



Section 603 Certificate Application

City of Newcastle

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

City of Newcastle
12 Stewart Avenue (PO Box 489 NEWCASTLE NSW 2300)
NEWCASTLE WEST NSW 2302
Phone: (02) 4974 2000

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

Internal use only

Receipt No:
Receipt Date:
Amount:

Application Details

Applicant's Name:

Postal Address:

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 CN 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:

- CN responds to the application based on the information provided by you
- I am responsible for providing correct and complete information and instructions to CN in order for a certificate to be issued
- Applications and payments, once received by CN, 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.

Tick type required –

Fee \$85.00 (2-day turnaround)

Urgent 603 Certificate: \$85.00 + \$84.00 urgency fee (24 Hour turnaround) – (Total \$169.00)



City of
Newcastle

Section 603 Certificate Application

How to lodge your application

Address the application to:

Chief Executive Officer
City of Newcastle

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

Mail:

PO Box 489
Newcastle NSW 2300

Payment Method

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

Make cheques payable to:

City of Newcastle
Do not send cash in the mail
See options below

Coming in to see us?

Our Customer Enquiry Centre is located on the Ground Floor City, 12 Stewart Avenue NEWCASTLE WEST NSW 2302.

Email your application:

Email your application to applications@ncc.nsw.gov.au

Once the application has been lodged and reviewed by City of Newcastle, **you will be contacted by CN's Customer Contact Centre to make payment of the required fees.**

Applications cannot be processed until payment is made.

How to contact us:

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

Office Hours:

We are open for business from 8:30am – 5pm Monday to Friday. Note - payment accepted between 8:30am – 5pm

Payment Methods

Cheque Money Order Credit Card In Person

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

Submission Methods

Print the application, complete and submit via mail, email or in person. If you email the application and your payment method is via credit card, you will be contacted by CN's Customer Contact Centre via phone for your credit card details.

Application cannot be processed until payment is made.

Protecting your privacy

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

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

Intended recipients: CN's Rates team

Supply: voluntary

Storage and Security: Access to authorised staff only

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

Access: You can contact our 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)