



Financial Hardship Application – Commercial / Organisation

About this form

Council recognises that some ratepayers may experience significant financial hardship. Council has adopted a [Financial Assistance Hardship Policy](#) to provide assistance to ratepayers in meeting their rates payment obligations to Council.

This form is to be completed by ratepayers of commercial businesses or other organisations who are suffering financial hardship and wish to apply for assistance with rates. The information provided will enable Council to determine eligibility for financial hardship support.

How to complete this form

1. Please complete a separate application for each property.
2. Please ensure that all fields have been filled out.
3. Please demonstrate and provide evidence of financial hardship and circumstances.
4. Please describe the type of assistance being sought.

The Council reserves the right to request further supporting information should they require it for assessment of Hardship.

Upon assessment of this application, the Council may choose to offer:

- Deferment of rates payment
- Remission of interest and/or penalties
- Remission of rates (partial or full)

The property owner or ratepayer should complete this form and provide details as the applicant.

PART 1: Applicant Details – Company / Business
Name of Property Owner(s):
Company Name:
Trading Name (if different):
Contact Person (Full Name):
Contact Person (Title/Position):
Property Address:
Property Number (as appears on your rates notice):
Postal Address (if different from above):

Contact Phone Number:	Email Address:
Preferred Contact Method:	Email <input type="checkbox"/> Telephone <input type="checkbox"/> Australia Post <input type="checkbox"/>

Who is currently paying the rates for this property

Me – the owner
Tenant – Commercial*

*If the tenant(s) is currently liable under a commercial tenancy arrangement you have with them, please provide details of the tenant(s) and any supporting documentation in evidence of this lease agreement.

Please indicate what type of rates assistance is being sought (circle):

Postponing rate payments (a deferral arrangement): Yes / No
Remission of late payment penalties or interest: Yes / No
Remission of rates in full or in part: Yes / No

PART 2: Declaration

Please provide the following information in support of this application:

Reason for experiencing financial hardship (e.g. business closure, loss of income, loss of employment, serious illness, natural disaster, public health emergency or declared state of emergency, family tragedy, family breakdown, financial misfortune, other serious or complicating circumstances).

Please provide as much information as possible in support of your application.

Evidence of Financial Hardship

Please attach as much information as possible in support of this application, which could include:

- Evidence of your business qualifying for the Job Keeper support package.
- Assessment by an independent accredited financial counsellor demonstrating an inability to both pay rates and to rearrange asset portfolios to facilitate payment.
- Commercial and leasing arrangements as a direct result of the COVID-19 pandemic.
- Details of closure – including Government enforced closure as a requirement of COVID-19.
- Copy of recent bank statements for all accounts held.
- Statement from company accountant.
- Statutory Declaration from an independent professional, familiar with your circumstances.
- Tenant correspondence requesting relief (if applicable).
- Pending disconnection of essential services.
- Notice of impending legal action.

Please describe and provide other documentation demonstrating the quantum of income lost since lockdown arrangements commenced in Tasmania (1st April 2020):

I declare that the answers, information and documentation provided are true and correct.

SIGNATURE: _____ DATE: _____

PART 3: Privacy and Personal Information Protection Notice

Purpose of Collection: For assessment of financial hardship applications.
Intended recipients: City of Hobart staff.
Supply: Voluntary. The information supplied in this application will enable a financial hardship application to be assessed by the City of Hobart.

The personal information that Council is collecting from you is deemed personal information for the purpose of the Personal Information Protection Act 2004.

Applications for financial hardship will be treated in accordance with Council's Privacy Policy.

Lodgment Details

Please submit the application form, together with supporting information via:

- Online form at: www.hobartcity.com.au
- Emailed to rates@hobartcity.com.au; or
- Mailed to GPO Box 503, Hobart TAS 7001.

For more information or to enquire about your application, please contact the City's Rates Unit on:

Phone: 03 6238 2787

Email: rates@hobartcity.com.au

Or visit the City's website at: www.hobartcity.com.au/Council/Rates

OFFICE USE ONLY

Balance of Rates:

Annual Rates Amount:

Applied:

Approved:

Confirmation Sent: