

# Procedure

<b>Procedure Title:</b>	<b>Change of Name – Rates and Water/Sewer</b>
<b>Procedure Number:</b>	6.15
<b>Focus Area:</b>	Manage Resources Responsibly
<b>Responsibility:</b>	Finance & Procurement
<b>Authorisation:</b>	3 March 2025

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## Purpose

To establish the circumstances under which the owner(s) names can be changed on a rates and/or water/sewerage assessment in accordance with the provisions of the *Local Government Act 1993*.

## Scope

This procedure applies to any ratepayer wanting to change an owner's name on an existing property within Council's records.

## Procedure

1. In accordance with Section 604 of the *Local Government Act 1993*, Council only changes the owner(s) name resulting from a transfer of the ownership of a property upon receipt of the Notice of Sale document from Property NSW.
2. Any change of owner(s) name resulting from marriage, divorce or other circumstances (other than transfer of ownership of the property) will only to be completed upon receipt of one of the following documents (whichever applies):
  - Marriage Certificate
  - Deed Poll
  - Birth Certificate
  - Change of Name Certificate
3. Any documents presented for the purpose 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.

## Review

This procedure is to be reviewed every two years.

Version	Date	Reason / Comments
1	16 July 2015	New procedure
2	3 October 2019	Review – formerly known as Property Information – Rates and Water/Sewer
3	7 September 2021	Review with minor updates to formatting only
4	3 March 2025	Review with minor updates to Point 1, removing the reference to ‘alternate forms’ of notification from Property NSW