

## Principal Place of Residence Declaration Form

*Purpose of Form: This form is to be completed when a property owner wishes to apply for the owner-occupier rating category for general rates.*

### Definition

Principal Place of Residence is defined as a residential dwelling or unit where at least one owner is a natural person and permanently resides on the property and this owner can verify this status. The full definition can be found on council's website at [www.frasercoast.qld.gov.au](http://www.frasercoast.qld.gov.au).

If your property meets the definition of Principal Place of Residence, please complete and return this declaration form to Council. This declaration **must be signed** by all owners who reside at the property.

**This declaration must be received and approved by Council, for the owner occupier general rating category to be applied.**

### Property Details

Payment Reference Number					
Address of Property					
Suburb		State	QLD	Postcode	

### Owner/s Who Reside at the Property

Owner 1	Given Name		Surname	
Owner 2	Given Name		Surname	
Owner 3	Given Name		Surname	

### Owner/s Postal Details

Current Postal Address					
Suburb		State		Postcode	
Home Phone		Mobile Phone			
Email Address					
Rate Notice Delivery via Email	<b>Yes – use above email address</b>		<b>No – use above postal address</b>		
<b>Council will update your record with the contact details you provide on this form</b>					
Is the above postal address the same for each owner?	<b>Yes</b>	<b>No – provide details below</b>			
Do you own any other properties in the FCRC area?	<b>No</b>	<b>Yes – provide details below</b>			

### Important Information

- **Adjustments will only be made from the receipt date of the signed declaration.** 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
- Council may contact you to provide any of the following documents indicating your residency at the property. If your postal address is a PO Box the document provided must include the property address
  - 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

### Life Tenant/s Who Reside at the Property

If application is being made by an appointed life tenant (not Title Owner), **supporting documentation must be provided** with this application - copy of valid Will or Supreme/Family Court Order showing right to reside and rate payment responsibility.

Please ensure declaration below is signed and supporting documentation is attached.

Life Tenant 1	Given Name		Surname	
Life Tenant 2	Given Name		Surname	

### Declaration

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

Given Name/s		Surname	
Given Name/s		Surname	
Given Name/s		Surname	

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 Fraser Coast Regional Council immediately.

Signature	Date	
Signature	Date	
Signature	Date	

<b>OFFICE USE ONLY</b>	Application #		Date Created		CSO	
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