

# Request for Rate Based Financial Assistance for Not for Profit Recreation, Sporting & Community Groups

For this application, you MUST:

- Complete all questions on this form;
- Provide any mandatory supporting information identified on the form as being required to accompany your application.

Please allow **10 working days** for processing

## SECTION 1 – PROPERTY DETAILS

Assessment Number:

Property Address:

Lot and Plan Details of Property:

## SECTION 2 – APPLICANT DETAILS

Organisation Name:

Registered Address

Postal Address:

Telephone:

Mobile:

Email:

## SECTION 3 – ORGANISATION DETAILS

What is the Primary Purpose of your organisation:

Time Organisation has Existed:

Number of People Organisation Services:

Is the applicant the owner / lessee and occupier of the land:

Yes

No

Does your Organisation/Club/Premises hold a licence to sell liquor?  
(If yes, please give details):

Yes

No

Does your Organisation/Club/Premises have gaming machines?  
(If yes, please give details):

Yes

No

Does your Organisation/Club/Premises have a contractual arrangement, either formally or informally, with a third party that derives an income or benefit as a result of this arrangement? E.g. third party is permitted use of the organisations assets and derives an income from this (If yes, please give details):

Yes

No

Is any part of the land rented or leased to a third party?

Yes

No

**SECTION 3 – ORGANISATION DETAILS continued**

Does your organisation have toilets located on the property?

If yes, to ensure Council have the correct sewerage charges applicable, please advise how many WC's and urinals are onsite:

WC's \_\_\_\_\_ Urinals \_\_\_\_\_

 Yes No

Reasons why your organisation requires finance assistance:

Have you attached the required documentation listed below with this application:

 Yes No**SECTION 4 – SUPPORTING DOCUMENTATION**

This application MUST be supported with any applicable documentation relating to:

- Income Tax Exemption (According to Section 23(g) of the Income Tax Assessment Act 1936).
- The Constitution of the Organisation eg. The Constitution must clearly state prohibitions on any member of the Organisation making a private profit or gain; either from ongoing operations of the Organisations, or as a result of distribution of assets if the Organisation is wound up.
- A copy of the organisation's Certificate of Incorporation
- A copy of the most recent Annual Financial Report.
- Any other relevant information supporting that the Organisation is a non-profit entity or otherwise exists for a public purpose.

**Please note that this rebate is not available on Vacant land****DECLARATION - This application must be signed by two (2) Executive Members of the Organisation**

We declare that the information provided by us in this application is true and correct and consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

**Authorised Person Name 1 and Position:****Signature:****Date:****Authorised Person Name 2 and Position:****Signature:****Date:****Douglas Shire Council – Privacy Collection Notice:**

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by the *Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

**OFFICE USE** Assessment number written on form Copies of documentation attached ALL Questions answered Check rates database and ensure all details are correct