

Application for Rate Exemption

The information that you provide in this application form will be the basis for comparison against the Statutes of Section 6.26(2) of the *Local Government Act 1995*.

All sections of the form must be completed and all additional requested documentation must be attached for your application to be accurately assessed. **Failure to provide any requested information may result in the rejection of your application.**

Please note, that the lodgement of an application for rate exemption does not affect the liability to pay any rate or service charge imposed under the *Local Government Act 1995*, pending determination of the application for rate exemption. A formal written response will be issued once the application for rate exemption has been assessed.

1. Property Owner Details

- a) Rates Assessment Number: _____
- b) Property Owners Name(s): _____
- c) Property Address: _____

- d) Owners Postal address: _____

- e) Owners Phone Number: _____
- f) Owners email Address: _____

2. Applicant's Details

- a) Name of Organisation: _____
- b) Contact Person: _____
- c) Position held: _____
- d) Postal address: _____

- e) Contact Phone Number: _____
- f) Contact email Address: _____

g) Is the organisation the owner of the property? Yes No

h) Does the organisation lease the property? Yes No

NB: If yes, please provide a copy of the Head Lease, Lease Agreement and/or Residential Tenancy Agreement if the property is sub-let.

i) Does the organisation occupy the whole of the property? Yes No

- j) Is the exemption claimed over the whole property? Yes No

If no, please provide a building plans detailing the area that exemption is sought.

- k) Is the organisation exempt from the payment of rates under any Act other than the *Local Government Act 1995*? Yes No
- If Yes, please state under which Act the organisation is rate exempt.*

3. Organisational Information

- a) Please attach a copy of the organisation's Constitution.
- b) Briefly describe the primary use for the property (i.e. Residence, Church, Homeless Shelter, Shop Crisis Centre etc)

NB: A Statutory Declaration attesting to the actual property usage must be submitted with this review form.

- c) Does the organisation receive income from the use of the property? Yes No

If yes, please attach a detailed statement listing the activities and types of income received from these operations on an annual basis.

- d) Are commercial activities being conducted at the property address? Yes No

If Yes, please attach a detailed statement of any the commercial activities conducted at the property address.

- e) Please attach a copy of two years audited financial statements.

4. Checklist for Document Attachments

- a) Copy of Head Lease, Lease Agreement or Sub-Lease Residential Tenancy Agreement
- b) Building Floor Plans detailing leased areas.
- c) Copy of Constitution

d) Copy of two years audited financial statements

e) Statutory Declaring attesting to property usage.

NB: This statement is to include the type of operations, any income Received from the operations, details of any commercial activities.

f) Please include any other details that may assist with the approval of your application or any documents/information requested by the City.

5. Declaration

I declare that the answers, information and documentation provided in the Rate Exemption Application are true and correct to the best of my knowledge. I am authorised by the organisation to execute this document.

Name: _____

Position: _____

Organisation: _____

Signature: _____

Date: _____

OFFICE USE ONLY

Rate Exemption Application Approved Yes No

Effective Date of Exemption: _____

Reason:

The decision to approve/deny a Rate Exemption under Section 6.26(2)(g) of the Local Government Act 1995 was resolved by Council

Signed: _____ Date: _____

Position: _____

Meeting: _____