as the Principal Ratepayer.
- I/we will be responsible for payment of rates and charges levied against the property while recorded as the Principal Ratepayer.
- If I/we cease to occupy the property or no longer wish to be the principal ratepayer, I/we must notify Council.
- If the Chief Executive Officer considers it necessary, I/we may be required to provide supporting evidence of the right to occupy the property.

Signature of Occupier 1:	Date:	
Signature of Occupier 2:	Date:	

4. Property Owner Details

FULL Name(s) or Company / Legal Entity Name(s):				
Postal Address:				
	Suburb:		State:	
		Postcode		
Contact Phone:				
Email Address:				

Company / Legal Entity Representative Declaration for Property Owner (if applicable)

I am authorised to sign this application on behalf of the above Company or Legal Entity

Name:		
Position:		
Signature of representative:	Date:	

5. Property Owner Consent

I/we as the owner(s) or company / Legal Entity representative of the above property consent to the occupier named in this application being entered in the Assessment Record as the Principal Ratepayer.

I/we acknowledge that:

- Rates notices and correspondence will be issued to the Occupier while they are listed as the Principal Ratepayer.
- Rates may still be recovered as a debt from the owner(s) of the land.
- If I/we no longer wish for the occupier to be the principal ratepayer, I/we must notify Council.

Signature of Owner 1:	Date:	
Signature of Owner 2:	Date:	

Note: This request will not change the information held on the property's **Certificate of Title**. A separate application will need to be made to the Lands Titles Office and the appropriate fee paid.

If supporting evidence is requested and not provided, or if the Chief Executive Officer is dissatisfied with this request, the request for the alteration may be denied as per Section 173(3) Local Government Act 1999.