



Rates – Change of Name or Address Procedure

Application	Council Staff
Responsible Officer	Director Corporate Services
File No	CM:PRO:PM
Authorised by	General Manager – Manex
Effective Date	13/01/15
Distribution	Internet / Intranet / Public Display

Purpose

To establish the circumstances under which the owner(s) names can be changed on a rates and/or water/sewerage assessment in accordance with provisions of the *Local Government Act 1993* and requirements for changing addresses on rates or water and sewer assessments.

Definitions

Notice of Sale or Transfer of Land: Document used by solicitors and conveyancers to advise change of ownership.

Reference

This procedure complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

- *Local Government Act 1993* section 604.

Procedural Steps

Change of Name:

In accordance with Section 604 of the *Local Government Act 1993*, Council will change the owner's name(s) resulting from a transfer of the ownership of a property upon receipt of the Notice of Sale or Transfer of Land document from a solicitor or conveyancer.

The changes made using the Notice of Sale or Transfer of Land will be verified by the alternate form of notification from the Department of Lands that the necessary documentation in accordance with the *Conveyancing Act 1919* or the *Real Property Act 1900* has been lodged with the Registrar-General in accordance with Section 604(4) of the *Local Government Act 1993*.

This form of notification from the Department of Lands will be utilised to change the owner's name(s) if the Notice of Sale or transfer of land is not received.

Any change of owners names resulting from marriage, divorce or other circumstances (other than transfer of ownership of the property) is only to be completed upon receipt of one of the following documents (whichever applies):

- Marriage Certificate
- Deed Poll

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- Birth Certificate
- Change of Name Certificate

Any documents presented for purposes of name change due to marriage, divorce or other circumstances (other than transfer of ownership of the property) are to clearly show the original name and the new name.

Such documentation must be processed as incoming mail and registered within Council’s electronic document management system for action by the Rates Officer (Folder: RCV:REG:NSTP).

Change of Address:

Requests to change the address listed on rates or water assessments must be received in writing, by email, or from printed service requests forms signed by the property owner. Address details on Council records for the service of notices are not be changed without the property owners authorisation.

Such documentation must be processed as incoming mail and registered within Council’s electronic document management system for action by the Rates Officer (Folder: RCV:NOT:COA).

Revision Table

Minute /Date	Amendment Summary	Reason or Reference
Manex 13/01/15		Introduction

Associated Documents

NSW Local Government Act 1993

Review

This procedure may be amended from time to time and will be reviewed within four years of its adoption (or latest amendment) with reference to any relevant legislation, best practice guides, or other factor.

SIGNED:..... POSITION: GENERAL MANAGER

DATE:...../...../.....

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