



Residential Rating Application Form

Please complete your form, save a copy and email to council@portstephens.nsw.gov.au or print and fax to (02) 4987 3612, or post to PO Box 42, Raymond Terrace NSW 2324

Ratepayer

Surname: Given names or ABN:
(or company name):

Postal Address

Mailing address:

Telephone numbers/email

Mobile: Home:
Work: Email address:

Property details

Rate assessment number:
Street address:

How many buildings are there on the property? (indicate number)

Dwellings: Flats or units:
Shops: Offices/commercial premises:
Other (describe):

Does anyone live permanently at the property?

If yes, how long have they lived there?:

Is the property subject to a residential lease?

Term of lease & expiry date:

Is the property subject to a commercial lease?

Term of lease & expiry date:

Do you have a managing agent for the property?

If yes, details of
managing agent:

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Have you ever claimed an income tax deduction in relation to this property?

If yes, provide
details:

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Do you have an ABN or trading name that relates to this property?

If yes, provide
details:

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Is any business activity carried out on the property?

If yes, describe
activity:

Days business
operates:

Hours of operation:

Property land use estimates (in square metres)

Residential
purposes:

Non-Residential
purposes:

Total land area:

What is the annual gross turnover and net profit from business activities over the last five (5) years? (excluding residential rent for periods exceeding 3 months)

Year	Gross turnover	Expenses	Net profit/loss

STATUTORY DECLARATION

Oaths Act 1900, NSW, Ninth Schedule

I, _____ (full name)
of _____
(address)

Do solemnly declare and affirm that:

- 1. The information in my application is correct and I agree to answer Council questions about this application,
- 2. I have not left out any information that would affect consideration of my application, and I understand that I may need to provide documents to support this application, and I make this solemn declaration, as to the matter aforesaid, according to the law in this behalf made – and subject to the punishment by law provided for any wilfully false statement in any such declaration.

Declared at: on
[place] [date]

.....
[signature/s of declarant/s]

in the presence of an authorised witness, who states:

I,, a,
[name of authorised witness] [qualification of authorised witness]

certify the following matters concerning the making of this statutory declaration by the person who made it: [* please cross out any text that does not apply]

- 1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
- 2. *I have known the person for at least 12 months OR *I have confirmed the person’s identity using an identification document and the document I relied on was

[describe identification document relied on]

.....
[signature of authorised witness] [date]

After you lodge this application

- Council will consider the information you have supplied.
- Council may contact you if further information is required, or to arrange a property inspection.
- You will be notified in writing when the category of your land is determined.
- You must continue to pay rate instalments as they fall due to avoid interest charges. If your application is approved your rates and instalments will be adjusted taking into account payments you have made.
- If Council has not notified you of your land category within 40 days of receiving your application, then the land is taken to have been declared within the existing land category.
- You may appeal against Council's declaration to the Land and Environment Court.
- An appeal to the Land and Environment Court must be made within 30 days after the declaration is made.
- You must notify Council within 30 days if circumstances require your land category to change.

YOUR PRIVACY

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

Purpose: The information you provide will be used to determine your land category for rating purposes. Your contact details will be used to communicate with you about Council related matters.

Intended recipients: The information will only be used by Council, and other agencies such as government departments that have legislation allowing them to access Council records.

Supply: Legally required.

Consequence of Non Provision: If Council does not know about your land usage and the nature of your farming activities it may be unable to approve your farmland rating application. If Council does not know your current address, correspondence might not reach you. If Council has no telephone or email address for you it might not be able to contact you about important matters relating to your property, accounts or applications.

Storage and security: This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

Access: Please contact Council on (02) 4980 0255 to enquire how you can access information.