

Application Form For General Rates & Utility Charges Concession

Council will consider providing assistance to not-for-profit and charitable community organisations using the rate exemption provision under section 93(3)(i) of the Local Government Act 2009. Any rate concession granted under the Townsville City Council Charitable and Community Organisations General Rates & Utility Charges Concessions Policy will be limited to the conditions set out and will apply to community and not-for-profit organisations that meet the eligibility criteria outlined in the policy.

Applications for concession must:

- be lodged in writing on the prescribed form, and submitted to Townsville City Council;
- include a copy of the Constitution or Memo and Articles of Association of the organisation which must clearly detail that the organisation is not-for-profit;
- include any other supporting documentation such as Taxation Exemption certificate which confirms that the organisation is not-for-profit; and identify the principle use of the land for which the concession is being requested.

Any decisions regarding the outcome of the application will be made within 45 days of receipt of the application. Additional evidence to support the application may be requested in some circumstances. Decisions regarding the outcome of the application will be advised to the owner/applicant in writing.

Once approved, the concession will be granted until such time as the ownership of the land transfers, the use of the land changes or Council resolves to amend the Townsville City Council Charitable and Community Organisations General Rates & Utility Charges Concessions Policy and/or associated eligibility criteria as set out in the Concessions Schedule.

Townsville City 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 council manages personal information is governed by the Information Privacy Act 2009 (Qld). We are collecting your personal information in accordance with Local Government Act 2009 so that we can assess your application and update your details in relation to your account. 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. However, in performing the above functions, we may need to disclose your personal information to the Australian Taxation Office. For further information about how we manage your personal information please see our Information Privacy Policy.

Please complete the details below and submit to Townsville City Council with supporting documentation.

Property Number: _____
(As shown on rate notice)

Property Location: _____

Name of Community Organisation: _____

Postal Address: Contact Name and Telephone no.: _____

Email address: _____

1) Describe the role of your organisation in your community and associated land use:

2) Is your community organisation a not-for-profit entity? Yes No
(a copy of the constitution is required)

3) Does your community organisation have gaming machines at the premises? Yes No
(if yes, please provide gaming licence details and of number of gaming machines at the premises)

Please list the supporting documentation attached with your application:

1. _____
2. _____
3. _____

_____/_____/_____
Signature of Applicant/Owner / Date

Print Name / Position held

Please return the signed general rates and utility charges concession application form and a copy of the required supporting documentation.

In person:
Customer Service Centre
8am – 5pm
103 Walker Street
Townsville City

Thuringowa Central Library
9am – 5pm
86 Thuringowa Drive
Thuringowa Central

By mail:
Townsville City Council
PO Box 1268
TOWNSVILLE QLD 4810

By email:
enquiries@townsville.qld.gov.au
(be sure to attach scanned copies
of all relevant documentation)

Need Help? Contact Council:
By phone: 13 48 10 (8am - 5pm)
Click to chat: [townsville.qld.gov.au](https://www.townsville.qld.gov.au)

OFFICE USE ONLY

Assessed By:	Date:	Council Decision:	Date: