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COOMALIE COMMUNITY GOVERNMENT COUNCIL

Customer Details Change Request Form

Use this form to request a change to your Council customer details. Changes can only be processed after Council receives this completed form in writing and the customer is compliantly identified. Please attach supporting evidence where required.

1. Customer identification

Customer/account number:	
Full name / organisation name:	
Date of birth:	
Property/service address:	
Preferred contact phone:	
Email address:	

2. Details to be changed

Detail to change	Current detail	New detail
Name		
Residential / postal address		
Phone number		
Email address		
Other (specify):		

3. Supporting documents and identification

Attach copies of relevant supporting documents, such as photo identification, evidence of a new address, certificate of name change, or authority to act for an organisation. Council staff must verify that the customer is compliantly identified before processing this request.



☐ Photo identification attached/sighted ☐ Address evidence attached ☐ Name-change evidence attached ☐ Authority document attached ☐ No attachment required

4. Customer declaration and authorisation

I request Coomalie Community Government Council to update my customer details as stated on this form. I declare that the information provided is true and correct. I understand that Council may contact me to verify my identity or request further information, and that this request will be recorded on my customer profile.

Customer signature:	
Printed name:	
Date:	____ / ____ / ____
If signing for an organisation, position/authority:	

5. Council use only

Received by:		Date received:	____ / ____ / ____
Identity verified by:		Date verified:	____ / ____ / ____
Verification method/document:			
CW profile updated by:		Date updated:	____ / ____ / ____
Written request uploaded to CW profile:	☐ Yes ☐ No	Supporting documents uploaded:	☐ Yes ☐ No
Action / notes:			

Privacy notice: Personal information collected on this form is used to identify the customer, process the requested change and maintain accurate Council records. It will be handled in accordance with applicable Northern Territory legislation and Council policies. If you have questions, contact Council before submitting the form.

Return completed forms to Coomalie Community Government Council by the approved email, post or in-person submission method.

Reference: *Local Government Act 2019 (NT)*. This form should be used together with Council's current identification, privacy and records-management procedures.

