Differential rate and minimum payment application checklist

Refer to this checklist to ensure you submit a complete application

Submitting all required documents will reduce delays in processing your application.

	Documents to attach
☐	Rate information table: current year (financial year of application)
☐	Rate information table: previous financial year
☐	Copy of draft budget
☐	Council minutes where budget efficiency measures are clearly identified
☐	Objects and Reasons
☐	Council minutes where Objects and Reasons were adopted by council
	Ratepayer letters
☐	In categories where there are fewer than 30 ratepayers, copies of letters to ratepayers – include copy of Policy provided – include copy of Objects and Reasons
☐	*Copies of submissions received in response to letters to ratepayers
☐	*Council minutes: consideration of submissions received
☐	*Copy of council response to submissions
	Public notices
☐	Public notice copy 1: local government official website
☐	Public notice copy 2
☐	Public notice copy 3
☐	Public notice copy 4
☐	*Copies of submissions received in response to public notice
☐	*Council minutes: consideration of submissions received
☐	*Copy of council response to submissions
☐	Copy of council resolution to make application

*if applicable to the application

When uploading copies of council minutes please ensure files are no larger than 10 MB per attachment and only upload pages that are relevant to the application.