

REQUEST TO ALTER ASSESSMENT DETAILS

Notice is hereby given pursuant to Section 173 of the Local Government Act, 1999 (as amended) that I/we the owner(s):

Name/s: _____
Postal Address: _____
Contact Phone: _____
Email Address: _____

Request that the information held in the Assessment Book for our property located at:

Assessment: _____
Property Address: _____

be amended as per the following:

- Amend Existing Name Remove Existing Name Insert New Name

Surname:	_____
Given Names:	_____
Previous Name (if applicable):	_____
Postal Address:	_____
Contact Phone:	_____
Email:	_____

Surname:	_____
Given Names:	_____
Previous Name (if applicable):	_____
Postal Address:	_____
Contact Phone:	_____
Email:	_____

This request for alteration is made due to:

- Marriage / Divorce Death Other

Signature/s: _____

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. Where the request is for the removal of a ratepayer from the Assessment Book, a copy of the Death Certificate will be required. The Chief Executive Officer, if dissatisfied with this request may deny the request for the alteration as per Section 173(3) Local Government Act 1999.

OFFICE USE ONLY

Method of Notification: In Person Phone Email taken by _____ Date: _____