

COVID-19 Financial Hardship - Business

Application Information

In this form you are required to answer questions by ticking the appropriate box or by providing a written answer. The questions are designed to provide the Council with as much information as possible to assist in the application assessment process. Please note that you should provide any documentation that you feel may support your application for Hardship. 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)

NOTE: Processing times may vary based on the level of information provided and the amount of follow up required with applicants. You will receive an acknowledgement email confirming receipt of your application as confirmation that we have received it.

The questions marked with an * are compulsory and must be answered.

Applicant

Company/Business

Company Name*	_____
Trading Name (if different)	_____
Contact Person (Name)	_____
Contact Person Title/Position	_____
Address Details	_____
Suburb*	_____
Postcode*	_____
Home Phone	_____
Work Phone	_____
Mobile Phone	_____
Email Address*	_____

The property owner should complete this form as the applicant. Please complete details based on the owner as applicable below:

Individual(s)

Given Names* _____

Surname* _____

Address Details _____

Suburb* _____

Postcode* _____

Home Phone _____

Work Phone _____

Mobile Phone _____

Email Address* _____

Rateable Property Details

Please ideally enter the Address and Account Number (as appears on your rates notice):

Account Number _____

Unit Number _____

House Number* _____

Street Name* _____

Suburb* _____

Postcode* _____

Application Details

Is the property currently owner occupied? Yes
 No - Leased

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 provide in as much detail as possible, the reason(s) for this application*

Reasons may include: Business closure, Loss of Income, Job Loss etc. Please provide as much detail as possible. This will assist Council officers in assessing your application in a timely manner.

Terms and Conditions

Additional Information:

The Council and its officers reserve the right to request further information in order to assess Financial Hardship. In addition, as much supporting documentation as possible should be provided with this application which could include:

- Commercial Lease Agreements
- Details of Closure - including Government enforced closure as a requirement of Covid-19
- Tenant correspondence requesting relief (if applicable)
- Accountant Statement
- Statutory Declaration

Personal Information Protection Statement:

The personal information that Council is collecting from you is deemed personal information for the purposes of the Personal Information Protection Act 2004. The intended recipients of personal information collected by Launceston City Council may be: • Officers within Launceston City Council; • Data service providers engaged by Council from time to time; • Any other agent/contractor of Launceston City Council; The supply of the information by you is voluntary. If you cannot provide or do not wish to provide the information sought, Launceston City Council may be unable to process your application or request. Council is collecting this personal information from you for the purposes of managing, assessing, advising upon and determining the relevant application, or other Council related matters. You may make application for access or amendment to your personal information held by the Council. Enquiries concerning this matter can be addressed to: Chief Executive Officer Launceston City Council PO Box 396 LAUNCESTON TAS 7250

Disclaimers

PLEASE NOTE: Please carefully read the terms and conditions for the application type that you wish to lodge with the Council. By ticking and agreeing to the terms and conditions, you are accepting the terms and conditions that are specific to your application type.

I agree to terms and conditions*

Signature of applicant* _____

Date _____