

# East Gippsland Shire Council

273 Main Street (PO Box 1618)  
Bairnsdale Vic 3875  
Website [www.eastgippsland.vic.gov.au](http://www.eastgippsland.vic.gov.au)  
Email [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)  
Follow us on Twitter @egsc



Telephone: (03) 5153 9500  
Fax: (03) 5153 9576  
National Relay Service: 133 677  
Residents' Information Line: 1300 555 886  
ABN: 81 957 967 765

## Name Change

### Important Information

Please complete all sections in this form.

You will need to attach supporting documents for any name change. These documents may include a Marriage Certificate, Birth Certificate, Deed Poll document or current Drivers Licence.

Changes cannot be made unless the supporting documentation is attached.

In the future some Council correspondence may be sent by SMS or email.

#### Previous Details

|                       |  |                               |  |          |  |
|-----------------------|--|-------------------------------|--|----------|--|
| Name:                 |  | Date of birth: ____/____/____ |  |          |  |
| Home address:         |  |                               |  |          |  |
|                       |  |                               |  | Postcode |  |
| Postal address:       |  |                               |  |          |  |
|                       |  |                               |  | Postcode |  |
| Phone number: Mobile: |  | Home:                         |  | Work:    |  |
| Email address:        |  |                               |  | Fax:     |  |

#### New Details

|  |
|--|
| Name:                                    |
| Reason for name change (e.g. Marriage) : |

Are these changes for all dealings with Council?  Yes  No

If **not** for all Council departments, please tick the departments to notify below -

|                                    |   |   |                                       |                                 |                                  |                                  |
|------------------------------------|---|---|---------------------------------------|---------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Rates     | <input type="checkbox"/> Planning           | <input type="checkbox"/> Building             | <input type="checkbox"/> Animals      | <input type="checkbox"/> Health | <input type="checkbox"/> Marinas | <input type="checkbox"/> Debtors |
| <input type="checkbox"/> Libraries | <input type="checkbox"/> Recreation Centres | <input type="checkbox"/> Raymond Island Ferry | <input type="checkbox"/> Other: _____ |                                 |                                  |                                  |

|            |                      |
|------------|----------------------|
| Signature: |                      |
| Name:      | Date: ____/____/____ |

#### Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

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## Submitting this application

|                   |   |  |
|-------------------|---|--|
| <b>Mail</b>       | Post the signed, completed form together with any applicable fees or copies of any documentation to;<br>PO Box 1618<br>BAIRNSDALE VIC 3875. |  |
| <b>Electronic</b> | Fax to 03 5153 9576<br>Email to <a href="mailto:feedback@egipps.vic.gov.au">feedback@egipps.vic.gov.au</a>                                  |  |
| <b>In Person</b>  | Bring the completed form and supporting documents to any of the following locations;  |  |
|                   | Service Centre Opening Hours:<br>8:30am to 5:00pm.<br>Monday to Friday.   | Bairnsdale Corporate Centre: 273 Main Street.<br>Lakes Entrance Service Centre: 18 Mechanics Street.<br>Omeo Service Centre: 179 Day Avenue.<br>Orbost Service Centre: 1 Ruskin Street.<br>Paynesville Service Centre: 55 The Esplanade. |
|                   | Mallacoota Service Centre Opening Hours:<br>Monday and Tuesday 10.00am to 2.00pm<br>Wednesday, Thursday, Friday 2.00pm to 5.00pm            | Mallacoota Service Centre: 70 Maurice Avenue   |

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