



ABN 6010 3855 713
NORFOLK TELECOM

Official Use Only MDF: Service ID:

APPLICATION FOR RELOCATION OF NORFOLK TELECOM SERVICE(S)

About this form

Use this form to make application to relocate Norfolk Telecom landline, internet & leased circuit services.

How to complete this form

- Ensure that all fields have been filled out correctly in BLOCK LETTERS;
- Fields on this form marked with an * are mandatory and must be completed before submitting this form;
- Submit this form by email or in person, see Lodgment Details below.

Personal / Business Details		
Name / Business Name of Applicant: *		
Home Telephone: *	Work Telephone:	Mobile:
Previous Service Address: *		
Customer Service(s) to be relocated: (these service ID's can be found on your Norfolk Telecom invoices)		
<input type="checkbox"/> LANDLINE NO: _____ <input type="checkbox"/> INTERNET ID _____ <input type="checkbox"/> LEASED CIRCUIT _____		
Relocation Date: * _____ (please advise 3 days prior to Relocation date)		
NOTE: Service relocations are manual processes completed during Norfolk Telecom's standard business operating hours. Please select a relocation date on a week day (Mon – Fri) Friday between the hours of 7:00am and 3:30pm.		
NEW ADDRESS INFORMATION		
New physical address for service(s):* _____		
Name of last tenant/landlord: _____		
Is there a phone line presently installed at this property? YES NO (please circle one)		
NOTE: The relocation of any Norfolk Telecom service incurs a relocation fee. The relocation fee for a service is a minimum of \$57 (intact) and a minimum of \$105 (non-intact). Additional labour and equipment use charges may also apply.		

Signed *

Date

Service Details
Service ID: * (your Norfolk Telecom landline and/or internet service identification number(s))
Customer Number:

Privacy
Your personal information will be collected, stored, used and treated in compliance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APP).

Lodgement Details

Mail: Norfolk Island Regional Council
PO Box 95
NORFOLK ISLAND

In person: Customer Care
9 New Cascade Road
NORFOLK ISLAND

Email: customercare@nirc.gov.nf

What now:	Once your application is received a Norfolk Telecom officer will respond within 10 working days.
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OFFICIAL USE ONLY

Receiving Officer Name:	Date:
Receiving Officer Signature:	

TECHNICIAN USE ONLY

<input type="checkbox"/> Update IA
<input type="checkbox"/> Update IP
<input type="checkbox"/> Update Gateway
<input type="checkbox"/> Update PEM
<input type="checkbox"/> Update Modem
<input type="checkbox"/> Wiring
<input type="checkbox"/> Update BOSS
<input type="checkbox"/> Update Records