



Permissive Tax Exemption Application

Folio number

CANADA)
 PROVINCE OF)
 BRITISH COLUMBIA)

IN THE MATTER OF THE TAXATION EXEMPTION BYLAW PURSUANT TO
 SECTION 224 OF THE *COMMUNITY CHARTER* IN THE TOWN OF LAKE
 COWICHAN.
 (exemption from taxation under Annual Rates Bylaw)

AUTHORIZED REPRESENTATIVES AND PROPERTY DESCRIPTION

Name	
Position within Organization	
Address	
Phone number	
Email	
Name of Corporation, Association, Society or Organization	
Mailing address and postal code	
Property for which a tax exemption is being applied for:	
Property Address	
Legal Description of Property	
Legal Owner on Title of property	

REQUIRED INFORMATION

Provide required information of two others within the organization

Name	
Title	
Phone	
Email	
Second Person	
Name	
Title	
Phone	
Email	

The exemption claimed under Section 224 of the Community Charter is pursuant to Subsection 2, Clause ().
 Please supply the relevant clause designation from the Community Charter - attached.

We require a current site plan of the property indicating the grounds and buildings and their uses. This would include buildings, storage, walkways, parking lot, playgrounds, bush areas, etc. Please attach.

Describe the principal use of the property (including all buildings and/or land)?

If any part of the building or of the property is used or rented by commercial or private operators or by any group other than your organization, please specify the occupant and use.

Please provide details of all other activities on your property:

The following information is required for each activity

- fee or charge
- approximate number of participants, and
- approximate duration of use within the year.

To what extent are the buildings or property accessible to the public?

What charitable, philanthropic, athletic or recreational services does your organization provide to the community?

Other information which may be pertinent to your application.

DECLARATION

I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

Declared before me at the Town of Lake Cowichan in the Province of British Columbia on this date

Authorized signature

A Commissioner for taking Affidavits within British Columbia or a Notary Public in and for the Province of British Columbia

GENERAL INFORMATION

1. Exemptions may be claimed for a place of public worship, a church hall and the land upon which they are sited, and for adjacent land used for off-street parking, walks and landscaping associated with the principal use.
2. The CAO of the Town of Lake Cowichan is a Commissioner for taking Affidavits within the Province. Please phone 250-749-6681 to make an appointment to sign the declaration.
3. The personal information on this form is collected for the purpose of an operating program of the Town of Lake Cowichan as permitted by Section 26(c) of the *Freedom of Information and Privacy Act*. Information collected on this form is routinely available to the public. If you have any questions about the collection and use of this information, please contact the CAO at 250-749-6681.
4. Applications for Permissive Tax Exemption must be received by August 31st, 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. **i.e. An application for permissive tax exemption for the following year(s) must be received by July 31st of the current year.**
5. Application forms must be accompanied by:
 - Copy of financial statements;
 - Copy of state of title certificate or lease agreement, as applicable; and
 - Site plan of subject property.
6. Permissive Tax Exemption Applications are to be submitted to:

John Thomas, CAO
Town of Lake Cowichan
P.O. Box 860, 39 South Shore Road
Lake Cowichan, BC, V0R 2G0
Phone:250-749-6681
Fax: 250-749-3900