

APPLICATION - RATES AND CHARGES CERTIFICATE

In accordance with *Local Government Act 1993(NSW)(NI), Section 603*

About this form

Use this form to obtain details of amounts due or payable by way of rates, charges or otherwise against a portion of land on Norfolk Island. The certificate will include details about any postponed rates and any costs owed to the Council for work carried out by Council on the land.

How to complete this form

1. Ensure that all fields have been filled out correctly.
2. Fields on this form marked with an * are mandatory and must be completed before submitting this form.
3. Once completed you can submit this form by mail or in person. See Lodgement Details for further information.
4. If there is insufficient space to provide details on this form, please attach a separate sheet(s).
5. Please use BLOCK LETTERS.

Privacy

Your personal information will be collected, stored, used and treated in compliance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APP) in force from time to time. Where they are not inconsistent with the above Commonwealth laws, Section 739 of the *Local Government Act 1993 (NSW)(NI)* (protection of privacy) as well as the NSW Model Privacy Management Plan for Local Government and the Privacy Code of Practice for Local Government (NSW) may also be or become applicable to our management and use of your personal information.

TYPE OF APPLICATION (Please mark each relevant box below)

- New application** – single portion only (separate application required for each additional portion)
- Urgent processing** – preparation of certificate by the next business day
- Copy only** – of previously issued certificate

PROPERTY DETAILS

Name of Portion owner(s) *

Address *

Portion *

Lot *

Section *

Sheet *

Area *

Certificate of Title *

APPLICANT DETAILS

Applicants Name *

Residential / Business Address *

Postal Address *

Daytime phone *

Mobile

Business phone

Fax

Email

Signature of Applicant(s) *

Date *

DEBIT / CREDIT CARD PAYMENT AUTHORISATION

Type of Card (Please tick)

MasterCard

Visa

Card Number

Expiry Date

CCV

Name as appears on credit card

Amount

Please note a surcharge of 0.88% applies to transactions against credit card accounts

Cardholder signature

Date

Contact Phone

Email

HOW WOULD YOU LIKE TO RECEIVE YOUR CERTIFICATE? *

Collect from Customer Care office

Post (as per above details provided)

Email (as per above)

Fax (as per above number provided)

LODGEMENT DETAILS

You can lodge the completed application by:

Mail: Norfolk Island Regional Council
P.O. Box 95
NORFOLK ISLAND 2899

Email: customercare@nirc.gov.nf

In person: Customer Care Team
9 New Cascade Road
NORFOLK ISLAND

or

Registry, Courts and Lands
Ground Floor, New Military Barracks
Quality Row
NORFOLK ISLAND

What now: Once your application is received, a Council Officer will respond within 10 working days.

OFFICIAL USE ONLY

Date Paid

Amount

Receipt #

Certificate #

Assessment #

Receiving Officer:

Date: