



Rates (s603) & Charges Certificate Application

Email applications to council@goulburn.nsw.gov.au

APPLICATION TYPE PLEASE TICK BOX for each certificate required	Cost	APPLICATION TYPE PLEASE TICK BOX for each certificate required	Cost
Rates & Charges s603 Certificate under Local Government Act	\$100.00	Rates & Charges s603 Certificate urgency fee	\$45.00
Council will no longer be providing updates on s603s where a certificate is issued in one financial year and settlement is occurring in another. If settlement is occurring in the new financial year it is recommended that you hold your application or alternatively apply for 2 applications, 1 in each financial year.			
Special Water Meter Reading – Goulburn	\$125.00	Special Water Meter Reading – Marulan	\$161.00
Council strongly recommends that a Special Water Meter Reading is applied for in conjunction with a s603 Certificate as the s603 Certificate ONLY provides consumption to the last date the meter was read. Please note water accounts are charged & issued following each quarterly meter read. *Special Meter Reads are carried out on FRIDAYS ONLY			

All certificates will be delivered via email. Council endeavours to issue certificates within 5 business days.			
Section 1: Applicant's details		Name/Company: _____ Postal Address: _____ Suburb: _____ State: _____ Post code: _____ Email: _____ Phone: _____ Your Reference: _____	
Section 2: Third Party Applicant Details If there is a third party involved the applicant details are required		Name/Company: _____ Contact Person: _____ Phone Number: _____	
Section 3: Property details ALL FIELDS MUST BE COMPLETED AUTO CONSOLE NUMBERS CAN NOT BE PROCESSED		Owner(s) Name: _____ Settlement Date: _____ must be completed Number: _____ Street Name: _____ Property Suburb: _____ Lot: _____ Section: _____ DP: _____ ALL LOT & DP's MUST BE LISTED AS CURRENTLY HELD BY NSW LAND REGISTRY SERVICES. IF NOT PURCHASING ALL LOTS LISTED, PLEASE LIST WHAT IS BEING PURCHASED BELOW	
List Lot and DPs being purchased if not all listed above.		New Subdivision – proposed Lot and DP number (if known)	
PAYMENT – Contact details for payment by credit card		Contact person name: _____	
Receipt required:	Yes No	Contact phone number: _____	

Payment can be made at Council's Offices 184-194 Bourke Street, Goulburn between 8.30am to 4.30pm Monday to Friday

OFFICE USE ONLY	
Application No: _____	Receipt No: _____
Received by: _____	Receipt Date: _____

Council collects personal information only for a lawful purpose that is directly related to Council's functions and activities.
For further information please refer to Councils Privacy Management Policy at www.goulburn.nsw.gov.au

Rates (s603) & Charges Certificate Application From Effective from 1 July 2025 to 30 June 2026 Doc Set ID: 7222233

Locked Bag 22, Goulburn NSW 2580
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