

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 email, mail or in person. Please refer to the Lodgement details section for further information.

Part 1: Applicant Details

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)

Property Address *

Lot & DP Number

Rates Assessment number (as shown on Rate Notice)

Postal Address (if different from above)

Home Number

Mobile Number

Business Number

Email Address

Part 2: Details of Land

This application is made under:

☐ Section 525(1)(a) of the Local Government Act 1993.

☐ Section 525(1)(b) of the Local Government Act 1993.

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 or recent uses made of the Land:

Part 2: Details of Land Continued...

Do you have council approval for the above uses? ☐ Yes

☐ No

What is the date of approval?

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: Applicant Declaration

I understand the council may carry out a property inspection to assist with my application

I understand rates and charges must continue to be paid by due dates during the review

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 5: Lodgement Details

You can lodge the completed application by:

EMAIL: council@cityofsydney.nsw.gov.au

MAIL: City of Sydney
GPO Box 1591
Sydney NSW 2001

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney
See our website for details of all customer service centres and opening hours:
cityofsydney.nsw.gov.au/customer-service-centres

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 visiting cityofsydney.nsw.gov.au/contact-us

Part 6: Privacy & Personal Information Protection Notice

Purpose of collection: This information is being collected for the purpose of changing the category of Land for rateable purposes.

Intended recipients: City of Sydney employees. Any approved contractors required to provide this service.

Supply: The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.

Access/Correction: Please contact Customer Service on 02 9265 9333 or at council@cityofsydney.nsw.gov.au to access or correct your personal information.

Storage: The Chief Finance Office at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.

Other uses: The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan cityofsydney.nsw.gov.au/policies/privacy-management-plan.

Office Use Only

Receiving Officer

Date Received