

Office:
Date:/...../.....
Time:
Name:

Owner Occupied (Principal Place of Residence) Declaration Form

This form is to be completed when a property owner wishes to apply for the owner occupied (principal place of residence) differential rating category for general rates. Please refer to Council's Revenue Statement on our [website](#) for further information on differential general rating categories.

Eligibility

To move into an owner occupied (principal place of residence) differential rating category, applicants must meet one of the following criteria.

- Declaration is restricted to the owner/s residing at the property (i.e. one property only).
- At least one (1) natural person who is the company owner or trustee predominately resides where the land is owned by a company or trust (*evidence of ownership/directorship of the company is required*).
- At least one (1) natural person who is a life tenant of the dwelling predominately resides.
- 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.

** Pensioner means ratepayers who hold a Queensland Pensioner Concession Card issued by Centrelink or Department of Veterans' Affairs or a Department of Veterans' Affairs Veteran Gold Card.*

Principal Place of Residence Property Details

Property Owner Name/s:					
Property Address:					
Suburb:		State:	QLD	Postcode:	
Rates Assessment Number:		Place of residence since (year):			

Definition of Owner Occupied (Principal Place of Residence)

An Owner Occupied (Principal Place of Residence) is defined as a residential dwelling or unit where at least one owner permanently resides on the property and the owner can verify this status. The full definition can be found on Gladstone Regional Council's website at www.gladstone.qld.gov.au.

If your property meets the definition of Owner Occupied (Principal Place of Residence), please complete and sign this declaration form and return it to the Gladstone Regional Council via post (PO Box 29, GLADSTONE QLD 4680) or email info@gladstone.qld.gov.au.

Declaration of owners who reside at the property

I/We have read and understand the definition of owner occupied (principal place of residence), as set out in Gladstone Regional Council's Revenue Statement and declare that this property meets the definition. I/We also declare that the above information is correct in all respects at the time of lodgment of this declaration and agree to ongoing checks made by authorised Council Officers to maintain the accuracy of Council's records. Should any of the details given in relation to this declaration change, the applicant shall advise Gladstone Regional Council immediately.

Owner Occupied (Principal Place of Residence) Declaration Form continued

Authorisations

Declarant (1)	Signature	
	Print Name	
	Dated	
Declarant (2)	Signature	
	Print Name	
	Dated	

Adjustments will only be made within the current rate period. It is the owner's responsibility to check that all rates and charges are correct at the time of issue of the rate notice. Adjustments will not be made for prior financial years where a property has been categorised as not owner occupied (non-principal place of residence) and the owner/s have not provided a declaration that the property is owner occupied (principal place of residence).

Please pay the net amount shown on your rate notice by the due date unless you have received written notification from council of a category adjustment. Should the net amount not be paid by the date, discounts are forfeited, and interest charges will accrue.

Should this declaration be insufficient to action the change of categorisation of the property to Owner Occupied (Principal Place of Residence), Council may contact the property owner/s for more information.

Office Use Only

Officer Received (initials):		Date received:		Assessment Number:	
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Rates Office Use Only

Rates officer actioned (initials)		Decision	<input type="checkbox"/> OO(PPR) <input type="checkbox"/> NOO(NPPR)
Reviewed	<input type="checkbox"/> YES <input type="checkbox"/> NO	Rate Type Amended	<input type="checkbox"/> YES <input type="checkbox"/> NO
Further evidence of occupancy requested	<input type="checkbox"/> YES <input type="checkbox"/> NO	Supp Notice Issued	<input type="checkbox"/> YES <input type="checkbox"/> NO

The Gladstone Regional Council is collecting your personal information to process your application. The information will only be accessed by authorised council employees. Some information may be given to relevant agencies to enable agencies to update their records. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.