

# Change in Category of Land (For rating purposes)

## About this form

You may use this form to request a change in the categorisation of land for rating purposes.

**How to complete this form** 1: Ensure that all fields have been filled out correctly. 2: Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application. 3: Once completed you can submit this form by mail, facsimile, email and in person. Please refer to the lodgement details section for further information.

## Part 1: Applicant Details

Title \*

Given Name/s \*

Family Name \*

Business/Company Name (if Business/Company is owner of Land ) ABN/ACN Number

Relationship to Business/Company the owner of Land (ie Director, authorised representative etc)

Address \*

Lot & DP Number

Rates Assessment number (if known)

Postal Address (if different from above)

Home Number

Mobile Number

Business Number

Email Address

Fax Number

## Part 2: Details of Land

Current category or sub-category of the Land (the subject of application)

Proposed category or sub-category of the Land (the subject of application)

Details of present and recent uses made of the Land (if known):

Is the land vacant, or, if any buildings or structures are erected or situated on the land, describe these:

Reasons why the proposed category or sub-category is more appropriate:

### If requesting Mixed Development (Residential and Business Properties only)

Residential Use Area

Business Use Area

Hours of Use (Residential)

Hours of Use (Business)

Leased Arrangement (if any)

### Part 3: Application Conditions

Please be advised that any application for change of category is subject to Section 525 and 523 of the Local Government Act 1993 as follows:

#### Section 525 Application for change of category

(1) A rateable person (or the persons agent) may apply to Council at any time:

- (a) for a review of a declaration that the person's rateable land is within a particular category for the purposes of Section 514: or
- (b) to have the person's rateable land declared to be within a particular category for the purposes of that section.

(2) An application must be in the approved form, must include a description of the land concerned and must nominate the category the applicant considers the land should be within.

(3) The Council must declare the land to be within the category nominated in the application unless it has reasonable grounds for believing that the land is not in that category.

(4) If the Council has reasonable grounds for believing that the land is not within the nominated category, it may notify the applicant of any further information it requires in order to be satisfied that the land is within that category. After considering any such information, the Council must declare the category for the land.

(5) The Council must notify the applicant of its decision. The Council must include the reasons for its decision if it declares that the land is not within the category nominated in the application.

(6) If the Council has not notified the applicant of its decision within 40 days after the application is made to it, the Council is taken, at the end of the 40 day period, to have declared the land to be within its existing category.

#### Section 526 Appeal against declaration of category

(1) A rateable person who is dissatisfied with:

- (a) the date on which a declaration is specified, under Section 521, to take effect; or
- (b) a declaration of a Council under Section 525, may appeal to the Land & Environment Court

(2) An appeal must be made within 30 days after the declaration is made.

(3) The Court, on an appeal, may declare the date on which a declaration is to take effect or the category for the land, or both, as the case requires.

### Part 4: Appropriate Adjustment of Rates

An appropriate adjustment of rates is deemed to be:

- (a) Where a change is notified or applied for by the ratepayer (or their agent) within 30 days of the date of service of the annual rates and charges notice, any adjustment of rates is to be effected from the 1 July in that current financial year.

- (b) Where a change of category is notified or applied for by the ratepayer (or their agent) other than within 30 days of the date of service of the annual rates and charges notice, any adjustment of rates is to be effected from the date of the written notification or application to council by the ratepayer (or the agent).
- (c) Where a change of category is as a result of a review of the category by council under section 523 of the Local Government Act, 1993, any adjustment of rates is to be effected from the 1 July in the next financial year.

### Part 5: Applicant Declaration

I declare that I am the Ratepayer or authorised representative for the Business/Company the subject of application, and the information I have provided is true and correct in every detail.

Applicant Name

Applicant Signature \*

Date




### Part 6: Lodgement Details

You can lodge the completed application by:

**Email:** [mail@camden.nsw.gov.au](mailto:mail@camden.nsw.gov.au)

**Fax:** 02 4654 7829

**Mail:** PO Box 183, CAMDEN NSW 2570

#### In person at Council's Customer Contact Points:

Location	Address	Dates	Time
Council Administration Building	70 Central Ave, Oran Park	Monday – Friday	8:30am – 5:30pm
Camden Library	40 John St, Camden	Monday – Friday	9:30am – 5:00pm
Narellan Library	Cnr Queen & Elyard St, Narellan	Monday – Friday	9:30am – 5:00pm

**What now:** Once your application is received a Council Officer will respond within 10 working days if further information is required. For further information regarding your application please contact us by phone on (02) 4654 7777.

### Part 7: Privacy & Personal Information Protection Notice

**Purpose of Collection:** For change of category of Land for rateable purposes

**Intended recipients:** Council staff

**Supply:** Change in Category of Land application is voluntary however a completed application is required for delivery and management of rateable information

**Access/Correction:** Council staff or Government Information (Public Access) Act requests

**Storage:** Council's record management systems and Archives

Office Use Only

Receiving Officer

Date Received