

## APPLICATION FOR REMISSION OF PENALTIES

I \_\_\_\_\_ hereby make application for rates remission in respect of Penalties applied on the below listed rating units. (Please turn over for policy criteria).

Valuation reference	Physical Address / Location

Please outline below the reasons for requesting this remission (see next page for policy criteria.)

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(Continue on separate piece of paper if necessary)

Do you wish to receive confirmation for receipt of the remission form: (circle option)      **Yes**

If yes please fill out Valuation Reference below

**Please note all remissions will be processed in January**

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<b>Name</b> _____ <b>Postal</b> _____ _____ _____ _____	<b>Valuation Reference</b> _____ <b>Valuation Reference</b> _____ <b>Valuation Reference</b> _____ <b>Valuation Reference</b> _____ <b>Valuation Reference</b> _____
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## Reminder all remissions will be processed in January

### DECLARATION

I declare that the content of this application is true.

Name: \_\_\_\_\_ (please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Horizons Regional Council Rating Policy and Criteria

### REMISSION OF PENALTIES

#### Objectives:

The objective of this part of the remission policy is to enable the Council to act fairly and reasonably in its consideration of rates, which the Council has not received by the penalty date. This may be due to circumstances outside the ratepayer's control, or because the ratepayer has opted to spread payments over the year rather than pay the single annual invoice amount.

#### Conditions and Criteria:

Remission of one penalty will be considered in any one rating year where payment has been late due to significant family disruption. Remission will be considered in the case of death, illness or accident of a family member, as at the due date.

Remission of the penalty will be granted if the ratepayer is able to provide evidence that their payment has gone astray in the post of the late payment has otherwise resulted from matters outside their control each application will be considered on its merits and remission will be granted where it is considered just and equitable to do so. Rate payers wishing to claim this remission will need to make an application of the form prescribed by Horizons Regional Council.

Remission of the penalty, less a deduction for financing and administration charges, will be made where the ratepayer elects to spread payment of single annual amount due for the year over two or more payments. The amount of the financing and administration charge will be set annually as part of the rate resolution and will consist of a % of the annual amount together with a flat charge.

Decisions on remission of penalties will be delegate to each of the Group Manager Corporate Services and the Manager Accounting Services as set out in the Council's delegation resolution.

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