

Notification of Authority 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 have permission to act for the registered owner of a property and need to let Council know. This may include situations where you have power of attorney, are the executor or administrator of an estate, or are acting as a property agent or trustee.

Part A - Applicant

Surname:	Given Names:
Entity Name (if applicable):	ACN/ABN (if applicable):
Postal Address:	
DOB:	
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, you must also provide a current ASIC company extract listing the directors of that company.

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

Tick one box and attach the relevant supporting documentation:

- ☐ I have power of attorney (*attach registered power of attorney*)
- ☐ I am an executor or administrator of an estate (*attach certified copy of grant of probate OR letters of administration OR death certificate and will*)
- ☐ I am a trustee (*attach certified copy of trust deed*)
- ☐ I am a property agent (*attach agency agreement or letter of authorisation*)
- ☐ Other (please specify) _____
(*attach supporting documentation*)

Part D - Rates Notices

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

- ☐ YES ☐ NO

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Part E - Declaration

By signing this form, I declare that:

- 1. I am lawfully authorised to act on behalf of the registered owner under a current and valid authority and will promptly notify Council if this authority is changed or revoked.
- 2. If there is more than one registered owner, I have informed the other owner(s) of 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 the information provided as evidence of my authority to act. 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. This authority will continue until Council receives written notice that it has been changed, revoked, or that I no longer wish to act.

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