



## STATEMENT OF OCCUPANCY

**PLEASE READ BEFORE  
SUBMITTING YOUR APPLICATION.**

**IMPORTANT DETAILS:**

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 owner's 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 to be sighted by  
Customer Service or Rate Officer:**

- Sight current Driver's licence showing current residential address;  
or,
- Sight 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

Property No:			
Property Owner:			
Postal Address: (for service of mail)			
	<input type="checkbox"/> The owner(s)	<input type="checkbox"/> A person authorised by the owner(s)	
<input type="checkbox"/> *Please tick box if you would like Council to update your postal address and contact details.			
Residential Address:			
Mobile:		Phone:	
Email Address:			

### Section 2 – 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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**Privacy Statement:**

Cassowary Coast Regional Council is collecting your personal information in accordance with the Information Privacy Act 2009 (Qld), and other applicable laws. Your information is being collected for the purpose of processing your application and/or responding to your enquiry. It may be used by authorised Council officers and disclosed to other agencies or third parties where required or permitted by law. Providing this information is voluntary; however, if you do not supply the requested information, Council may be unable to provide the requested service. You have the right to access and amend your personal information held by Council, subject to legal constraints. For more information, please view Council's [Privacy Policy](http://www.cassowarycoast.qld.gov.au) on Council's website [www.cassowarycoast.qld.gov.au](http://www.cassowarycoast.qld.gov.au)

**OFFICE USE**

Document Sighted:	Drivers Licence or Proof of Age Card	Residential Address on Card:
Officer:		