



Postal address

															State					Postcode				

Telephone (home)

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Telephone (business)

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Mobile

--	--	--	--	--	--	--	--	--	--

Facsimile

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Email


### 3. Applicant Details

Contact person

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Position title

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Postal address

															State					Postcode				

Telephone (home)

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Telephone (business)

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Mobile

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Facsimile

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Email


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## 4. Organisation Information

Is/does the organisation:

Yes No

- An incorporated body as per the Associations Incorporated Act 1987?  
*If yes, provide a Certificate of Incorporation*
- Considered "not for profit"?
- Have a tax exemption from the Australian Tax Office (ATO)?  
*If yes, provide a certificate of tax exemption from the ATO*
- Leasing the property?  
*If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates*
- Have planning approval for the land use of the property?  
*A site inspection may be required before the application is processed*
- 

## 5. Documentation Requirements

Please provide a copy of (in addition to those items specified in Section 4):

- Organisation's Constitution
- Written statement outlining the nature of the Organisation's operations.  
It should include the **use and occupancy of the property**, and if applicable:
- Type of service provided (e.g. food, accommodation etc)
  - Frequency of service provision (e.g. full-time, daily, weekly etc)
  - Whether payment is received for the service

- A plan of the property, showing all buildings and outbuildings

OR

- A Floor plan of the leased property area, if only part of the property is the subject of this application
- A Copy of the current years audited financial statements for the Organisation  
(If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)
- 

## 6. Customer Authorisation

- By ticking this box I confirm:
- I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only.
  - that the information I have provided in this form is accurate. (A signature is not required on forms lodged electronically and submissions will be treated in accordance with the *Electronic Transactions Act 2011 (WA)*.)

Signature: \_\_\_\_\_  
(for hard copy submission only)

Date 

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(dd/mm/yy)

Name \_\_\_\_\_ Position \_\_\_\_\_

**This form is available in alternative languages and formats on request**