

Cassowary Coast Regional Council

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STATEMENT OF OCCUPANCY

Please use BLOCK LETTERS and complete all details in full.

Privacy Statement: The Cassowary Coast Regional Council respects your privacy. Personal information on this form is collected in accordance with the Information Privacy Act 2009 guidelines and is used only by Council staff for the purpose of this form and will not be disclosed to any other party unless required by law.

Reason for Completing A Statement Of Occupancy:

Cassowary Coast Regional Council offers a benefit to owners who occupy their single dwelling/home/unit as their principal place of residence. The Statement of Occupancy form is to be completed by an owner/s when applying for their property to be rated in the 'Principal Place of Residence' category (Categories 1, 2, 3, 4, 5).

Definition: 'Principal Place of Residence' is a residential dwelling where at least one owner permanently resides at the property, and this can be verified by the owner.

The Statement of Occupancy form is required to be completed when an owner resides at the property however, their postal address is either a PO Box, mail is redirected to somewhere other than the residential address of the property, or as required by Council to determine an owners principal place of residence.

If your property meets the definition of 'Principal place of residence' please complete sections 1 to 3 below and return to council with the required mandatory supporting document (listed below), to indicate you live at the property permanently.

Please note: Council will not accept the Form without the supporting document attached.

Mandatory Supporting Documentation:

- A copy of your current Driver's licence (front and back) showing current residential address; or,
- A copy of your current Proof of Age card showing current residential address.

If the property is not in the owner's name e.g. either a company or trust, further mandatory supporting documentation is required:

- Company ASIC extract, Trust authorisation, or similar (demonstrating that the business owner/director/trustee is the person that is living at the property which is their principal place of residence).

Section 1 – Applicant(s) Details

Please tick applicable box:	I / We,	
	Postal Address: (for service of notices)	
	Residential Address:	
	<input type="checkbox"/> The owner(s)	<input type="checkbox"/> A person authorised by the owner(s)
	Email address:	
	Phone Number: (M)	Phone Number: (W)
<input type="checkbox"/> *Please tick box if you would like Council to update your postal and contact details as per above.		

Section 2 – Property Details

Property No.:
Property Description/s:
Property Address:

Section 3 – Declaration of Applicant(s)

I/we have read and understand the descriptions of the Differential General Rate Categories as set out in Councils current Revenue Statement, and declare that this property fits the description as my/our principal place of residence. I/we also declare that the above information is true and correct as at the date of lodgement.

Should any of the details given in relation to this declaration change, the applicant must advise Council immediately.

Applicant(s) Signature:	Date:	
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