

# Rates and Water Certificate Application

## Application 603 and Special Water Meter Reading 2025-2026

Use this form to request rating information and/or a water certificate under section 603 of the Local Government Act. Insufficient information may result in the return of the form for completion prior to your request being actioned.

### Request

- |                          |                                      |          |
|--------------------------|--------------------------------------|----------|
| <input type="checkbox"/> | Rating information – 603 Certificate | \$100.00 |
| <input type="checkbox"/> | Special water meter reading          | \$119.50 |

**Please note** no water usage details are included on a 603 certificate. If you require water usage details, you must order a special water meter reading.

### Applicant details

Company name (if applicable) \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Postal address \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Your ref \_\_\_\_\_

### Site details Details can be obtained from rates notice, property deeds or Council property maps

Unit/shop/suite no \_\_\_\_\_ Street no \_\_\_\_\_ Street Name \_\_\_\_\_

Suburb \_\_\_\_\_ Owner \_\_\_\_\_

Lot/portion no \_\_\_\_\_ Section no \_\_\_\_\_ Deposit/strata plan no \_\_\_\_\_

### Additional details (if applicable)

### 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 voluntary. However, if you cannot provide or do not wish to provide the information sought, the Council may 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 privacy matters to the Public Officer.

### Office use only

Type	Code / GL	Fee	Send to Workflow
Rating information – 603 Certificate	4 / 2280.3050.825	\$100.00	- Rates Certificates i.e. Customer Service Group for payment Rates Group for response
Special water meter reading	6 / 5465.3805.826	\$119.50	

Total payment received \_\_\_\_\_ Date \_\_\_\_\_ Receipt \_\_\_\_\_

### Payment Merchant fee is applicable charged on all credit card transactions

Council's Customer Service Team will contact you to take payment. A merchant fee is applicable on all credit card transactions.

Payment Contact Name \_\_\_\_\_

Payment Contact Number \_\_\_\_\_