

## Application Rates & Utilities Charges Concession for Community Organisations

### IMPORTANT NOTICE

Western Downs Regional Council is collecting personal information you supply on this form in accordance with *Local Government Act 2009*. The personal information collected on this form will be used to ascertain whether client is eligible for Council. Your personal information will be accessed by persons who have been authorised to do so. Some of this information may be given to Council's appointed agents for the purpose of Council business. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

Are you an owner of this property?  Yes  No (if no provide Ratepayer details and documentation eg signed Lease)



### Applicant Details *(\*phone contact details are required for processing purposes)*

Organisation Name:			
Organisation Contact Name:			
Postal Address:			
Suburb:		Postcode:	
*Phone (h):		*Phone (w):	
*Phone (m):		Fax:	
Email Address:			



### Property Details

Assessment Number	Property Address



### Concession Request Details

Describe the role of your Organisation/Company in your community and associated land use *\*\*if more room is required please attach to this document*

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Do other Organisations use your facility?

Yes  No If yes, how often  Weekly  Fortnightly  Monthly  Annually  Other *Please provide further details below:*

Comments:

Does your community Organisation have a gaming licence?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide a copy of gaming licence
Comments:	

Does your community Organisation have a liquor licence?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide a copy of liquor licence
Comments:	

<b>IMPORTANT: PLEASE PROVIDE THE FOLLOWING SUPPORTING DOCUMENTATION</b>	
<input type="checkbox"/> Organisation's constitution <input type="checkbox"/> Certificate of incorporation/registration from Office of Fair Trading Queensland (if applicable) <input type="checkbox"/> Any other documents to support status as an eligible organisation <input type="checkbox"/> Lease documents - if organisation is the lessee of the land <input type="checkbox"/> Gaming licence (if applicable) <input type="checkbox"/> Liquor licence (if applicable)	

**PLEASE NOTE AN APPLICATION RENEWAL WILL BE REQUIRED ONCE EVERY THREE YEARS IF RATE RELIEF IS STILL REQUIRED.**

 **Customer Signature**

For community Organisations as defined in Council's "Rates and Utilities Charges Concession Policy" Council Policy, the concession (if approved) will be limited to:-

- General rate and or utility charges; and
- The concession will take effect from the beginning of the half year rating period after which the applicant has applied for the concession under the Rates and Utilities Charges Concession Policy.

This application form must be completed by the applicant in its entirety (including supporting documentation) by 31 December for the period 1 January to 30 June and by 30 June for the period 1 July to 31 December each year and the application is to remain current for 3 years.

Applicant Name:		Office Held:	
Applicant Signature:		Date:	/ /

 **Office Use Only**

Concession Class Recommended		Copy of Document Supplied and Attached to Form <input type="checkbox"/>	
Recommended by	Name:	Signature:	Date: / /
Approved: <input type="checkbox"/> Declined: <input type="checkbox"/>			
Approved by	Name:	Signature:	Date: / /

