



## 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 yearly reviews to ensure continued approval.

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### Instructions:

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

### 1. Property details

Property address

<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
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Rates assessment number

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### 2. Property owner details

Organisation

Property owner (if different to above)

Postal address

	Date	Postcode

Telephone (home)

Telephone (business)

Mobile

Facsimile

Email

  

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### 3. Applicant Details

Contact person

Position title

Postal address

	State	Postcode

Telephone (home)

Telephone (business)

Mobile

Facsimile

Email

  

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### 4. Organisation Information

Is/does the organisation:

Yes No

An incorporated body as per the Associations Incorporated Act 2015?  
If yes, provide a Certificate of Incorporation

Considered "not for profit". Please provide extract of relevant certificate from the ACNC

- Have a tax exemption from the Australian Tax Office (ATO)?  
If yes, provide a certificate of tax exemption from the ATO
- Leasing the property?  
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?  
A site inspection may be required before the application is processed

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## 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

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## 6. Customer Authorisation

- By ticking this box I confirm:
- I understand that this form authorises the City of Cranbrook to reproduce any documents associated with this application for internal purposes only.
  - that the information I have provided in this form is accurate.

Signature: \_\_\_\_\_

Date:   
(ddmmyy)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**7. Statutory Declaration Application**

Western Australia Oaths, Affidavits And Statutory Declarations Act 2005

For Rates Exemption Under Section 6.26 Of The Local Government Act 1995.

Statement Of Property Use For The Year Ending 30 June 20\_\_\_\_\_

1. Christian name or names and surname of declarant in full. I

2. Address of

3. Occupation In the State of Western Australia

Sincerely declare as follows:

The property located at

is used by

for the purposes of

Description of the activities the property is used for

for the period of:

to or from:

to:

The applicant agrees to advise the Local Government's Rating Services Section as soon as there is ANY change to the purpose/s as stated above.

This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005

Declared at this

Day \_\_\_\_\_ of \_\_\_\_\_ 200 \_\_\_\_\_

Signature of person making the declaration

\_\_\_\_\_

In the presence of \_\_\_\_\_

(Signature of authorised witness)

(Name of authorised witness and qualification as such a witness)

\*Important This Declaration must be made before any of the following persons:

- Academic {post-secondary institution}
- Accountant
- Architect
- Australian Consular Officer
- Australian Diplomatic Officer
- Bailiff
- Bank Manager
- Chartered secretary
- Chemist
- Chiropractor
- Company auditor or liquidator
- Court officer {Judge, magistrate, registrar or clerk}
- Defence Force officer {Commissioned, Warrant or NCO {with 5 years continuous service}}
- Dentist
- Doctor
- Electorate Officer {State – WA only}
- Engineer
- Industrial organisation secretary
- Insurance broker
- Justice of the Peace {any State}
- Lawyer
- Local government CEO or deputy CEO
- Local government councillor
- Loss adjuster
- Marriage Celebrant
- Member of Parliament {State or Commonwealth}
- Minister of religion
- Nurse
- Optometrist
- Patent Attorney
- Physiotherapist
- Podiatrist
- Police officer
- Post Office Manager
- Psychologist
- Public Notary
- Public Servant {State or Commonwealth}
- Real Estate agent
- Settlement agent
- Sheriff or deputy Sheriff
- Surveyor
- Teacher
- Tribunal officer
- Veterinary surgeon.

Or, Any person before whom, under the Statutory Declarations Act 1959 of the Commonwealth, a Statutory Declaration may be made. For Information: Any authorised witness for the State of Western Australia may also witness a Commonwealth Statutory Declaration, as long as they are in Western Australia at the time of witnessing {Schedule 2, item 231 of the Commonwealth Statutory Declarations Regulations 1993}. Important Information: As of 1 January 2006 there is no provision for commissioners for declarations in the state of Western Australia.

**8. Office Use Only**

- 1. Considerations Approval with Town Planning Scheme?  Yes  No
- 2. Has the property been inspected?  Yes  No
- 3. Recommend for non-rateable status?  Yes  No

4. Applicant/Owner Name: \_\_\_\_\_

5. Section of the Local Government Act 1995 6.26(2)

6. Exemption Description: \_\_\_\_\_

7. Reason for non-rateable status: New Application      Review of Exemption

8. Amount of rates to be exempted and dates to be applicable from (application date). The approval will be for a period of a year unless circumstances change.

Amount: \_\_\_\_\_ Date (from): \_\_\_\_\_

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

Amount: \_\_\_\_\_ Date (from): \_\_\_\_\_

**Decision Under Council Authority**

This application has been:

DECLINED  
for non-rateable status

APPROVED  
for partial non-rateable  
status

APPROVED  
for non-rateable status

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Council Resolution Reference: \_\_\_\_\_

Date of Council Meeting: \_\_\_\_\_