

1. Purpose of completing this form

a. New Applicants – Eligible Not for Profit or Arts / Cultural Organisations

In accordance with the current Revenue Statement, council may grant a General Rate Concession by way of a rebate of the General Rate, where the specific eligibility criteria detailed in the 2022/23 Revenue Statement are met (see section 6 and 7 for details).

b. Existing Recipients - Confirmation of Eligibility

Where a General Rate Concession has been granted as a result of meeting the eligibility criteria in an earlier financial year, council may for any given financial year require applicants to reconfirm their eligibility (see section 6 and 7 for details) to continue to receive the concession.

2. Organisation Representative (person completing this application)

Surname:

Given names:

Position in Organisation**:

Postal address:

Suburb:

State:

Postcode:

Business phone:

Home phone:

Mobile:

Email address:

***Please note if the applicant is not registered with council as authorised to act on behalf of the organisation/entity who owns the property you will be contacted to provide further supporting information to enable this application to be processed. Further details in section 11- Explanatory Notes.*

3. Property Details (details of the property to which it is requested the concession is applied)

Property Number:

Property Address:

Preferred contact person:

Suburb:

State:

Postcode:

Do you wish to apply for the concession for other properties? Yes – see note below / No

Note: If applying for the General Rate Concession for additional properties owned by the organisation listed at section 4, please include the details on a separate sheet.

Please note the name of the registered owner on the Title Deed must be the same for all properties.

Privacy

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.

sunshinecoast.qld.gov.au | mail@sunshinecoast.qld.gov.au | T 07 5475 7272

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551

Maroochydore office 54 First Avenue Maroochydore Qld 4558

Nambour office Corner Currie and Bury Streets Nambour Qld 4560

4. Property Owner Details (as detailed on the Land Title Record and as shown in the Australian Charities and Not-for- profits Commission Register (ACNC Charity Register))

Organisation name:

ABN:

ACN:

Address of registered head office:

Suburb:

State:

Post code:

Email address:

5. Address for correspondence (if different to details at 4 above)

Name:

Position in the Organisation:

Address:

Suburb:

State:

Post code:

Email address for correspondence:

6. Eligible Organisations

6a. Please indicate below which of the following applies to the organisation detailed at section 4.

(Note: If the categories listed below do not apply to the organisation a General Rate Concession will not apply)

Organisation owning the property is **one of** the following:

*Please select either option
i or ii (if applicable)*

i. A not for profit entity - whose objects include not making a profit and is listed on the (excluding an entity that provides assistance for arts or cultural development – refer to ii below).

Yes / No

ii. A not for profit entity - that provides assistance or encouragement for arts or cultural development.

Yes / No

6b. Please indicate which of the following **also** applies to the organisation detailed at section 4.

(one of these must apply).

AND: the organisation owning the property is one the following:		<i>Please select the relevant option below</i>
i. Boy Scout or Girl Guide Association		Yes / No
ii. Surf Lifesaving organisation		Yes / No
iii. Coastguard organisation		Yes / No
iv. Community Sporting Organisation – Not for profit organisation <u>without</u> a commercial liquor licence or a community club liquor licence.		Yes / No If yes - complete Section 7
v. Community Cultural or Arts Organisation – Not for profit organisation <u>without</u> a commercial liquor licence or a community club liquor licence.		Yes / No If yes - complete Section 7
vi. Charitable Organisations (a) Not for profit organisation; and (b) registered as a charity institution or a public benevolent institution; and (c) providing benefits directly to the community; and (d) endorsed by the Australian Tax Office - Charity Tax Concession.		Yes / No If yes - complete Section 8.
7. Documentation and Validation - Not for profit entities / organisations		Tick Box if included
i. Provide a copy of the organisations governing documents – i.e Constitution or Articles of Association, or Deed of Trust, or Objects of the Association, including the clauses that indicate the not-for-profit nature of the entity.		
ii. By ticking this box it is confirmed that the organisation listed at section 4 does not have a commercial liquor licence or a community club liquor licence.		
iii. Indicate if the organisation listed at section 4 is registered on the Australian Charities and Not-for- profits Commission Register (ACNC Charity Register)) – see iv. below.	Yes see iv. below	
	No	
iv. Provide a copy of the details from the ACNC Register (screen shot or photograph of screen is sufficient).		
vi. Attach written details on how each property, for which this concession is sought, is used to provide benefits directly to the community, including details of : - relevant clause/s in the attached governing documents provided at 7i that support these statements. Note: Separate details are required for each property.		
8. Documentation and Validation – Charitable organisations		Tick box if relevant or indicate response
i. Provide a copy of the organisations governing documents – i.e Constitution or Articles of Association, or Deed of Trust, or Objects of the Association, including the clauses that indicate the not-for-profit nature of the entity at Section 4.		
ii. Indicate if the organisation listed at Section 4 is registered on the Australian Charities and Not for- profits Commission Register (ACNC Charity Register)) – see 7.iii.		Yes / No
iii. Provide a copy of the details from the ACNC Register (screen shot / photograph of webpage is acceptable).		

iv. Is the organisation at Section 4 a public benevolent institution as defined by the Australian Charities and Not-for-profits Commission (ACNC)?	Yes / No
v. Is the organisation at Section 4 endorsed by the Australian Tax Office as being eligible for charity tax concessions?	Yes / No
vi. Provide a copy of the Australian Business Register – showing ABN, details of ACNC registration, trading names, charity tax concession status (screen shots / phot of web page acceptable).	
vii. Attach details of the benefits provided directly to the community through the use of each property for which this concession is sought, including; <ul style="list-style-type: none"> a. how each property is currently used to provide direct benefit to the community, b. relevant clause/s in the attached governing documents provided at 7i that support this statement. <p>Note: Separate details are required for each property.</p>	

9. General Rate Concession Terms & Conditions

Council may grant a concession in accordance with the section 120(1)(b) of the *Local Government Regulation 2012* only if it is satisfied the land is owned by an entity whose objects do not include making a profit or an entity that provides assistance and encouragement for the arts or cultural development.

The following terms and conditions are required to be met to satisfy council of an entity's eligibility to receive the General Rate Concession:

- a. To be eligible for a General Rate concession an entity/organisation must operate as one of the types of entities/organisations listed at section 6a above and must be one of the types of entities/organisations listed in section 6b above (2022/23 Revenue Statement available on councils website refers).
- b. Each property for which the concession is sought should provide benefits directly to the community as a result of the current use of the property. This use is required to continue to retain eligibility for the concession.
- c. The property owner should notify council if the use of the property is changed.
- d. A leasee is not eligible for a General Rate Concession.
- e. A completed application form and the required supporting documentation is required to be submitted.
- f. The property for which the concession is sought must be used and owned by the entity/organisation shown on the Title Deed for the property and recorded in councils Land Record and the property owner should provide benefits directly to the community through the use of the property.
- g. The property should not be subject to a lease to another entity/organisation who may or may not provide community benefits on behalf of the property owner.
- h. The entity/organisation who owns the subject property should not hold a commercial or community club liquor licence or a commercial liquor licence.
- i. The subject concession is subject to change as part of the annual budget process if this concession is granted for any given financial year council does not guarantee it will be provided in subsequent financial years.
- j. Should the entity/organisation who has applied for this concession at any time cease to meet the criteria detailed at 6a and 6b, council should be notified immediately.
- k. Should an entity/organisation cease to be recognised as a registered charity or a not-for profits organisation by the Australian Tax Office council should be notified immediately.
- l. Should an entity/organisation cease to be listed on the Australian Charities and Not-for-profits Commission Register (ACNC Charity Register) council should be notified immediately.
- m. Should a General Rate Concession be granted as an outcome of the application process, the concession will remain in place until either the property owner advises council that eligibility requirements are no longer met, the concession is no longer granted by council or the property owner is no longer eligible for the concession due to other circumstances including changes in the terms and conditions.

- n. Should a concession be granted by council the property owner may be required to submit a further application, upon request by council, for the purposes of reviewing eligibility to continue to receive the General Rate Concession.
- o. The terms and conditions of this concession may be varied at the discretion of council.

10. Applicants Declaration

I/we, as the authorised representative of the owner, have read and understand the terms and conditions of the General Rate Concession at section 9 and declare that I/we meet the eligibility requirements and I/we accept the terms and conditions.

I/we also declare that the above information is correct in all respects at the time of lodgement of this declaration. Should any of the details given in relation to this declaration change, I/we agree to advise the Sunshine Coast Regional Council immediately.

Name:	Signature:	Date:
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Position in the Organisation:

Name:	Signature:	Date:
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Position in the Organisation:

11. Explanatory Notes

Authorised Representative - If the organisational representative detailed at section 1 is not registered with council as authorised to act on behalf of the organisation/entity for rating matters in connection with the properties specified in this application further supporting information will be required to enable this application to be processed. This documentation may include a letter from the organisation on letter head from an office bearer of the organisation as listed in the provided constitution, an ASIC extract listing the representatives position in the organisation, details from the ACNC Charity Register listing the representative as a member of the organisation and a letter from the organisation on letter head signed by another officer bearer of the organisation confirming authority to act on behalf of the organisation. Please contact council to verify these requirements by email to rates@sunshinecoast.qld.gov.au.

OFFICE USE ONLY

CCO forward to Knowledge Services	Knowledge Services forward to Credit Management CH75	Form No	Date stamp