

Section A - Applicant Information

Organisation Name:

Postal Address:

Street address or PO Box number:

Suburb or RD:

Town or City:

Postcode:

Contact Phone Number(s): Home

Work

Section B - Property Information

Valuation Number:

Property Legal Description:

Property Location:

What's the Rates Remission Policy all about?

This Policy has been developed because Council would like to cover certain land use situations that fall outside of what is defined in the Local Government Rating Act as eligible for remissions. The owner or occupier of the rating unit(s) now has the facility to access the rate remission arrangements by way of an **annual application** to Council. Remission can be sought under the headings as listed below. If you think you meet this criteria as stated in the full Policy document, then you are eligible to apply. We recommend you read the full policy to understand the criteria you will have to meet.

A formal application is required for consideration, and this application should outline the reasons for which you are seeking a remission. The application will be investigated and the applicant will receive written response from council about the outcome. In the event whereby an applicant is not satisfied with the response, the applicant can request further review in writing and the application will be referred to Council for its consideration. The outcome will be notified within 10 working days.

For a full copy of the Rates Remission Policy go to www.waitomo.govt.nz or contact our customer services team for a paper copy to be sent.

Remissions for Land Owned by Clubs and Societies

Sport and recreation clubs located on either Council owned or privately owned or administered land can receive a rates remission of 100% of the assessed Rates INCLUDING service charges EXCEPT for a maximum of one Targeted Rate charge, set for each of water, sewerage and solid waste collection and solid waste management services. Any Club or Association opting for a private solid waste collection arrangement would not pay the solid waste collection rate, and would not receive a collection service.

Sport and recreation clubs need to apply on an annual basis for a remission of rates to ensure that their continued eligibility and confirm the land-use remains eligible for remissions.

Section C - Criteria

This remission arrangement is available on application by qualifying societies and organisations who:

- Demonstrate that the primary function of the club/society is for the purpose of sport or physical recreation, and
- Demonstrate that the club/society is a non-profit organisation, not providing recreation or fitness services for commercial profit, and
- Demonstrate that the club/society is currently active, and
- Demonstrate that the primary use of the facility for which they are seeking remission is for the purpose of that organisation's sport or physical recreation activity, and
- Demonstrate that the activities of the organisation benefit or are available to the entire community.

In support of my/our application I/we wish Council to consider the following circumstances:

(If you have any other relevant documentation in support of this application, please attach to this form)

Examples of documents that may be required to clearly support your application:

- | | |
|---|---|
| • Certificate of Incorporation | • Club Charter |
| • Licence to Occupy | • Section 224 Certificate |
| • Deed of Trust | • Lease Agreement |
| • Aerial photographs or maps clearly defining property boundaries | • All other documentation that fully supports the criteria you are applying under |

Section D - Declaration (To be completed by Applicant)

A full copy of Council's Rate Remission Policy can be viewed on Council's website www.waitomo.govt.nz or by contacting the Customer Services Team.

I/We do Solemnly and sincerely declare that the particulars details above are correct and that the conditions concerning the land detailed apply.

I/We make this solemn declaration conscientiously believing the same to be true and correct by virtue of the Oaths and Declarations Act 1957.

Signature:

Declared at: (Place) This (Day of/ Month/ Year)

Rates Remission Application Form Clubs and Societies

Section E - Check List (To be completed by Applicant)

Check List:

Have you looked at the full policy to ascertain your eligibility?

Have you attached evidential documents supporting your eligibility as set out in the criteria of the policy?

Have you completed all the questions?

Have you signed the form?

Please note:

- Your Rates Remission Application must be in by 30 April.
- Rates Remission Applications can only be made for the current rating year, remissions will not be back dated.
- All Rates must be paid by the due date regardless of the status of your rates remission application.

Section F - Control Form (Office Use Only)

Organisation Name:

Date: Valuation Number:

Officer dealing with: Total rates due for year: \$

Comments and Criteria Checklist

Criteria Met

Reference

Are application comments consistent with supporting documents YES / NO

Declaration Signed YES / NO

Is the organisation the owner of the land YES / NO

If not, is there an agreement to occupy the land YES / NO

Primary function is for the purpose of sport or physical recreation YES / NO

Non-profit organisation, not providing recreation or fitness services for commercial profit YES / NO

Currently active (latest accounts, membership lists) YES / NO

Primary use of the facility the remission is for is for the purpose of that organisation's sport/physical recreation activity YES / NO

Activities benefit or are available to the entire community (Evidence of open membership) YES / NO

Organisation opts for private waste collection arrangement YES / NO

Recommendation: Approved / Declined / Seek More Information

Prepared By: Date:

Reviewed By: Date:

Approved By: Date: