



Rates and water certificate request

Certificate Under Section 603 Local Government Act 1993

To request rating information and/or a water certificate complete this form then print and sign before returning to Muswellbrook Shire Council with your payment by mail, fax, scan/email or in person as per above listed contact details. Insufficient information may result in the return of the form for completion prior to your request being actioned.

Rating information

fee \$60 (approx. 2-3 working days)

Special meter reading

fee \$61 (approx. 1-2 weeks)

Outstanding notices

fee \$70 (approx. 1-2 weeks)

Applicant details

Surname/Company name

Given names Contact name

Daytime phone no. Fax

Email Postal address

Your reference

Site details

Details can be obtained from rates notice, property deeds or Council property maps.

Unit/Shop/Suite no. Street no. Street name

Township Owner

Lot(s) no. Section no. Deposit/Strata Plan no.

Additional details (if applicable)

Payment

Merchant fee of 0.75% charged on all credit card transactions

cash cheque Mastercard Visa credit card no.

Card holder's name Expiry date

Signature Today's date

Amount

Privacy notification

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998.

The intended recipients of the personal information may be:

- Officers within the Council
- Data service providers engaged by the Council from time to time
- Any other agent of the Council
- Financial institution involved in the process

The supply of the information by you is/is not voluntary. If you cannot provide or do not wish to

provide the information sought, the Council may/ will be unable to process your application.

Council is collecting this personal information from you in order to provide Council approved services.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act.

Address enquires concerning this matter to the Public Officer.

Office use only

Date

Receipt no.

Officer