

Authority to Act Form

Council Chambers

374 Main Road
Glenorchy TAS 7010

Postal Address

PO Box 103
Glenorchy TAS 7010

Customer Service

 (03) 6216 6800
 gccmail@gcc.tas.gov.au

ABN 19 753 252 493

www.gcc.tas.gov.au

Please use this form if you are the registered owner of a property and want to authorise another person to deal with Council for you about that property.

Part A - Applicant

Surname:	Given Names:
Entity Name (if applicable):	ACN/ABN (if applicable):
DOB:	
Postal Address:	
Phone:	Email:

You must provide a copy of an identity document (for example, a driver licence or passport) when submitting this form. If the registered owner of the property is a company and you are a director of that company, you must also provide a current ASIC company extract.

Part B - Property Details

List the property or properties this authority applies to. Please attach additional pages if required.

Property ID:	Address:
Property ID:	Address:
Property ID:	Address:

Part C - Type of Authority

Please tell us who you want to act on your behalf. Council can communicate with that person (the Authorised Person) about your property or properties.

Surname:	Given Names:
Entity Name (if applicable):	ACN/ABN (if applicable):
Postal Address:	
Phone:	Email:

The Authorised Person can act for you in simple, day-to-day matters for the property or properties listed in Part B. This includes making general enquiries, receiving correspondence, paying rates and other charges, arranging Council services, and updating basic property information. The Authorised Person **cannot** appoint or remove another authorised person. For any other matters, Council may contact you directly or ask you to deal with the matter yourself.

Part D - Rates Notices

Do you wish to have rates notices for the property or properties listed in Part B sent to the Authorised Person instead of you?

☐ YES

☐ NO

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Part E - Declaration

By signing this form, I declare that:

1. I am the registered owner of the property or properties listed in Part B.
2. If there is more than one registered owner, I have informed all other owners that I am granting this authority.
3. The information I have given is true and correct to the best of my knowledge. I understand that if I give false or misleading information, Council may refuse this request and/or take other action allowed by law.
4. Council can rely on this form as proof that I have given authority to the Authorised Person. I agree to indemnify and release Council and its employees from any loss, claim or liability arising from actions taken in good faith in reliance of this authority.
5. Council may share relevant personal and property information with the Authorised Person for the purposes of this authority, and update its records using information provided by the Authorised Person where appropriate.
6. This authority will continue until Council receives written notice that it has been revoked by me or by the Authorised Person.

Signature:**Date:**

By signing I authorise Glenorchy City Council to update my details listed within this form.

Returning this form:

This form and supporting documentation may be returned:

- by email to gccmail@gcc.tas.gov.au
- by post to PO Box 103, Glenorchy TAS 7010
- in-person at 374 Main Road, Glenorchy TAS 7010

Personal Information Protection Statement

Glenorchy City Council (Council) collects personal information to process requests and carry out its everyday functions, but may choose to use it for other lawful purposes under the Personal Information Protection Act 2004.

Your personal information may be shared with Council staff, contractors, law enforcement agencies, courts and other organisations where authorised or required by law.

You do not have to provide your personal information, but if you choose not to, Council may be unable to action your application or request.

You can find out more about how Council manages personal information and how to request access or corrections to it in Council's Privacy Policy available on Council's website or by contacting gccmail@gcc.tas.gov.au.

Enquiries concerning personal information can be addressed to:

Glenorchy City Council PO Box 103 Glenorchy, 7010

Phone: 03 6216 6800

Email: gccmail@gcc.tas.gov.au