

Have you changed your name or address?

Please advise the Shire promptly in writing of any changes to your name or postal address, including if you have any pets (dogs, cats etc) that have moved location with you. The Shire of Gingin accepts no responsibility for misplaced notices to you if you have not updated your contact information with us.

If you have changed your name, then you will also need to ensure that your details have been updated on the Certificate of Title for your property with Landgate (www.landgate.wa.gov.au).

Are you a pensioner who claims a rebate on the property?

If you are a registered pensioner you will also need to contact the Water Corporation on 1300 659 951 to update your details in addition to completing this form.

Do you need to notify the Shire about a deceased estate?

Please provide a copy of the Death Certificate together with this form when submitting it.

Are you selling your property?

Under the section 9.68 of the *Local Government Act 1995*, when a person (as a principal or as an agent) sells or disposes of land, the owner/agent must advise the Shire in writing within 21 days of the change in ownership by providing the name and address of the purchaser. This does not include direct contact details however (ie, email address/phone number) so please complete this form to provide these additional details.

Enquiries

Contact the Shire's Rates Department on 9575 5100 (option 2) or email mail@gingin.wa.gov.au.

Rate Assessment Number:	A	Date:	
Rateable Address:			

Update New Contact Details (If there are more than 2 owners, please complete additional forms)

Owner 1 (Ratepayer Primary Contact):

Given Name/s:		Surname:	
Company Name (if applicable):			
Telephone:		Mobile:	
Email:			
Residential Address:			
Postal Address:			

Owner 2:

Given Name/s:		Surname:	
Company Name (if applicable):			
Telephone:		Mobile:	
Email:			
Residential Address:			
Postal Address:			

Declaration

By signing below, you declare that all the information provided on this form is true and correct.

Signature:		Date:	
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Check this box if you **DO NOT** wish to receive your annual Rates Notice via email.

Form Submission

Email: mail@gingin.wa.gov.au

Post: Shire of Gingin
PO Box 510
GINGIN WA 6503

Office Use Only

Processing Officer Name:	
Date Completed:	