

**Return Form To:**

Administration Office: 577 Hannan Street, Kalgoorlie WA 6430
 Customer Service Centre: Shop 8-10, 272 Hannan Street, Kalgoorlie WA 6430
 Postal Address: PO Box 2042, Boulder WA 6432
 Telephone: (08) 9021 9600 Facsimile: (08) 9021 6113
 Email: mailbag@ckb.wa.gov.au

APPLICATION FOR RATES CONCESSION (RATEABLE LAND)

This application form is to be used by organisations seeking a rates concession (on rateable land), pursuant to Section 6.47 of the Local Government Act 1995.

The provision of this concession will result in a decision by Council, 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.

Privacy

The personal information collected on this form will only be used by the City of Kalgoorlie-Boulder for the sole purpose of providing requested and related services. Information will be stored securely by the City and will not be disclosed to any third parties without your express written consent.

Please note that where a concession from general land rates is approved, the property will still be subject to sewer rates, Emergency Services Levy and any other service fees or charges (i.e. rubbish collection, penalty interest, pedestals charges etc.). All properties granted rates concession will be required to reapply every 2 years.

Instructions

Please print clearly in the spaces provided and fill out the attached checklist.

Closing Date

Applications must be lodged on or before 31 December 2019. No late applications will be accepted.

PROPERTY DETAILS

| | | |
|--------------------------------|---------------|------------------|
| Rate Assessment Number: | | |
| Property Address: | | |
| Suburb: | State: | Postcode: |

OWNER DETAILS

| | | |
|------------------------|----------------|-------------|
| Owner Name | | |
| Postal Address: | | |
| Phone: | Mobile: | Fax: |
| Email Address: | | |
| Contact Person: | | |

APPLICANT DETAILS

| | | |
|------------------------------|------------------|------------------|
| Name of Organisation: | | |
| Postal Address: | | |
| Suburb: | State: | Postcode: |
| Email Address: | | |
| Contact Person: | Position: | |
| Phone: | Mobile: | Fax: |
| Email: | | |

| | | |
|--|-------------------------------------|------------------------------------|
| <p>1. Is the organisation the owner of the property or have a vesting order? <i>If yes, please provide a copy of Certificate of Title.</i></p> | <p>YES <input type="checkbox"/></p> | <p>NO <input type="checkbox"/></p> |
| <p>2. Does the organisation lease the property? <i>If yes, please provide a copy of the lease agreement showing lessee is responsible for payment of rates.</i></p> | <p>YES <input type="checkbox"/></p> | <p>NO <input type="checkbox"/></p> |
| <p>3. Does the organisation occupy the whole building?</p> | <p>YES <input type="checkbox"/></p> | <p>NO <input type="checkbox"/></p> |
| <p>4. Is the exemption claimed over the whole of the property? <i>If no, please provide a copy of the floor plans showing the areas leased and/or areas claiming exemption.</i></p> | <p>YES <input type="checkbox"/></p> | <p>NO <input type="checkbox"/></p> |
| <p>5. Is the organisation exempt from payment of rates under legislation other than the Local Government Act 1995? <i>If yes, please state the legislation.</i></p> | <p>YES <input type="checkbox"/></p> | <p>NO <input type="checkbox"/></p> |

ORGANISATION DETAILS - Please complete the sections below and tick the required box

| | | |
|---|-------------------------------------|------------------------------------|
| <p>6. Is the organisation an Incorporated Body as per the Associations Incorporated Act 1987? <i>If yes, please provide a Certificate of Incorporation.</i></p> | <p>YES <input type="checkbox"/></p> | <p>NO <input type="checkbox"/></p> |
| <p>7. Does your entity hold an ABN number? <i>If yes, please provide the number _____.</i></p> | <p>YES <input type="checkbox"/></p> | <p>NO <input type="checkbox"/></p> |
| <p>8. Is the organisation considered a "Not for Profit"?? <i>If yes, please provide the relevant Taxation documentation and state the purpose of the organisation.</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>YES <input type="checkbox"/></p> | <p>NO <input type="checkbox"/></p> |
| <p>9. Is the organisation a Public Benevolent Institution for taxation purpose? <i>If yes, please provide the relevant Taxation documentation</i></p> | <p>YES <input type="checkbox"/></p> | <p>NO <input type="checkbox"/></p> |

| | | |
|--|-------------------------------------|------------------------------------|
| <p>10. Are you a not for profit organisation that undertakes particular sporting, community or recreational activities and charge entrance fees for viewing or participating <i>If yes, please detail the fees charges.</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <p>YES <input type="checkbox"/></p> | <p>NO <input type="checkbox"/></p> |
| <p>11. Are you a not for profit organisation that undertakes particular sporting, community or recreational activities and holds a club liquor licence under section 48 of the Liquor Control Act 1988 which authorises the sale of and supply of liquor to members of a club? <i>If yes, please detail the type of activities and type of license held.</i></p> <hr/> <hr/> <hr/> | <p>YES <input type="checkbox"/></p> | <p>NO <input type="checkbox"/></p> |
| <p>12. Are commercial activities being conducted at the property address? <i>If yes, please detail the type of commercial activities being conducted.</i></p> <ul style="list-style-type: none"> • <i>Type of services provided</i> • <i>How profit is utilised or distributed by the organisation.</i> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <p>YES <input type="checkbox"/></p> | <p>NO <input type="checkbox"/></p> |

CONFIRMATION OF RUBBISH COLLECTION SERVICE

13. Please indicate the number of bins used at the property:–

GREEN RECYCLING

ADDITIONAL DOCUMENTATION REQUIRED

14. Please provide copies of **Audited Financial Statements** for current and previous year.

The Statements should include:

- *Profit and Loss Statements*
- *Balance Sheet*
- *Sources of income (i.e. memberships, fund raising, donations, business income, grants),*
- *Rents received (if housing organisation),*
- *Budget Plan (i.e. 5-10 budget projection),*
- *Business Plan*

15. Please provide a copy of Organisation's Constitution.

16. Please provide Statutory Declaration signed by two authorised persons or office bearers of the organisation verifying the accuracy of the information provided (declaration form attached with application).

CHECKLIST FOR DOCUMENT ATTACHMENTS

- Copy of Lease (if leased) or Certificate of Title (owned or vested)
- Building Floor Plans detailing Leased Area
- Certification of Incorporation
- Certificates x 2 - 'Not for Profit' & 'Public Benevolent Institution' (i.e. tax exemption certifications from the Australian Taxation Office)
- Written statement detailing the type of operations and a breakdown of income received
- Written statement detailing how profit is utilised and distributed
- Audited financial statements (i.e. current & previous years)
- Copy of Organisation's Constitution
- Signed Statutory Declaration by two authorised persons or office bearers of the organisation

AUTHORISATION

- By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.
- I understand that Applications must be submitted in accordance with the timeframes determined by Council to be considered for the next two financial years. Applications lodged after this date may be considered for the second financial year only.
- Organisations that are granted rates concessions by Council will be asked to reapply every financial year, if Council considers this appropriate.
- I have read and understand the Council's Policy *Rates Concessions (Rateable Land)*.

Name:

Position Held in Organisation :

Signature:

Date:

OFFICE USE ONLY

| | |
|---|-------|
| <p><i>Rates Concession Application Approved:</i> YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><i>Rates Concession Percentage Approved:</i> 100% <input type="checkbox"/> 50% <input type="checkbox"/></p> <p><i>Rate Amount Levied</i> \$ _____</p> <p><i>Effective Financial Years for Concession:</i> From: ___ / ___ / ___ To ___ / ___ / ___</p> <p><i>The decision to approve / deny a Rates Concession under Section 6.47 of the Local Government Act 1995 was approved / denied by Council at the _____ meeting of Council on _____ / _____ / _____.</i></p> | |
| Officers Name: | |
| Officers Position: | |
| Signature: | Date: |

