



Rate Exemption Application Form

This Application form is for those organisations seeking rates exemption under section 6.26 of the *Local Government Act 1995*. All sections of this form must be completed and all additional documentation attached as requested. Failure to do so may result in the rejection of your application. A formal written response will be issued once the application has been processed.

All rates must be paid as assessed until such time as a decision has been reached.

All balances outstanding will accrue penalty interest.

Property Details:

Assessment No.: _____

Property Owners: _____

Property Address: _____

Owners Name:

Postal Address: _____

Phone: _____

Fax: _____

Mobile: _____

Email: _____

Contact Person: _____

Applicant Details:

Name of Organisation: _____

Postal Address: _____

Phone: _____

Fax: _____

Mobile: _____

Email: _____

Contact Person: _____

Position: _____

Date operation commenced: _____

ABN: _____

Is the organisation the owner of the property?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the organisation an incorporated body? <i>(If yes, please provide a Certificate of Incorporation)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the organisation lease the property? <i>(If yes, please provide a full copy of the lease agreement)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the organisation "Not for Profit"? <i>(If yes, please provide relevant taxation information)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the organisation occupy the whole building?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the exemption claimed over the whole of the property? <i>(If no, please provide a copy of the floor plans showing the areas leased and/or areas claiming exemption).</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the organisation exempt from payment of rates under legislation other than the <i>Local Government Act 1995</i> ? <i>(If yes, please provide the details of the legislation).</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the organisation receive a tax exemption from the Australian Tax Office? <i>(If yes, please provide tax exemption certificate).</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the organisation run any commercial activities at the property address? <i>(If yes, please provide the information outlining the activities carried out at the property).</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the organisation receive income from the operation located at the property address? <i>(If yes, please provide financial information of the income received).</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Checklist:

Please provide the following:

- A cover letter requesting rates exemption.
- A copy of 2 years of audited financial statements.
- A statement detailing the nature of the organisation's operations.
- Provide an extract of the relevant certificate from the ACNC.
- A copy of the organisation's Constitution.
- Any other relevant documentation.
- Attached Statutory Declaration, duly completed.

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 and that the property usage for this parcel of land considered in this application is as follows:

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

Name: _____

Position: _____

Organisation: _____

Date: _____

Signature: _____

Please return application to:

Post:

Rating Services Coordinator
City of Bayswater
PO Box 467
MORLEY WA 6943

OR

Email:

Mail@Bayswater.wa.gov.au

If you have any queries please contact the Rates Department on (08) 9272 0922.

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

I,

.....
.....

{name, address and occupation of person making declaration}

sincerely declare as follows:-

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

{insert content of the statutory declaration; use numbered paragraphs if content is long}

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}

{date}

in the presence of -

.....

{Signature of authorised witness}

.....

.....

{Name of authorised witness and qualification as such a witness}

By

{Signature of person making the declaration}

***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