



Rates Penalty Remission Application

Please fill in all grey sections. One application per rating unit

Applicant Details

Name:	Phone:
Postal Address:	Email:

Property Details

Valuation number: 18 _____ / _____	RID (rating unit): _____
Location address:	

Arrears Details

Penalty:	Previous penalty history:
----------	---------------------------

Remission Criteria – *you must choose one option only (criteria overleaf)*

Brief Explanation (Attach proof where applicable)

Criteria met

	<i>Brief Explanation (Attach proof where applicable)</i>	<i>Criteria met</i>
<input type="checkbox"/> Council error		
<input type="checkbox"/> Significant family disruption		
<input type="checkbox"/> Postal error		
<input type="checkbox"/> Financial hardship		
<input type="checkbox"/> Notice of Sale		

Declaration

I/We believe all information provided is true and correct at the time of completing

Signed:	Date:
----------------	--------------

Rates Officer Checked	Transaction history attached	Penalty Remission	Date	Management Sign off
-----------------------	------------------------------	-------------------	------	---------------------

1. Council Policy

Council will consider each application on its merit and supporting documentation. Remission will be granted where it is considered that the application meets one of the following criteria and the conditions

2. Criteria:

- a. *Where it is demonstrated that the penalty / ies has / have been applied due to an error by Council*
- b. *One penalty remission will be considered in any one rating year where payment has been incurred due to significant family disruption. For example the ratepayer or member of the household has been affected by illness, accident, hospitalisation or death. Proof will be required.*
- c. *Where the payment has gone astray in the post or from other matters outside their control. Applicants must have a good payment history and not have received a remission under this clause for the previous two rating years.*
- d. *Where a ratepayer has come into financial hardship and entered a repayment scheme with the council to repay all outstanding and current rates. This scheme will generally be for 5 months but can be up to 1 year. The penalty remission is applied when the repayment scheme has been successfully completed and the account is up to date.*
- e. *Where a new owner receives a penalty resulting from the Notice of Sale procedure. For example late issuing of notice, incorrect postal details or late payment on settlement by lawyer.*

3. Conditions

- a. Applications for remission of penalty rates must be in writing using this form.
- b. Penalty remissions will only be considered for the current rating year.