

Section 603 Certificate Application

Under s603 of the *Local Government Act 1993* (NSW) (**LGA**), a person may apply to Council for a certificate as to the amount (if any) due or payable to the council, by way of rates, charges or otherwise, in respect of a parcel of land.

Newcastle City Council
282 King Street (PO Box 489)
NEWCASTLE NSW 2300
Phone: (02) 4974 2000

Web: www.newcastle.nsw.gov.au
Email: mail@ncc.nsw.gov.au

For internal use only

Receipt No:

Receipt Date:

Amount:

Application Details

Applicant's Name:

Address:

Postal Address (if different):

Contact Number:

Email:

Applicant's Reference:

Property Description

House No: Street Name:

Suburb: Post Code:

Lot No: DP/SP:

Was the property sold by Council for unpaid rates and charges in accordance with s'603(3) (d) of the LGA? Tick relevant boxes

Yes No

If yes – do you require the name of the owner under Division 5 of Part 2 of Chapter 17 of the LGA?

Yes No

In submitting this application, I acknowledge that:

- Council responds to the application based on the information provided by you
- I am responsible for providing correct and complete information and instructions to Council in order for a certificate to be issued
- Applications and payments, once received by Council, will be acted upon, even if the instructions received result in inappropriate certificate being issued
- I declare that all the information that I have provided is true and correct.

Applicant's Name

Applicant's Signature

Date

Fee \$80.00 (2 day turnaround)

Urgent 603 Certificate: \$80.00 + \$78.00 urgency fee (24 Hour turnaround) – (Total \$158.00)

Section 603 Certificate Application



How to lodge your application

Address the application to:

Chief Executive Officer
Newcastle City Council

And send it to us by any of the following methods:

Mail:

PO Box 489
Newcastle NSW 2300

Courier or personal delivery:

Ground Floor
City Administration Centre
282 King Street, Newcastle

Email your application:

Email your application to mail@ncc.nsw.gov.au and
phone your credit card details to:- (02) 4974 2000

How to contact us:

Phone – (02) 4974 2000
Email - mail@ncc.nsw.gov.au

Payment Method

You can pay by cash, cheque, money order or the following credit cards: Visa, American Express or MasterCard

Make cheques payable to:

Newcastle City Council

Do not send cash in the mail

See options below

Coming in to see us?

We are easy to get to:

Our Customer Enquiry Centre is located on the ground floor of Newcastle City Council Administration Centre, 282 King Street, Newcastle

Disable access is available.

Office Hours:

We are open for business from 8:30am – 5pm Monday to Friday.

Note – payment accepted between 8:30am – 4:30pm

Payment Methods

Cheque **Money Order** **Credit Card** **In Person**

A credit card processing fee applies to credit card transactions, reflecting bank fees charged to Newcastle City Council for card payments. This fee will be 0.75% (GST incl.) per transaction

Submission Methods

Print the certificate, complete and submit via mail, email or in person. If you email the application and your payment method is via credit card please phone (02) 4974 2000 for payment.

Protecting your privacy

Newcastle City Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council Policy.

Purpose: Collection of the information to provide you with a section 603 certificate

Intended recipients: Council's Rates team

Supply: voluntary

Storage and Security: Access to authorised staff only

Consequence of non-provision: Council will not be able to process the application

Access: You can contact Council's Rates team directly on (02) 4974 2000. Please note that this information may be required to be released under the *Government Information (Public Access) Act 2009* (NSW)