



# Rating Certificate Application Form

Please complete your form, save a copy and email to [council@portstephens.nsw.gov.au](mailto:council@portstephens.nsw.gov.au) or print and fax to (02) 4987 3612, or post to PO Box 42, Raymond Terrace NSW 2324

**Please tick ✓:**

Non-urgent – fee \$85.00       Urgent – fee \$170.00

How do you want to receive your certificate? (tick one ✓)

Email   Fax   
(email address) (fax number)

Post   
 Collect  
  
  
(postal address for certificate)

**Applicant details**

Name:   
Address:   
Email:   
Phone:  Acting for:  Purchaser  Vendor  
Reference:  Contact name:

**Property details**

Owner's name/s:   
Street address:    
(house no.) (street)  
  
(locality)  
Legal description:   
(Lot/Sec/DP or SP no.)  
Application date:

See reverse for payment information

## Payment

Payment is required before a certificate can be issued.

If posting your application please include your cheque or money order made payable to Port Stephens Council.

If emailing or faxing your application you will need to pay with a credit card. If paying by credit card, payment may be made by telephoning Council on (02) 4980 0255 between 8.30am and 5.00pm on business days. Do not email credit card details to Council.

Payments made using a credit card incur a fee of up to 1% of the payment amount. Council accepts MasterCard and VISA credit cards only.

### YOUR PRIVACY

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

**Purpose:** The information you provide will enable Council to process your application for a rating certificate and communicate with you about Council related matters.

**Intended recipients:** The information will only be used by Council, its contractors performing functions for Council, and other agencies such as government departments that have legislation allowing them to access Council records.

**Supply:** Legally required.

**Consequence of Non Provision:** If Council does not know your current address, correspondence might not reach you. If Council has no telephone or email address for you it might not be able to contact you about your application or other Council business.

**Storage and security:** This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

**Access:** Please contact Council on (02) 4980 0255 to enquire how you can access information.