



Section 603 Certificate & Special Water Meter Reading

Local Government Act 1993

| Rating Certificates (within 5 business days) | | Urgency Fee (additional charge - 24hr processing) | | |
|--|---------|---|------|---------|
| 603 Certificate (rates) | \$95.00 | Urgent 603 Certificate (rates) | | \$95.00 |
| Special Water Meter Reading * | \$95.00 | Preferred Delivery | Post | Email |

Fees current per Richmond Valley Council's Revenue Policy 2023-2024

| Applicants Details (primary point of contact) | | | |
|---|---------------|---------------------|----------|
| Given Name | | Surname | |
| Company / Organisation | | | |
| Postal Address | | State | Postcode |
| Telephone (H) | Telephone (B) | Mobile | |
| Email | | Applicant Reference | |
| Signature | | Date | |

| Property Details | | | |
|--|--|--------------------------------------|-------------------------------------|
| House No. | Street / Road | | |
| Locality (town/village/area) | | | |
| Land ID | Lot No | Section | Strata / Deposit Plan No. |
| Land ID | Lot No | Section | Strata / Deposit Plan No. |
| Land ID | Lot No | Section | Strata / Deposit Plan No. |
| Property ID | Purpose for which this information is required | | Purchase Price |
| Nature of property vacant / farmland / house / factory | | Is there a dwelling on the property? | Lot / DP where dwelling is located. |

ALL legal descriptions associated with property must be listed on the application. (attach separate list for additional parcels)

| Office Use | | |
|-------------|--------------|-----------|
| Date lodged | Receipt No. | Amount: |
| App ID: RC | App ID: SWMR | Meter No. |

Registered Proprietor / Vendor

Vendors Full Name

Company / Trust

ABN/ACN

Vendors Service Address

State

Postcode

Telephone (H)

Telephone (B)

Mobile

Email

Registered Proprietor / Vendor

Vendors Full Name

Company / Trust

ABN/ACN

Vendors Service Address

State

Postcode

Telephone (H)

Telephone (B)

Mobile

Email

Purchaser^{***} (Required information)

Purchaser's Full Name

Purchasing Company / Trust

ABN/ACN

Purchaser's Service Address

State

Postcode

Telephone (H)

Telephone (B)

Mobile

Email

Purchaser

Purchaser's Full Name

Purchasing Company / Trust

ABN/ACN

Purchaser's Service Address

State

Postcode

Telephone (H)

Telephone (B)

Mobile

Email

Information relating to property finance enquiry searches

Section 603 Certificates and special water meter readings are issued per property ID

Split properties – 603 Certificates are issued for the property of which the current years rates were levied.

Section 603 Certificate

Under section 603 of the Local Government Act 1993, a person may apply to Council for a 603 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.

Special Water Meter Reading

This is to request a special reading of a meter outside of the normal cycle of a quarterly water meter reading. All properties in the Richmond Valley Council area that have water supplied are metered.

Strata Properties may be individually metered with Council meters, if units are individually metered with a Council meter then a special water reading can be done.

If units are NOT individually metered with a Council meter, then a Special Water Meter Reading will not be done, as these water usage accounts are the responsibility of the Body Corporate.

* Liquid Trade Waste LTW

Liquid trade waste is any discharge to a sewerage system other than sewage of a domestic nature (ie wastewater from handwashing basin, shower, bath, toilet or domestic laundry.) Sewerage systems are designed to safely collect, transfer and treat wastewater that is mostly of a domestic origin. However, sewerage systems may also accept liquid trade waste discharges, provided they are planned and controlled within acceptable limits.

1. Annual charge will appear on 603 certificates as part of the annual rate levy
2. LTW usage charge is raised quarterly through Councils debtor system and a Special Water Meter Reading is required to calculate this charge.