

AP010 – Notification of Change of Address

1. Intention

To establish an effective record keeping procedure and keep evidence of all change of address for ratepayers within the names and address program. This program will therefore cover change of address over all departments.

2. Scope

This policy applies to employees of the Shire of Waroona.

3. Statement

Any change of address notification to the Shire of Waroona must be received in writing by any of the following methods:

- Correspondence or change of address form by mail;
- Correspondence or change of address form by fax;
- Correspondence or change of address form by email; or
- Notification on change of address slip on reverse of rate notice.

Notification of change of address in writing is important when initiating debt collection procedures.

Using a new address on a planning or building application does not constitute a change of address for rating purposes and this must be provided separately.

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division		Administration			
Policy Number		AP010			
Contact Officer		Manager Corporate Services			
Related Legislation		Nil			
Related Shire Documents		A2 – Notification of Change of Address Form			
Risk Rating	Low	Review Frequency	Triennially	Next Review	June 2024
Date Adopted		22/11/2011		OCM11/11/146	

Amendments

Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
25/07/2024	Reviewed with minor amendment to text	OCM24/06/090
Previous Policies		
CORP036 – Notification of Change of Address 3.26 – Notification of Change of Address		