

**1. Property details**

<b>Property Number</b>		
<b>Address of Property</b>		
<b>Suburb</b>	<b>State</b> QLD	<b>Postcode</b>

**2. Applicant details**

<b>Name/s of owner/s who reside at the property</b>		
Given Name/s	Surname	
Given Name/s	Surname	
Given Name/s	Surname	
<b>If applicable - Name/s and address details of owner/s who do not reside at the property</b>		
Given Name/s	Surname	
Residential address		
Suburb	State	Postcode
Given Name/s	Surname	
Residential address		
Suburb	State	Postcode
<b>Current postal address</b> <b>Write "As Above" if the same as your residential address</b>		
Suburb	State	Postcode
<b>Is the above postal address the same for each owner?</b> Tick the relevant box	<b>Yes</b>	<b>No</b> <b>Provide details at 3. below</b>
<b>Do you own any other properties in the NSC area?</b> Tick the relevant box	<b>No</b>	<b>Yes</b> <b>Provide details at 3. below</b>
Home phone	Work phone	Mobile
Email address	Fax	
Name		
<b>Council will update your record with the contact details you provide on this form</b>		

**3. Additional information**


**4. Please read the definition of Principal Place of Residence and sign the declaration on page 2**

**Privacy** - Noosa Shire Council will only use the personal information collected for the intended purpose, to remain in contact with you regarding your request and the legitimate functions and services of Council affecting your property. Council is authorised to collect this information in accordance with the Local Government Act 2009 and associated laws. Access to your personal information will only be provided to appropriate Council employees and authorised officers. Your personal information will only be disclosed to third parties with your consent, or if required to do so by law. Your personal information is handled in accordance with Council's Privacy Policy.

**Definition of Principal Place of Residence**

“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 council’s website at [www.noosa.qld.gov.au](http://www.noosa.qld.gov.au).

If your property meets the definition of “Principal place of residence” please sign the declaration below and return it to council with copies of any two of the following documents indicating your residency at the property from the period of occupancy:

- A telephone or electricity account in owner/s name, addressed to the property**
- Confirmation of electoral enrolment with a current date of lodgement**
- Other legal documentation to confirm your current residency at the dwelling or unit**
- Current Drivers Licence showing dwelling or unit address**
- \* If your postal address is a PO Box the document must include the property address.**

Upon receipt of the signed declaration and accompanying documentation council will review the Differential General Rate Category.

**5. Information**

Adjustments will only be made within the current rate period. It is the owners’ 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 a principal place of residence and the owner/s have not provided a declaration that the property is their principal place of residence.

Please pay the net amount shown on your rate notice by the due date unless you receive written notification from council of a category adjustment.

Ongoing checks are made by authorised Council Officers to maintain the accuracy of council’s records.

**6. Declaration of owner/s who reside at the property**

Date of occupancy at the property

Print name/s of the owners who reside at the property

<b>Given Name/s</b>	<b>Surname</b>
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<b>Given Name/s</b>	<b>Surname</b>
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<b>Given Name/s</b>	<b>Surname</b>
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I/we have read and understand the definitions of Principal Place of Residence as set out in council’s Revenue Statement and declare that this property meets the definition and is my/our principal place of residence. I/we also declare that the above information is correct in all respects at the time of lodgement of this declaration. Should any of the details given in relation to this declaration change the applicant shall advise the Noosa Shire Council immediately.

<b>Signature</b>	<b>Date</b>
<b>Signature</b>	<b>Date</b>
<b>Signature</b>	<b>Date</b>

**OFFICE USE ONLY**

Date stamp