

## RATES CONCESSION (RATEABLE LAND) APPLICATION

***This application form is to be used by not for profit organisations, not for profit community groups/clubs and sporting clubs seeking a rates concession on general land rates, pursuant to Section 6.47 of the Local Government Act 1995.***

### **6.47. Concessions**

*Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive\* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

*\* Absolute majority required.*

*The provision of a concession will result in a decision by Council, and your organisation will be advised of the outcome in due course. All documents requested in this application must be provided. Failure to do so may result in the application being refused or being returned to the applicant.*

### **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 late interest, pedestals charges). All properties granted a rates concession will be required to reapply every 2 years.*

### **Instructions**

*Please print clearly in the spaces provided below and fill out the attached checklist to ensure you have provided the City with the required documentation.*

### **Closing Date**

*Applications must be lodged on or before 31 December of the current financial year. No late applications will be accepted.*

Section 1 Property Details			
Property Address			
Assessment No		Rates Amount Levied \$	
		Rates Amount Paid \$	

Section 2 Applicant's Details			
Organisation Name			
Postal Address			
Contact Person's Name			
Contact Person's Position			
Email Address			
Mobile Number		Telephone No	

### Rate Payment Details

Please indicate the status of the property's rates account (i.e. fully paid or on payment plan)

Paid in full

Option 2 - 2 x Instalments

Option 3 - 4 x Instalments

An approved payment plan

Rates unpaid

### Bank Details (for Rates Refund)

Bank Name

BSB No

Account Holders Name

Account Number

### Section 3 Not for Profit Category

Please indicate what 'not for profit' category your entity's application is being lodged under.

**Not for Profit Organisation**

**Not for Profit Community Group or Club**

**Sporting Club**

### Section 4 Application Information

Please complete ALL the sections below and submit the required relevant documentation with your application. If any of the relevant supporting documentation is not provided on lodgement, your application will be returned to you for further information. This will cause a delay in the assessment of your application.

1. Is your organisation, group or club the registered owner of the property? <i>If <b>yes</b>, please provide a copy of Certificate of Title</i>	<b>YES</b>	<b>NO</b>
2. Does your organisation, group or club have a vesting order with the State of WA? <i>If <b>yes</b>, please provide a copy of the Vesting Order.</i>	<b>YES</b>	<b>NO</b>
3. Does your organisation, group or club lease the property from a third party? <i>If <b>yes</b>, please provide a copy of the lease agreement showing the lessee is responsible for all outgoings inclusive of council rates and charges.</i>	<b>YES</b>	<b>NO</b>
4. Does your organisation, group or club hold a peppercorn lease with the City of Kalgoorlie-Boulder? <i>If <b>yes</b>, please provide a copy of the lease agreement which stipulates the lessee is responsible for payment of rates.</i>	<b>YES</b>	<b>NO</b>

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<p><b>5.</b> Does your organisation, group or club occupy the whole building?   <i>If <b>no</b>, please provide a plan of the building and identify what portion (in meters) is being occupied and what portion you are claiming a concession on.</i></p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>6.</b> Is your organisation, group or club claiming a rates concession over the whole of the property?   <i>If <b>no</b>, please provide a copy of the floor plans showing the areas leased and/or areas claiming exemption.</i></p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>7.</b> Is your organisation, group or club an incorporated body as per the Associations Incorporated Act 1987?   <i>If <b>yes</b>, please provide a Certificate of Incorporation.</i></p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>8.</b> Does your organisation, group or club have an ABN number?   <i>If <b>yes</b>, please provide the ABN number</i></p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>9.</b> Is your organisation, group or club registered as a Public Benevolent Institution for taxation purpose?   <i>If <b>yes</b>, please provide a copy of the 'Public Benevolent' Taxation documentation Certificate</i></p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>10.</b> Is your organisation, group or club registered with the Australian Taxation Office and holds a 'Not for Profit Status' Tax Concession Certificate?   <i>If <b>yes</b>, please provide a copy of the 'Not-for-Profit Status' Tax Concession Certificate and provide details of the purpose of your organisation, club or group below or in a separate statement:</i></p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>11.</b> Does your organisation, group or club undertake particular community or recreational activities and charge fees for participating in any activities conducted on the premises?   <i>If <b>yes</b>, please provide details of the fees and charges below:</i></p>	<p><b>YES</b></p>	<p><b>NO</b></p>

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<b>12.</b> Does your organisation, group or club undertake particular activities that charges entrance fees for viewing?	<b>YES</b>	<b>NO</b>
<i>If <u>yes</u>, please provide details of the fees and charges below:</i>		

<b>13.</b> Does your organisation, group or club hold a Club/Restricted 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 and to the guests of club members?	<b>YES</b>	<b>NO</b>
<i>If <u>yes</u>, please provide details on the following;</i>		
<ul style="list-style-type: none"> <li>➤ <b>The type of activities conducted.</b></li> </ul>		
<ul style="list-style-type: none"> <li>➤ <b>The type of liquor license your club holds?</b></li> </ul>		
<p><b>General Licence</b> – Allows you to sell liquor on your premises to your members and guests.</p>		
<p><b>Restricted Licence</b> - Allows you to sell liquor on your premises to your members and guests, with two restrictions; limited operating hours and packaged liquor cannot be sold.</p>		

## Section 5 Additional Documentation Required

### 1. Financial Statement

Please provide a copy of the **Audited Financial Statement** for the current and previous financial year. The Statement should include the following;

- i. Profit and Loss Statement
- ii. Balance Sheet
- iii. Sources of Income (i.e. memberships, fund raising, donations, business income, grants)
- iv. Rents received
- v. Budget and or Business Plan (optional)

### 2. Constitution

Please provide a copy of your not for profit organisation, group or club’s constitution with this application. If you are reapplying and have provided a copy to the City on a previous application then this is not required.

### 3. Statutory Declaration

Please provide a Statutory Declaration signed by two authorised persons or office bearers of the organisation, community group/club or sporting club, verifying the accuracy of the information provided. A statutory declaration form is attached with application. (refer to page 6).

### Section 6 Documentation Checklist

To assist you with your application and to ensure you provide the City with ALL the required documentation, please use the below checklist as a guide before you submit the Rates Concession Application. If there is any missing documentation, the application will be returned to you and this could result in the application missing Council's deadline and may have to be held over until the next financial year.

1	Copy of Lease (if leased) or Certificate of Title (owned or vested)
2	Building Floor Plans detailing Leased Area
3	Certification of Incorporation
4	Certificates x 2 - 'Not for Profit' & 'Public Benevolent Institution'
5	Written statement detailing the type of operations and a breakdown of income received
6	Written statement detailing how profit is utilised and distributed
7	Audited financial statements (i.e. current & previous years)
8	Copy of Organisation's Constitution
9	Signed Statutory Declaration

### Section 7 Applicant's Declaration

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

*I understand that a Rate Concession Application 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 may be asked to reapply every financial year, if Council considers this appropriate.*

<i>Name</i>	
<i>Position held</i>	
<i>Signature</i>	
<i>Date</i>	

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**WESTERN AUSTRALIA**  
**STATUTORY DECLARATION**

*Oaths, Affidavits and Statutory Declarations Act 2005, s 12*

**We,** \_\_\_\_\_ [insert name of office bearer #1] **and**  
\_\_\_\_\_  
\_\_\_\_\_ [insert name of office bearer #2] **of**  
\_\_\_\_\_ [insert name of organisation]  
**in**

**State of Western Australia hereby sincerely declares as follows:-**

- 1. The financial information as provided presents fairly in accordance with relevant legislation, applicable accounting standards and other professional mandatory reporting requirements, the financial position, the results of operations and cash flows**
- 2. The nature and extent of non-charitable activities has been fully disclosed**
- 3. The description and purpose of each land or lease holding has been fully disclosed**

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

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

At .....  
(place)

On .....  
(date)

In the presence of:

.....  
(signature of authorised witness)

.....  
(name of authorised witness)

.....  
(qualification as an authorised witness)

By  
.....  
(signature of person making the declaration)