APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 – Section 6.26

City of Fremantle

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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 all additional documents requested as failure to do so may result in the application being refused.

Please note that this exemption application will only be considered where the properties rating assessment is up to date. If exemption from rates is approved, then any overpayment after clearance of Emergency Services Levies and other charges such as waste service, which remain due and payable, will be refunded. Properties which are granted rate exemption will be subject to annual or periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

1. PROPERTY ADDRESS DETAILS

Street address	
Suburb	
Post code	

Rates Assessment Number (if known)	

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

3. PROPERTY OWNER DETAILS

Organisation	
Property owner *(if different to above)*	
Postal address *(including post code)*	
Telephone	
Facsimile	
Mobile	
E-mail	

4. APPLICANT DETAILS

Contact Person	
Position Title	
Postal address *(including post code)*	
Telephone	
Facsimile	
Mobile	
E-mail	

5. 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)

6. DOCUMENTATION REQUIREMENTS

Please provide the following documentation with this application:

- ☐ Formal request for rate exemption on the organisation's letter head that includes a written statement outlining the nature of the Organisation's operations, including 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 any payment is received for the services provided by the organisation;
- ☐ Copy of the organisation's constitution;
- ☐ Copy of the organisation's current certificate of incorporation;
- ☐ A statutory declaration from the organisation confirming the exact purpose for which the whole of the property is being used for;
- ☐ A plan of the property, showing all buildings and outbuildings **OR**
- ☐ Floor plan of the leased property area if only part of the property is the subject of this application.
- ☐ A copy of the organisations current years audited financial statements and details of its financial and funding support;
- ☐ Copies of any other relevant documentation that the organisation considers will support this application;

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7. AUTHORISATION

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

Name	
Position Title	
Organisation	
CEO/Trustee Signature	
Date	

OFFICE USE ONLY

1. CONSIDERATIONS

Approval with the City's Town Planning Scheme? YES ☐ NO ☐

Has the property been inspected? YES ☐ NO ☐

Recommend for non-rateable status? YES ☐ NO ☐

Section 6.26 (2) of the Local Government Act 1995 classification	
Person/s or Classes of Persons Affected by this decision	

Reason for non-rateable status:

New Application ☐ Review of Exemption ☐

Amount of rates to be exempted and date to be commenced from (if applicable):

Amount: $Insert amount	Data (from): Click here to enter a date.

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

Amount: $Insert amount	Data (from): Click here to enter a date.

2. DECISION – DELEGATED AUTHORITY (3.40)

Approving officer sub-delegated by the CEO to approve the granting of rate exemption status in accordance with the Local Government Act 1995.

Name		
Position	Revenue Team Leader	
Signature		Date:

Determination by delegated officer:

☐ DENIED for non-rateable status

☐ APPROVED for partial non-rateable status

☐ APPROVED for non-rateable status