

# 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

## Ferry Pass Change of Vehicle Registration Details

This form has some hard words. The hard words are in **blue**. You can read what these words mean on page 2.

Name:		
Address on Raymond Island: (if applicable)		
	Postcode	
Postal address:		
	Postcode	
Phone number: Home	Work:	Mobile:
Email:		Fax:
Old vehicle registration numbers: _____	New vehicle registration numbers: _____	
Make _____	Make _____	
Model _____	Model _____	
Reason for Change: (please show related documents)		
<input type="checkbox"/> Change of tenancy <span style="margin-left: 200px;"><input type="checkbox"/> Purchase/sale of vehicle</span> <input type="checkbox"/> Write off vehicle <span style="margin-left: 200px;"><input type="checkbox"/> Replacement of fleet/leased vehicle</span> <input type="checkbox"/> Windscreen replacement - no change to registration details - no documents needed		
Old pass or passes returned: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Related documents sighted: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>If no to either question, a <b>Statutory Declaration</b> will need to be filled in detailing why.</b>		

Signature: _____	Date: ____/____/____
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<b>Office Use Only:</b>	
License Number: ____/____/____	New Pass or Passes Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No
Pathways Altered: <input type="checkbox"/> Yes <input type="checkbox"/> No	Officer 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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## Statutory Declaration

Fill in this section if you have not returned the old pass or passes **or** have not attached the related documents. You **must** sign in front of an **approved person**.

I, name \_\_\_\_\_

Of, home address \_\_\_\_\_

In the State of Victoria, agree that: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Witness (**Approved Person**) Name: \_\_\_\_\_

Witness (**Approved Person**) Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Hard Words:

**Statutory Declaration:** A statutory Declaration is sometimes called a 'stat dec'. A Statutory Declaration is a legal document and means you are telling the truth.

**Approved Person:** A Statutory Declaration can be witnessed by a Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner or a Dentist or any other person named as per section 107A of the Evidence (Miscellaneous Provisions) ACT 1958.

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## Submitting your application

<b>Mail</b>	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
<b>Electronic</b>	Fax to 03 5153 9576 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: 8:30am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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