



Rates Exemption Application

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, 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.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

Instructions:

For hard copy submission: Please print clearly in the spaces provided. If more room is required, please attach a further page clearly stating relevant information.

For electronic submission: Please complete the form and click on the submit button at the end of the form. This will then attach to your default email program. If more room is required, please add further details to your email before sending to us.

1. Property details

Property address

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

														State				Postcode				
--	--	--	--	--	--	--	--	--	--	--	--	--	--	-------	--	--	--	----------	--	--	--	--

Rates assessment number

--	--	--	--	--	--	--	--

2. Property owner details

Organisation

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Property owner (if different to above)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal address

																		State				Postcode					

Telephone (home)

--	--	--	--	--	--	--	--	--	--	--	--

Telephone (business)

--	--	--	--	--	--	--	--	--	--	--	--

Mobile

--	--	--	--	--	--	--	--	--	--	--	--

Facsimile

--	--	--	--	--	--	--	--	--	--	--	--

Email

3. Applicant Details

Contact person

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Position title

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal address

																		State				Postcode					

Telephone (home)

--	--	--	--	--	--	--	--	--	--	--	--

Telephone (business)

--	--	--	--	--	--	--	--	--	--	--	--

Mobile

--	--	--	--	--	--	--	--	--	--	--	--

Facsimile

--	--	--	--	--	--	--	--	--	--	--	--

Email

4. Organisation Information

Is/does the organisation:

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | An incorporated body as per the Associations Incorporated Act 2015?
<i>If yes, provide a Certificate of Incorporation</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Considered "not for profit"? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have a tax exemption from the Australian Tax Office (ATO)?
<i>If yes, provide a certificate of tax exemption from the ATO</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Leasing the property?
<i>If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Have planning approval for the land use of the property?
<i>A site inspection may be required before the application is processed</i> |
-

5. Documentation Requirements

Please provide a copy of (in addition to those items specified in Section 4):

- Organisation's Constitution
 - Written statement outlining the nature of the Organisation's operations. It should include the **use and occupancy of the property**, and if applicable:
 - 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
 - A Copy of the current years audited financial statements for the Organisation (If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)
 - A plan of the property, showing all buildings and outbuildings **OR** a Floor plan of the leased property area, if only part of the property is the subject of this application
-

6. Customer Authorisation

- By ticking this box I confirm:
 - I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only.
 - that the information I have provided in this form is accurate. (A signature is not required on forms lodged electronically and submissions will be treated in accordance with the *Electronic Transactions Act 2011 (WA)*.)

Signature: _____

(for hard copy submission only)

Date

--	--	--	--	--	--

(dd/mm/yy)

Name _____ Position _____

This form is available in alternative languages and formats on request