

Letter of Authorisation



This form is to be completed by a current owner/ director of the property, to authorise the nominated person or organisation to enquire or act on your behalf. If you want someone to act on your behalf the notices will be set to go to their postal address. Please understand the agreement you have in place with the authorised person or organisation does not make them legally responsible, as they are not the owner. Please return completed form to Council.

Date: ____/____/____

Assessment Number:	
Property Address:	

Authorised Person's Name:	
Residential Address:	
Postal Address:	
Contact Number:	
Email Address:	

Authorised Company Name:	
Business Address:	
Postal Address:	
Contact Number:	
Email Address:	

I, (insert full name) _____, owner of the above address,

authorise the above to: *(please indicate one of the below options)*

➤ enquire on my behalf

rates

water

both

➤ act on my behalf

rates

water

both

Print Name: _____

Signature: _____