

**Bowen**

P: 07 4761 3600  
67 Herbert Street  
Bowen Qld 4805

**Collinsville**

P: 07 4785 5366  
Cnr Stanley and Conway Streets  
Collinsville Qld 4804

**Proserpine**

P: 07 4945 0200  
83-85 Main Street  
Proserpine Qld 4800

F: 07 4945 0222  
E: [info@whitsundayrc.qld.gov.au](mailto:info@whitsundayrc.qld.gov.au)  
W: [www.whitsundayrc.qld.gov.au](http://www.whitsundayrc.qld.gov.au)

ABN: 63 291 580 128

Our reference:

For further information please contact: Rates Section

Direct dial no.: (07) 4761 3683

Dear Ratepayer,

**RE: NOTIFICATION OF OWNER OCCUPIER STATUS**

Council is offering the opportunity to all residential ratepayers whose property is their principal place of residence, to benefit from a reduced general rate.

If your property is your principal place of residence, please complete the form by the due date of the current rate notice. Late applications may not receive this benefit until the next rate issue.

To enable the concession to be claimed, the property must be a single residential use only. Residents will be eligible for a discount as an owner occupier when their property is occupied as their principal place of residence for greater than 60% of the financial year including:

- A dwelling
- A dwelling with a granny flat
- One of a strata titled multiple unit or flat

If your property is owner occupied, please complete the attached form, have your signature witnessed and return it to Council at your earliest convenience. The reduction in your rates can only be granted if an application form is submitted. Should you wish to obtain further information, the policy "Identification for Owner Occupier Status for Rating" is available on Council's website at [www.whitsundayrc.qld.gov.au](http://www.whitsundayrc.qld.gov.au) with further details available from Council's Rate Section on (07) 4761 3683.

**Jodie Rugless**  
**Director Corporate Services**





Customer Service Centres Proserpine,  
Cannonvale, Bowen & Collinsville

83-85 Main Street Proserpine QLD 4800      67 Herbert Street Bowen QLD 4805

Whitsunday Plaza 8 Galbraith Park Drive Cannonvale QLD 4802      Cnr Stanley and Conway Streets Collinsville QLD 4804

Postal: PO Box 104, Proserpine QLD 4800  
Ph: 1300 972 753  
Fax: 07 4945 0222  
E: info@whitsundayrc.qld.gov.au  
W: www.whitsundayrc.qld.gov.au  
ABN 63 291 580 128

### **Notification of Owner Occupier Status**

Whitsunday Regional Council is seeking information from all rate payers 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 it to the Council Office **if your property is Owner Occupied.**

<b>Rate Assessment No.:</b>	
<b>Owner/s Full Name/s &amp; Mailing Address:</b>	
<b>Property Address:</b>	
<b>Registered Property Description: Lot/Plan:</b>	
<b>Contact Name:</b>	<b>Business Hours Telephone No.:</b>
<b>Email address:</b>	
<b>Does the owner/s reside full time on this property only?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Do all owners of this property permanently reside there?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date of Occupation of the property:</b>	____/____/____
<b>Do you want your mailing address to be the same as property address?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please provide a reason if the postal address is not the property address:</b>	
<b>This Property is:</b> <input type="checkbox"/> Dwelling <input type="checkbox"/> Dwelling and Flat <input type="checkbox"/> One of a Group (Eg. Flats) <input type="checkbox"/> Residential Units <input type="checkbox"/> Other—Please give details:	
<b>Declaration by Owner Occupier</b> I/We the undersigned, _____ (Name of owner occupier) of _____ (Address of premises) Hereby advise that I/we own and permanently reside on the above property on which this notification is made Dated this _____ day of _____ 20____  Owner Occupier _____      Witness _____ Signature _____      Signature _____  Owner Occupier _____      Witness _____ Signature _____      Signature _____	
<b>WRC USE ONLY</b>	
Approved: <input type="checkbox"/>	Not Approved: <input type="checkbox"/>
Approved by: _____	Officer Code: _____
Further Info Required: <input type="checkbox"/>	
Date: ____/____/____	
<b>Privacy Statement</b> Whitsunday Regional Council is collecting your name, address, contact phone number, details of the matter that could be deemed as your personal information and signature for declaration. This information will be used for the purpose of assessing your application and ensuring that we are able to remain in contact with you regarding the status of your application. This information will only be accessed by employees, contractors and/or Councillors of the Whitsunday Regional Council. Subject to the above disclosure, your personal information will not be given to any other agency unless you have given us permission or we are authorised or required by law to do so	



# Identification of Owner Occupied Status Policy

## Corporate Services

LSP\_CORP\_06

Revokes: *Identification for Owner Occupier Status for Rating Policy No 039 dated 28<sup>th</sup> June 2017*

### Purpose

The purpose of this policy is to ensure that Council is consistent and fair in attributing Differential Rating Categories to assessments where it is necessary to determine the "Owner Occupied" status.

### Scope

This policy is applicable to ratepayers of the Council area who need to establish "Owner Occupied" status for purposes of levying general rates.

### Applicable Legislation

Local Government Act 2009 (Act)

### Policy Statement

1. In order to be identified by Council as "Owner Occupied" for the purpose of differential rating, the property must be the principal place of residence of the registered owner.
2. In cases of joint ownership, where all owners do not reside principally on the property, a Statutory Declaration will be required by those who wish to declare that the property is their Principal Place of Residence and that they are solely responsible for the payment of the annual rates, for Owner Occupied status to be granted.
3. In order to be identified as an "Owner Occupied" the ratepayer is required to submit the Form to Council. Form will need to be completed, signed by the applicant and witnessed.
4. Ratepayers who reside at the property for part of the year and reside in other places including interstate and overseas for the remainder of the year, will need to provide a statutory declaration confirming that they reside on this property for more than 60% of each year.
5. Where a the applying ratepayer is an approved pensioner for the granting of a State Government Pensioner subsidy for a property, the subsidy application can be accepted in lieu of a Form for the granting of this benefit.
6. The property must be single residential use only. Properties that are approved as a twin-key apartment, residence with bed and breakfast facilities, duplex, flats, combined dwelling/business or multiple use etc. cannot be granted Owner Occupied Status. Properties where a room is commercially rented (e.g. through "Air B&B"), will not be eligible for Owner Occupied status.
7. Where a building permit has been approved for a Granny Flat on a property and that granny flat is occupied by the aged relatives of the registered owner of a property, the property will be eligible for Owner Occupied status provided

Page 1 of 3

**Correspondence:** Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine QLD 4800  
P: 1300 WRC QLD (1300 972 753) F: (07) 4945 0222 E: [info@whitsundayrc.qld.gov.au](mailto:info@whitsundayrc.qld.gov.au) [www.whitsundayrc.qld.gov.au](http://www.whitsundayrc.qld.gov.au)

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a Statutory Declaration is submitted to Council confirming the relationship of the occupants of the granny flat to the owner(s).

8. The applicant must be the registered owner or one of the registered owners of the property. Property registered in the name of a company, trust or association, cannot be granted Owner Occupied status e.g. Whitsunday Housing Association Inc.
9. Where a pensioner, for reasons of ill health or infirmity (e.g. poor health, feeble in body or health, physically weak, especially through age) resides some or all of the time in alternative accommodation such as a nursing home or similar type accommodation (where personal care is available on site and provided as required) or with family or friends, the residence may be regarded as being Owner Occupied if it is not occupied on a paid tenancy basis during the absence of the approved resident(s). Council must be satisfied that the residence is not occupied on a paid tenancy basis and that the approved resident(s) is/are solely responsible for the payment of rates and charges levied in respect of the said property.
10. Owner Occupied Status will be granted only for one (1) property for a given owner/ratepayer. If a second property is owned by the ratepayer(s) such property will not be eligible for Owner Occupied status, even if the property is not tenanted and not producing an income.
11. The completed **Form** must be received by Council no later than the due date for payment of the current rates, in order to be applicable for that rating period. Where **Forms** are received after the due date for payment, identification as "Owner Occupied" will commence with the next rating period and will not be backdated to the current or previous rating periods.
12. When a property with an existing Owner Occupier status ceases to be the Principal Place of Residence of the ratepayer (e.g. property is sold or rented, structure is demolished, property use changes) the property will lose its Owner Occupied status, with effect from the next rating period and the Differential Rating Category will be amended accordingly.
13. Council will make best endeavours to issue Forms when residential properties are sold and purchased, and when notification of change of address is received or new dwellings completed. However, it will be a ratepayer's responsibility to ensure that a Form is obtained, completed & signed, witnessed and lodged with Council in a timely manner, to ensure identification as an "Owner Occupied" property.

## Definitions

**CEO** refers to the Chief Executive Officer of the Whitsunday Regional Council appointed in accordance with the *Local Government Act 2009*.

**Council** refers to the Whitsunday Regional Council

**Employee** refers to any employee, contractor, volunteer etc. of the Council

**Form** refers to the Notification of Owner Occupied Status Form



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**Principal Place of Residence** refers to a single use residential property which is the location where it can be evidenced (through the electoral roll, taxation, pension records or other document acceptable to Council) that the registered owner (ratepayer) permanently lives, that is, resides for a period of more than 60% of the relevant financial year.

## Relating Documents

Notification of Owner Occupied Status Form

## Effective Date

1<sup>st</sup> July 2018

## Review Date

30<sup>th</sup> June 2019