

# Records & Customer Service

## CHANGE OF NAME OR ADDRESS

### 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](http://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 (i.e. email address/phone number) so please complete this form to provide these additional details.

### Enquiries

Contact the Shire's Rates department on (08) 9575 5100 or email [rates@gingin.wa.gov.au](mailto:rates@gingin.wa.gov.au).

Date of Move (dd/mm/yyyy)

## Section A – Change of Ownership (Existing Ratepayer)

If you have moved properties within the Shire please complete this section, Section C and Section D (if applicable). You will need to reference your last Rates Notice for your Assessment number.

If you are new to the Shire, please proceed to Section B.

Rate Assessment Number	A
Rateable Address	

## Section B – Change of Ownership (New Ratepayer)

Please provide below the contact details for **ALL PROPERTY OWNERS** related to the property. If there are more than 2, please download the *Additional Owners* form from our website and complete as required. Submit it together with this form. **Please also complete Section C and Section D** (if applicable).

Organisation/Business Name <i>(if applicable)</i>	
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	Surname	Given Names	
Owner			
Tel		Mobile	
Email			

Owner 2			
Tel		Mobile	
Email			

## Section C – Update/Provide New Contact Details

If you are new to the Shire then please complete the 'Existing or New Ratepayer part' only of the below section only (all other details you should have already provided in the *Change of Ownership [New Ratepayer]* section above). If you are an existing ratepayer/resident and you need to update your existing details with us then please complete all of this section.

### EXISTING RATEPAYER/RESIDENT

Given Names		Surname	
Tel		Mobile	
Email			

### EXISTING OR NEW RATEPAYER/RESIDENT

Residential Address	
Postal Address	

## Section D – Update of Pet Details

If you have pets that you have moved with you, please provide their details as follows. If there is not enough space below, please include the additional details on a separate sheet of paper when submitting this form to us.

	Registration Number	Name	New Registration Tag Required
Dog 1			<input type="checkbox"/>
Dog 2			<input type="checkbox"/>
Cat 1			<input type="checkbox"/>
Cat 2			<input type="checkbox"/>

**Note:** Under the *Cat Act 2011* and the *Dog Act 1976* you are required to register your pets with the Shire and they must be microchipped. If your pets are not registered then please completed the relevant form which you can find on the Shire's website in our Animals & Pets section. Submit this to the Shire of Gingin together with the relevant payment fees.

## 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, Fire Break Orders, Recycling Calendar, Tip Pass & Parking Permit via email.

## Form Submission

E: [mail@gingin.wa.gov.au](mailto:mail@gingin.wa.gov.au)

P: Shire of Gingin  
PO Box 510  
GINGIN WA 6503

W: This form is also available to complete online. Visit [www.gingin.wa.gov.au](http://www.gingin.wa.gov.au)

## Office Use Only

Processing Officer Name			
Record No.		Date	