

Gisborne District Council

PO BOX 747, Gisborne Phone (06) 867 2049 Fax (06) 867 8076

Change of Contact Details Form

Dear Sir/Madam,

Council would like to correct your contact details in our computer system.

The reason behind this is that we are starting to accumulate duplicate names and addresses for individual contacts.

Your current Contact details are outlined in the table below, this information is used for all correspondence delivered to you by the Gisborne District Council.

The only two exceptions to this are as follows:

1. Parking Infringements, whereby details are obtained from LTSA.
2. The other is a service we provide whereby you are able to advise of an alternative address for delivery of all Rates information.

| | | Current Information | Amendments |
|---------------------------------|-------------------|---------------------|------------|
| <i>Surname</i> ² | | | |
| <i>First Names</i> ² | | | |
| <i>Postal Address</i> | | | |
| <i>Contact Numbers</i> | <i>Day Phone</i> | | |
| | <i>Cell phone</i> | | |
| | <i>Fax</i> | | |
| <i>Email Address</i> | | | |

Do you require a different address to above for your rates invoice to be sent to? ³

| <i>Valuation Number</i> | <i>New Postal Address for Rates Only</i> |
|-------------------------|--|
| | |

² If a change of name is required please supply a copy of a legal document illustrating this change i.e. Marriage/Birth Cert. If you are the owner of a property we then require a copy of the Certificate of Title showing this name change.

³ Note this is the address that your rubbish stickers will be posted out to as well.

Reason for change of address/comments: _____

Name : _____

Date: / /

Signature : _____ or on behalf of by GDC Officer: _____

Please complete and sign this form and either post to:

*Gisborne District Council
Attn: Contacts Administrator
PO Box 747
Gisborne*

Or alternatively our Office is as follows:

*Administrative Centre
Fitzherbert Street
Gisborne
Between the hours of 8.00am and 5.00pm Monday to Friday.*