



# PERMISSIVE TAX EXEMPTION Application

## APPLICANT INFORMATION

Organization Name:

Are you registered under the BC Societies Act?  Yes  No

Are you a registered charity?  Yes  No

Mailing Address:

Contact Person:

Email Address: Telephone Number:

## ORGANIZATION INFORMATION

Please provide a brief description of the goals and objectives of the organization:

## PROPERTY INFORMATION

Civic Address: Postal Code: Folio No.:

Legal Description: Lot: Block: Range: Section:

Plan: District:

Registered Owner (if different than above):

Attach a current site plan of the property including grounds and buildings

## PRINCIPAL PROPERTY USE

Please provide a brief description of the principal use of the property and how this use benefits the community:

Please explain if a fee is charged for any activity on the property, approximate number of participants, and approximate duration of use within the year:

To what extent is the building or property accessible to the public?

What charitable, philanthropic, or recreational service does your organization provide to Duncan residents? Please include with your response a list of specific initiatives that help address a community need:

## COMMERCIAL ACTIVITY

Please provide a brief description of any commercial activities that your organization conducts on the property:

---

**LEASED SPACE**

---

Please list below **and attach** any and all lease agreements for any portion of the identified property that your organization rents or leases to another organization or individual:

---

**CATEGORY**

---

Please select the applicable permissive tax exemption category for which you are applying. For further explanation of permissive tax exemption categories, please read the full text of the Permissive Tax Exemption policy.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Social Service        | <input type="checkbox"/> Arts & Culture Facility | <input type="checkbox"/> Place of Public Worship |
| <input type="checkbox"/> Recreational Facility | <input type="checkbox"/> Rail/Track Property     | <input type="checkbox"/> Other—Describe:         |
- 

---

**REQUIRED DOCUMENTATION**

---

- |   |   |
|---|---|
| <input type="checkbox"/> Most recent financial statement      | <input type="checkbox"/> Copy of property title |
| <input type="checkbox"/> Constitution (if registered society) | <input type="checkbox"/> Site sketch plan       |
- 

---

**PROPERTY OWNERSHIP**

---

Do you plan on selling any portion of the property during the next five years?  Yes  No

---

---

**DECLARATION**

---

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. Should a permissive tax exemption be granted on the above listed property, I agree to the following terms:

- If the property is sold prior to the exemption expiration, the organization will remit to the City an amount equal to the taxes that would have otherwise been payable to the City by a non-exempt owner.
- The property use will be in compliance with all applicable municipal policies and bylaws.
- The organization will publicly acknowledge the permissive tax exemption by the City.

---

Applicant Signature

---

Position

---

Name (please print)

---

Date

---

**Notes:**

1. This application is pursuant to Section 224 of the *Community Charter*.
  2. Applications for Permissive Tax Exemptions must be received by July 31<sup>st</sup> in the year prior to the taxation year for which exemption is requested in order to be included on the applicable annual Permissive Tax Exemption bylaw. For example, an application for a permissive tax exemption for the year 2017 must be received by July 31, 2016.
  3. Permissive Tax Exemption Applications are to be submitted to: City of Duncan, 200 Craig Street, Duncan, BC V9L 1W3 or to [finance@duncan.ca](mailto:finance@duncan.ca), or by fax to: 250-746-6129. Please call 250-746-6126 for further information.
  4. This is an application. Completing this form does not guarantee approval. Your application will be reviewed and you will be contacted.
- 

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: [duncan@duncan.ca](mailto:duncan@duncan.ca) or phone: 250-746-6126.