

# Application for Remission of Annual Charges to Rating Units Containing Two or more Separately Habitable Units



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**Property details:** (please refer to your rating invoice for information to be provided)

Rating year:

Valuation number:

Assessment number:

Property address:


**Ratepayer details:**

Name:

Postal address:  
(if different from property address above)

Email:

Phone number:


I \_\_\_\_\_, declare that: [tick boxes below]

- the above rating unit contains two or more habitable units; and
- for all of the above rating year the second unit will only be used by family or friends of the occupants of the first unit on a non-paying basis; and
- I acknowledge that if the rating unit in this application contains more than two habitable units used by non-paying guests and family, only one habitable unit may be entitled to remission; and
- as the owner I will immediately notify the Council of any change in circumstances that could impact my application for remission, and the remission may be all or partly reversed.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes:**

- The Council may request further information before making its decision to remit rates.
- If approved, the Council may remit one additional set of Uniform Annual General Charges; Refuse Collection (uniform charge); and Ward Annual Charges.
- Any remission granted under this policy will be applied equally across all rating units for which an application has been made<sup>1</sup>.
- The Group Manager Business Support has been delegated authority to grant or refuse remissions under this policy<sup>2</sup>.
- This remission must be applied for annually.

<sup>1</sup> Implementation: The application for remission must be made to the Council prior to 1 April of the relevant rating year. Applications will not be backdated to previous rating years.

<sup>2</sup> Any appeals against the decision of the Group Manager Business Support will be referred to the Council's Audit and Risk Committee for final determination.