

Declaration - Principal Place of Residence

Where applicable Douglas Shire Council will categorise a property that is owned and occupied by the ratepayer as a Principal Place of Residence.

If you believe your place of residence has been incorrectly categorised and would like to lodge a declaration for Principal Place of Residence please complete this form and submit to Douglas Shire Council.

It is important all questions are answered to assist Council in processing your application.

Definition of categories can be found within Douglas Shire Council's Revenue Statement www.douglas.qld.gov.au

SECTION 1 - PROPERTY DETAILS

Assessment Number:

Property Address:

SECTION 2 - PROPERTY OWNER DETAILS

Owner's Full Name/s:

Residential Address:

Postal Address:

Telephone:

Mobile:

Email:

Please provide a reason if the postal address is not the property address:

Definition of Principal place of residence

A "Principal Place of Residence" is defined as Property used solely for a single residential dwelling or home unit that is the place of residence at which at least one natural person who constitutes the owner/s of the property predominantly resides. The full definition can be found within Douglas Shire Council's Principal Place of Residence Policy. <https://douglas.qld.gov.au/download/policies/Principal-Place-of-Residence-Policy.pdf>

To be eligible, applicants must meet the criteria below:

- This category is restricted to the owner-occupiers principal place of residence only (i.e. to one property only); and
- This category applies to property held in the name of a natural person and will not apply to land owned by a company or other like legal entity, except where the ratepayer residing at the property as their principal place of residence is the owner of the entity; and
- One owner must be living permanently on the property; and
- The owner may be absent on health grounds, such as being a patient in a nursing home or living with family or friends and the property is not being tenanted and producing an income.

To be eligible for Principal Place of Residence your property must be able to be occupied as a permanent residence under Council's Planning Scheme or have a relevant planning approval.

SECTION 3 – PROVISION OF DOCUMENTATION

If your property meets the definition of Principal Place of Residence (as outlined in the Principal Place of Residence Policy), please sign the declaration form below and **return it to Douglas Shire Council with copies of any Two (2) of the following documents indicating your residency at the property:**

- ☐ Current Electoral enrolment confirmation
- ☐ Current Electricity account in the owners/s name, addressed to the property
- ☐ Current drivers licence showing dwelling or unit address (copy of front and back of licence)
- ☐ Other legal documentation to confirm your residency at the dwelling or unit

IMPORTANT INFORMATION

- Residential premises that have not met the criteria outlined in the Principal Place of Residence Policy will be deemed as non-principal place of residence for rating purposes.
- Applications must be received by the due date of the issued Rates Notices and are not retrospective to prior rating periods.
- I/We understand that giving this notice of declaration will not, in the meantime, affect the levy and recovery of rates which **must be paid by the due date**. If the declaration is approved, the rates will be adjusted accordingly, and a credit will be placed on the Rates assessment. A refund will be processed if requested in writing.
- **Please Note** if your postal address is a PO Box, the supporting documents must include the property address. Upon receipt of the signed declaration and accompanying documentation, Douglas Shire Council will review the Differential General Rate Category.

DECLARATION

I/We have read the Principal Place of Residence Policy and understand the definition of principal place of residence, as set out by Douglas Shire Council and declare that this property meets the definition and is the principal place of residence of one or more owners. I/We also declare that the above information is correct in all respects at the time of lodgement of this declaration. Council reserves the right to recover the rates foregone and refuse any future application, should it be ascertained that incorrect information/declaration has been provided. I agree to advise the Council immediately if the property ceases to become my principal place of residence.

(ALL OWNERS MUST SIGN)

Property Owner 1 Signature:		Date:	
Property Owner 2 Signature:		Date:	
Property Owner 3 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 - CHECKLIST

Please Check:

- ☐ ALL details completed
- ☐ Copies of 2 relevant docs attached
 - Current Electoral enrolment confirmation
 - Current Electricity account
 - Front and back of Current Drivers Licence
 - Other legal doc – Please specify _____
- ☐ Check rates database, Town planning approval and ensure all other owners have signed
- ☐ Supervisor Check Init. _____