

# Notification of Owner Occupier Status Application Form



## PRIVACY NOTICE

Livingstone Shire Council is collecting the personal information you supply on this form for the purpose of processing your request for a owner occupier status or that your property is your principal place of residence. Some of this information may be given to other sections of Council for the purpose of assessing your application.

Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

**ABN** 95399253048  
**Enquiries** 4913 5000 or 1300 790 919  
**Address** PO Box 2292  
 Yeppoon Qld 4703  
**Email** [enquiries@livingstone.qld.gov.au](mailto:enquiries@livingstone.qld.gov.au)

Livingstone Shire Council is seeking information from all ratepayers of all properties within the Shire that are the ratepayer's principal place of residence in order to categorise properties correctly for differential rating. Please complete this form and return to the Council office if your property is **Owner Occupied**.

## **APPLICANT DETAILS** (Please note communication details may be used to update Council's Records)

Name/s in full			
Postal Address			
Phone		Mobile	
Email Address			

## **PROPERTY DETAILS**

Assessment Number	
Property Location	

## **ELIGIBILITY** In order to be identified as owner occupied for rating purposes

<input type="checkbox"/> Is restricted to the owner occupied principal place of residence (i.e to one property only)
<input type="checkbox"/> One of the owners/directors must be living permanently on the property.
<input type="checkbox"/> The owner is a pensioner and is 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 rented.
<input type="checkbox"/> The land is held in the name of a natural person and only applies to land held in trustee, company, firm corporate or other like legal entity ownership, if one of the directors/owners reside at the property.
<input type="checkbox"/> The property is to be in the name of a deceased or bankrupt estate and occupied by a surviving spouse or immediate family.
<input type="checkbox"/> The property is vacant land (i.e. contains no structures of any kind and value is under \$600k).

## **SUPPORTING DOCUMENTATION**

<input type="checkbox"/> Confirmation of electoral enrolment (available on website <a href="https://check.aec.gov.au/">https://check.aec.gov.au/</a> ).
<input type="checkbox"/> A telephone or electricity account in owner/s name, address to the property (not PO Box).
<input type="checkbox"/> Other legal documentation to confirm your residency at the dwelling or unit.
<input type="checkbox"/> Current drivers licence showing dwelling or unit address.
<input type="checkbox"/> Evidence of ownership/directorship of the company.

## **I / We agree as follows:**

I declare that I am the owner and permanently reside at the property indicated above. I agree that if this claim proves false, Council reserves the right to recover the rates forgone. I am also obliged to advise Council immediately if the property ceases to become my principal place of residence. Please allow 14 working days from date of receipt of your application for processing.

Signature/s		Date: ____ / ____ / ____
Signature/s		Date: ____ / ____ / ____

**ADDITIONAL INFORMATION**

- Upon receipt of the signed declaration and accompanying documentation, Council will review the Differential General Rate Category.
- Ongoing checks are made by authorised Council Officers to maintain the accuracy of Council's records.
- This form is to be completed when a customer wishes to apply for the owner-occupied concession for general rates. Please refer to the Revenue Statement for further information on general rating categories for 2018/2019.

**Lodging**

<b>IN PERSON</b>	You can lodge your form at Council's Customer Service Centre: <b>Yeppoon</b> (TOWN HALL) 25 Normanby Street <b>Emu Park</b> (LIBRARY) 7-9 Hill Street
<b>MAIL</b>	Mail the completed form to Livingstone Shire Council PO Box 2292 YEPPOON QLD 4703
<b>EMAIL</b>	Email the completed form <a href="mailto:enquiries@livingstone.qld.gov.au">enquiries@livingstone.qld.gov.au</a>
	Online Services: <a href="http://www.livingstone.qld.gov.au">www.livingstone.qld.gov.au</a>
	Like us on Facebook: <a href="https://www.facebook.com/livingstoneshirecouncil">www.facebook.com/livingstoneshirecouncil</a>

**OFFICE USE ONLY**

<b>Date Form Received</b>	___ / ___ / ___	<b>Time Form Received</b>	am/pm	<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Declined</b>
<b>CS Officer</b>		<b>RR Officer</b>			