

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale Vic 3875
Website www.eastgippsland.vic.gov.au
Email 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

Letter of **Authorisation** or Cancellation

There are some hard words in this form. The hard words are in **blue**. You can read what they mean on page 2.

Please use this form to **nominate** a new **authority** or cancel an existing one.

Owners Details

Name:								
Assessment number:								
Postal address:								
				Postcode				
Phone number: Home:		Work:		Mobile:				
Email address:				Fax:				

I wish to cancel a previous **authorisation**: Yes

New **Authorisation** – I give **authorisation** to:

Name:								
Postal address:								
				Postcode				
Phone number: Home:		Work:		Mobile:				
Email address:				Fax:				
Relationship:								
Access my rates account to: <input type="checkbox"/> Collect Information <input type="checkbox"/> Update Details <input type="checkbox"/> Both								

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

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Hard Words

Authorisation: Giving official permission.

Authority: The right to act in a specified way, delegated from one person to another.

Nominate: To appoint someone else to act on your behalf to collect information or update details.

Submitting this application

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to feedback@egipps.vic.gov.au	
In Person	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. Bairnsdale Service Centre: 24 Service 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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