

APPLICATION FOR RATES EXEMPTION

Section 6.26 of the Local Government Act 1995



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Instructions: Please print clearly using **black pen** in the spaces provided.

This application form is to be used by organisations seeking a rates exemption, pursuant to Section 6.26 of the Local Government Act 1995. The provision of this exemption will result in a decision to be prepared, and you will be advised of the outcome in due course. Please attach any additional documents requested, as failure to do so may result in the application being refused.

1. PROPERTY OWNER DETAILS

Organisation:	<input type="text"/>		
Property Owner: if different to above	<input type="text"/>		
Postal Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Postcode:	<input type="text"/>
Mobile:	<input type="text"/>	Facsimile:	<input type="text"/>
E-mail:	<input type="text"/>		

2. APPLICANT DETAILS

Contact Person:	<input type="text"/>		
Position Title:	<input type="text"/>		
Postal Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Postcode:	<input type="text"/>
Mobile:	<input type="text"/>	Facsimile:	<input type="text"/>
E-mail:	<input type="text"/>		

3. ORGANISATION INFORMATION

Is/does the organisation:

An incorporated body as per the Associations Incorporated Act 1987? Yes No
If yes, provide a Certificate of Incorporation

Considered "not for profit"? Yes No

Have a tax exemption from the Australian Tax Office (ATO)? Yes No
If yes, provide a certificate of tax exemption from the ATO

Leasing the property? Yes No
If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates

Have planning approval for the land use of the property? Yes No
A site inspection may be required before the application is processed

4. DOCUMENTATION REQUIREMENTS

Please provide a copy of (in addition to those specified in Section 3):

- Organisation's Constitution
 - Written statement, outlining the nature of the organisation's operations. It should include the following details:
 - Use and occupancy of the property
 - Type of service provided (e.g. food, accommodation etc)
 - Frequency of service provision (e.g. full-time, daily, weekly etc)
 - Whether payment is received for the service
 - Floor plan of the leased property area, if only part of the property is to be exempt
 - Copies of the current year's audited financial statements for the organisation
-

5. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name:	<input type="text"/>		
Position:	<input type="text"/>		
Organisation:	<input type="text"/>		
Signature: of CEO / Trustee	<input type="text"/>	Date:	<input type="text"/>

Please Note: This form is available in alternative languages and formats on request.

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1. CONSIDERATIONS

Approval with the City's Town Planning Scheme?

Yes No

Recommend rates to be exempted?

Yes No

Reason:

If yes, amount of rates to be exempted and dates to be applicable from (application date).
The approval will be for a period of 3 years, unless circumstances change.

Amount:

Date (from):

Rubbish bin changes to be levied and dates to be applicable from.

Amount:

Date (from):

This application has been: DENIED for rates exemption

APPROVED for rates exemption

2. AUTHORISATION

Name:

Position: **Date:**

Signature: