

Authority to act form

To update your mailing address, please complete a change of address form [online](#), email us at council@logan.qld.gov.au or call us on 07 3412 3412.

Section 1 – Applicant details

If providing authority to Property Agents, the property owner must complete and sign this form.

Given name(s)		Surname	
Company name			
If ownership is in a company name - attach copy of ASIC's extract, listing the directors.			
Property address			
Phone/mobile		Email	

You must attach relevant certified documentation e.g. Power of Attorney, Will, Trust deed or ASIC's extract.

For property identification purposes supply a property location, rate assessment number, animal reference number, application number, licence number (e.g. food) etc.

Section 2 – Nominated person or organisation details

Full name, OR Organisation name			
Postal address			
Phone/mobile		Email	

What is the type of authority: Power of Attorney, Property Manager/agent, Trust, Executor, etc.

Do you want to update the mailing address for this property to the nominated person / organisation details?

Yes

No

Logan City Council is collecting personal information to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the Information Privacy Act 2009 (Qld) and Council's Privacy Policy and Procedure. The information will only be accessed by Councillors, employees, and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information visit logan.qld.gov.au/privacy.

Section 3 – Level of access

I understand that:

- by adding an authorised representative they will have authority to discuss and make changes on my Council services
- authorised representatives will not have access to my online accounts, direct debits and cannot add or remove an authorised person
- property manager/agents are provided authority to rates and water only.

Authority termination date (leave blank for authority to continue)

Select the Council service you want to give your authorised representative access to:
(Skip if authorising a property manager/agent)

- ☐ Animal registration ☐ License/s ☐ Infringements ☐ Application/s
- ☐ Requests/Complaints ☐ Rates and Water accounts ☐ Other (specify below)
- ☐ I permit access to all listed Council services*

*If all services is not selected please provide relevant reference/account/applications numbers and details below:

To remove an Authorised Representative, you must request this in writing to Council.

Section 4 – Consent

By Signing this form you verify that:

- you are duly authorised to make this application
- the statements and information provided are accurate, true, and complete
- you have received all relevant third-party consents and authorisations
- you attest to the validity of all content within this electronic application.

Signature

Date

- ☐ I acknowledge Queensland State Laws accept this communication as containing my signature within the meaning of the Electronic Transactions (Queensland) Act 2001.

Please return your completed application and documentation:

- by email to council@logan.qld.gov.au
- by mail to Logan City Council, PO Box 3226, Logan Central DC QLD 4114
- In person at any of our customer service centres.