New Property Owner Details

Northern Beaches Council

If you need help lodging your form, contact us			
Email	council@northernbeaches.nsw.gov.au		
Phone	1300 434 434		
Customer Service Centres	**Manly** Town Hall, 1 Belgrave Street, Manly NSW 2095	**Dee Why** Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	**Mona Vale** 1 Park Street, Mona Vale NSW 2103

Office use only	
Form ID	3011
TRIM Ref.	2022/554827
Last updated	August 2026
Business unit	Customer Services

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Part 1: Personal details

Owner 1					
Business Name (if owned by a business)*		ABN/ACN			
First name*		Title		Gender	
Middle name/s		Work Phone			
Last name*		Home Phone			
Date of Birth		Mobile			
Email address*					

Owner 2					
Business Name (if owned by a business)*		ABN/ACN			
First name*		Title		Gender	
Middle name/s		Work Phone			
Last name*		Home Phone			
Date of Birth		Mobile			
Email address*					

*Council requests your date of birth (for individuals) or ABN (for businesses) as a 'unique identifier' to ensure we deal with the correct customer. This information is kept strictly confidential and will not be provided to any other organisation (unless required by law). This information will help us to act on or respond to any future queries quicker.

Part 2: Details of owned property

Property 1: Address of owned property		Rates reference number	
Address to send Rates Notices to			
Postal address for other correspondence			

Property 2: Address of owned property		Rates reference number	
Address to send Rates Notices to			
Postal address for other correspondence			

New postal address, for other correspondence, if different from the above for rates?	
New Residential address	
Your previous postal/ residential address	

Part 3: If updating an address on behalf of someone else please provide your details

Please provide your details if you are completing this form on behalf of someone else.	
Your name	
Your contact details	
Your signature	
What authority do you have to request this change? Please attach appropriate documentation.	

Part 4: Comments

Include any comments or additional information here

Part 5: Signature(s) and date

Signature Owner 1		**Date:**	
Signature Owner 2		**Date:**	

Post/in person	Post to PO Box 82, Manly NSW 1655 or refer to the Customer Service Centres on the first page of this form.
Email	council@northernbeaches.nsw.gov.au