

# RICHMOND VALLEY COUNCIL POLICY REGISTER

File No: R.030.00

Policy No: 1.4.10

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<b>POLICY:</b>	<b>PROPERTY INFORMATION - RATES AND WATER/SEWERAGE CHANGE OF NAME</b>
<b>FUNCTION:</b>	<b>Finance</b>
<b>OBJECTIVE:</b>	<b>To establish the circumstances under which the owner(s) names can be changed on a rates and/or water/sewerage assessment in accordance with provisions of the Local Government Act 1993</b>
<b>DIRECTORATE:</b>	<b>CORPORATE SERVICES</b>

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## **POLICY:**

1. In accordance with Section 604 of the Local Government Act 1993, Council only change the owners names resulting from a transfer of the ownership of a property upon receipt of the Notice of Sale document from the Department of Lands or an alternate form of notification from the Department of Lands that the necessary documentation in accordance with the Conveyancing Act 1919 or the Real Property Act 1900 has been lodged with the Registrar-General in accordance with Section 604(4) of the Local Government Act 1993.
2. Any change of owners names resulting from marriage, divorce or other circumstances (other than transfer of ownership of the property) is only to be completed upon receipt of one of the following documents (whichever applies):
  - Marriage Certificate
  - Deeds Poll
  - Birth Certificate
  - Change of Name Certificate
3. Any documents presented for purposes of name change due to marriage, divorce or other circumstances (other than transfer of ownership of the property) are to clearly show the original name and the new name.