

Rating Certificates 2025/2026

Local Government Act 1993

Rating Certificates

Certificate Type (within 5 business days)		Urgency Fees (additional charge – 24 hr processing)		
Section 603 Certificate (rates)	\$ 100.00	Urgent 603 Certificate (rates)	\$100.00	
Special Water Meter Reading*	\$ 100.00	PREFERRED DELIVERY	POST	EMAIL
Fees – 2024 / 2025 Richmond Valley Council Revenue Policy				

Applicant Details (primary point of contact)

Full Name				
Company / Organisation				
Postal address:				
Phone: (H)	(W)	(M)		
Email:			Applicant Reference:	
Signature			Date	

Property Details

House No.	Street / Road			Locality (town/village/area)
Property ID	Purchase price	Purpose of search	Nature of property – vacant / farmland / residence / factory	
Land ID	Land ID	Land ID	Land ID	Land ID
Lot No.	Lot No.	Lot No.	Lot No.	Lot No.
Section	Section	Section	Section	Section
Strata/Deposit Plan No.	Strata/Deposit Plan No	Strata/Deposit Plan No.	Strata/Deposit Plan No.	Strata/Deposit Plan No.
Dwelling on property?	Lot & DP of dwelling			
Yes	No			

ALL legal descriptions of the property must be listed on the application, attach separate list for additional allotments

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

Phone (H)

(W)

(M)

Email

Vendors Full Name

Company / Trust

ABN/ACN

Vendors Service Address

Phone (H)

(W)

(M)

Email

Purchaser

Purchaser's Full Name

Company / Trust

ABN/ACN

Purchaser's Service Address

Phone (H)

(W)

(M)

Email

Purchaser's Full Name

Company / Trust

ABN/ACN

Purchaser's Service Address

Phone (H)

(W)

(M)

Email

Information

Section 603 certificate
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 year's rates are levied
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 the parcel of land .

Special Water Meter Reading
This is to request a special reading of a meter outside of the normal cycle of 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 Council meter then a special water reading can be done. If units are NOT individually metered with council meter then a special water meter reading will not be done as these water usage accounts are the responsible ability of the body corporate.
For non- residential properties the Sewerage Discharge Factor is based on consumption, therefore a special water meter reading is recommended to calculate the sewerage charge.

Liquid Trade Waste
Liquid trade waste is the discharge to sewerage system other than sewerage of a domestic nature (ie wastewater from hand washing 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 the 603 certificates as part of the annual rate levy.
2. Liquid trade waste usage charge is raised quarterly through Councils data system and the special water meter reading is required to calculate the charge.