STRATHFIELD COUNCIL
65 Homebush Road, Strathfield NSW 2135
PO Box 120, Strathfield NSW 2135 | **P** 02 9748 9999 | **F** 02 9764 1034
E council@strathfield.nsw.gov.au | **www.strathfield.nsw.gov.au** | ABN 52 719 940 263

APPLICATION FORM

Change of Street Number and/or Address

Made under the Local Government Act 1993 – Section 124, Order No. 8

This form should be used to apply for a change to existing street numbers and addresses and is not to be used for street numbering for a new dwelling or building.
Council will only consider changing a street number if there are difficulties associated with its identification (i.e. corner property or multiple frontages).

Council will not allow changes based on unlucky numbers, religious reasons, superstition, personal preference, number not good for business, inability to sell property or affecting value of property, etc.

To minimise any delay in a decision about your application, please ensure you read The Instructions for Applicants section on page 4 of the application, complete all five sections of the form and submit with the required application fees currently $550.00 (Please refer to Fees and Charges 2019/2020, House Renumbering Application Fee, Page 27).

If you need assistance or for more information please contact Council's Customer Service Centre on 97489999.
You will receive a notice of determination once the application has been assessed.

APPLICANT DETAILS (Must be signed by all owners of the subject property)						
Given Name(s):			**Surname / Last Name:**			
Contact Address	**Unit**		**House Number**			
	Street Name					
	Suburb		**State**		**Postcode**	
Daytime Contact	**Mobile**		**Phone**		**Fax**	
Email Address:						

IF A COMPANY		
Contact Person		
Mobile	**Phone**	**Fax**
Email Address		

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PROPERTY DESCRIPTION					
Unit Number (if applicable)					
Shop or Suite Number (if applicable)					
Street Number					
Street Name					
Suburb					
Lot Number		**Section**		**DP/SP Number**	
Company Title Name (if applicable)					

NEW OR DESIRED ADDRESS OF PROPERTY (A fee of $550 applies to this request)	
Unit Number (if applicable)	
Shop or Suite Number (if applicable)	
Street Number	
Street Name	
Suburb	

REASON/S FOR REQUESTING CHANGE OF STREET NUMBER OR ADDRESS
(Please list as much detail as possible to help Council accurately assess the request. Use extra pages if required. Please note comments on front page about what Council cannot consider as reasons for change.)

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OWNERS' CONSENT
This section must be completed by all property owners. If the owner of the property is a company or it is strata subdivided then the director/s or strata secretary must sign the form and attach the company/ strata seal, if required. ■ I/we hereby consent to the submission of this application and to a representative of Council entering the site for the purpose of a site inspection if required, and ■ for Council to make copies of all documents for the purpose of determining the application or to provide copies to persons who may be affected by the proposal.

DECLARATION	
Name (or Company Name):	
Address:	
■ I apply for consent to carry out the work described in this application. ■ I declare that the information given is true and correct. ■ I understand that if the information is incomplete that the application may be delayed, rejected or further information requested	
Signature of applicant:	
Date:	

PAYMENT DETAILS
I authorise Strathfield Municipal Council to debit my credit card in the amount of $ _____
Cardholder's Name (*please print name in capital letters*):
Credit Card Details **(Note:** American Express Credit Card is **NOT** accepted**)** (1% Service Fee will apply to all credit card payments) Visa ☐ Mastercard ☐ ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Credit Card Expiry Date: CCV (Last 3 digits of the number located at the back of the card):
Card Holders Signature: Date:

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PRIVACY STATEMENT
Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the Privacy and Personal Information Protection Act 1998 (NSW), you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the Government Information (Public Access) Act 2009, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate such on the application form.

INSTRUCTIONS FOR APPLICANTS

- Lodging an application requires a completed application form, all relevant information and the payment of the required fee.
- Application will be checked at lodgement to ensure the required information is provided.
- Council reserves the right to request the owners to change the address of a property where the existing numbering is inappropriate or confusing.
- Council will notify a defined list of service providers and authorities of numbering, as a courtesy.
- Addressing for small unit blocks will be units 1, 2, 3 etc.
- There must be no duplication of addressing in strata plans between shops, suites, units.
- Multi-level properties shall be numbered using two parts, e.g. 101, 201, 301, etc (first part being the floor/level; with the last two digits being the unit numbers.
- Where there are no gaps in existing street numbers for a new development and additional numbers are required, suffixes can be used.
- Suffixes will start at “A”, and will be sequential in the same direction as the numbering of addresses.
- INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO YOU.
- Lodge by mail or in person - Strathfield Municipal Council, 61-65 Homebush Road, Strathfield NSW 2135 or,
- by email council@strathfield.nsw.gov.au
- Cashier hours are Monday - Friday, 8.30am - 4.30pm. Applications must be lodged by 4.00pm.

OFFICE USE ONLY			
Checked by Officer:			
Amount Paid: $		**Cashier Code:**	
Receipt No:		**DWS No:**	
Date:		**Initial of Officer:**	
PLEASE FORWARD THIS APPLICATION FORM TO THE GIS SECTION.			