



Individual or Company Details:

Name(s) in Full :					
Property Address and/or Assessment #					
Current Postal Address:					
Locality / Suburb:		State:		Postcode:	
Current Contact Numbers:	Mobile:		Landline:		
Email Address:					

Changes to be made:

New Postal Address:					
New Locality / Suburb:		State:		Postcode:	
New Contact Numbers:	New Mobile:		New Landline:		
New Email Address:					

Please Indicate which area of Council this address update applies to:

- ☐ All Services and Correspondence ☐ Rates and Water Accounts ☐ Debtors Account (Including Childcare)
- ☐ Creditors Accounts ☐ Animal Registration

Please Indicate Preferred Contact Method:

- ☐ Email ☐ Post

Authorisation:

I / We agree to the following Terms and Conditions for Electronic Delivery of Correspondence from Council:

I give my consent for future correspondence from Longreach Regional Council to be sent to me electronically. I understand that by registering for this preferred delivery method will mean I may not in all circumstances receive a paper copy of my correspondence by mail.

I acknowledge that if, after two attempts, the delivery of the electronic correspondence to the specified e-mail address listed above is not successful a paper copy will be produced and posted to my last advised postal address recorded in council's name and address database. The delivery method for all future correspondence will also be updated to post.

I acknowledge it is my responsibility to ensure I pay all debtor invoices, rate and water notices that will be issued electronically, and further acknowledge I am responsible for contacting council to obtain a copy of a invoice, rates or water notice should such a notice not be received.

Signature(s):	Date:
---------------	-------

Collection Notice:

Longreach Regional Council is collecting the personal information you supply on this form for the purpose of processing your request for updating your personal details held in Council's Name and Address Database. Some of this information may be given to other sections of Council for the purpose of completing your request. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless require or authorised by law.