



Application for Rate Exemption or Concession

This Application form is for those organisations seeking rates exemption or a rates concession under section 6.26 or section 6.47 of the Local Government Act 1995.

All sections of the form must be completed and all additional documentation attached. Failure to do so may result in the automatic rejection of your application prior to consideration.

Prior to Council's formal response to your application, rates must be paid in full and all outstanding balances will accrue penalty interest at the current year's rate.

Part One: Rates Exemption Applicant Details

Name of Organisation: _____

ABN: _____

Contact Person: _____

Position: _____

Postal Address: _____

Phone Number: _____

Email Address: _____

Part Two: Property Details

Property Address: _____

Assessment Number: _____

Property Owner's Name: _____

Property Owner's Postal Address: _____

Property Owner's Phone Number: _____

Property Owner's Email Address: _____

Part Three: Organisation Information

| | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Does the organisation own the property? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the organisation lease the property? <i>If 'Yes', please provide a copy of the lease agreement showing the lessee responsibility for payment of rates.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the organisation occupy the whole building? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the exemption claimed over the whole building? <i>If 'No', please provide a copy of floor plans showing areas leased and/or areas claiming exemption.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the organisation rate exempt under an Act other than the Local Government Act 1995? <i>If 'Yes', please state the relevant sections under which Act the organisation is rate exempt.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

What is the property being used for?

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Is the organisation an incorporated body as per the Association Incorporated Act 1987? <i>If 'Yes', please attach Certificate of Incorporation.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the organisation considered "not-for-profit"? <i>If 'Yes', please attach a statement detailing organisation's purpose and supporting documents.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the organisation receive a tax exemption from the Australian Tax Office? <i>If 'Yes', please attach tax exemption certificate.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the organisation receive income from the operations located at the property's address? <i>If 'Yes', please attach a detailed statement listing the type of operations and breakdown of income received from these operations.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are commercial activities being conducted at the property address? <i>If 'Yes', please attach a detailed statement of commercial activities at the property address.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the organisation make a profit, which is not used for charitable purposes from its operations? <i>If 'Yes', please attach a detailed statement of how profit is utilised or distributed by the organisation.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

Part Four: Checklist for document attachments

| | | |
|--------------------------------------------------|-----------|--------------------------|
| A cover letter requesting rates exemption | Attached: | <input type="checkbox"/> |
| Copy of the lease if property is leased | Attached: | <input type="checkbox"/> |
| Building floorplans detailing leased areas | Attached: | <input type="checkbox"/> |
| Certification of Incorporation | Attached: | <input type="checkbox"/> |
| Certificate of tax exemption certification (ATO) | Attached: | <input type="checkbox"/> |
| Two years audited financial statements* | Attached: | <input type="checkbox"/> |
| Statement of the organisation operations** | Attached: | <input type="checkbox"/> |
| Any other relevant documentation | Attached: | <input type="checkbox"/> |
| Statutory Declaration, duly completed | Attached: | <input type="checkbox"/> |

**This must include profit and loss statements, balance sheets, sources of income, grants and/or royalties, and any rents received if you are a housing organisation.*

***This statement is to include the type of operations, business plans, budget plan/projections, any income received from these operations, details of any commercial activities and how profit is utilised and distributed by the company.*

Part Five: Declaration

I/We _____ declare that the answers, information and documentation provided in this rates exemption application are true and correct to the best of my/our knowledge.

I am/we are authorised by the organisation to execute this document.

Name: _____

Position: _____

Organisation: _____

Date: _____

Singature: _____

Please return application to:

By Post:
City of Karratha
PO Box 219
Karratha WA 6714

By Email:
rates@karratha.wa.gov.au

If you have any queries please contact the Rates Team on (08) 9186 8555.

***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 Officer 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

APPENDIX A

Extract of Section 6.26 of the Local Government Act 1995

6.26. Rateable land

- (1) Except as provided in this section all land within a district is rateable land.
- (2) The following land is not rateable land —
 - (a) land which is the property of the Crown and —
 - (i) is being used or held for a public purpose; or
 - (ii) is unoccupied, except —
 - (I) where any person is, under paragraph (e) of the definition of *owner* in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the *Mining Act 1978* in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or
 - (II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of *owner* in section 1.4 occupies or makes use of the land;
 - and
 - (b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and
 - (c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the

purpose of section 3.59) of the regional local government; and

- (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and
- (e) land used exclusively by a religious body as a school for the religious instruction of children; and
- (f) land used exclusively as a non-government school within the meaning of the *School Education Act 1999*; and
- (g) land used exclusively for charitable purposes; and
- (h) land vested in trustees for agricultural or horticultural show purposes; and
- (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the *Financial Management Act 2006*) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and
- (j) land which is exempt from rates under any other written law; and
- (k) land which is declared by the Minister to be exempt from rates.