

IMPORTANT!

Before starting to fill out this form, please ensure that you save it to a location on your computer first. This is to prevent any data from being lost.

Instructions:

1. With the PDF form open, click on “File” --> “Save as” --> Choose the location where you’d like to save the form (e.g. Desktop) --> Click “Save”
2. You may now begin filling out your form. Remember to save often!
3. If you begin filling out your form, but would like to complete the rest later, just click “save” to save the partially completed form to the chosen location on your computer.
4. Once the form has been completed, please either:
 - a) email to taxexempt@newwestcity.ca (preferred)
 - b) Mail to City of New Westminister, 511 Royal Ave, New Westminister, BC V3L 1H9

or

- c) drop off at City Hall, 511 Royal Ave, New Westminister

* In order to ensure consideration for permissive exemption for the 2024 taxation year, the completed questionnaire must be submitted to the Revenue and Collections division before **August 11, 2023***

CORPORATION OF THE CITY OF NEW WESTMINSTER

APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION FOR YEAR 2024

Pursuant to Section 224 of the BC Community Charter (see attached for your convenience)

I, _____ of _____
(Name) (Address)

_____ Telephone No. _____ in the
(Postal Code) (Work) (Home)

Province of British Columbia, do solemnly declare THAT

1. I am the _____ of the
(position currently held)

(name of corporation, association, society or organization)

having knowledge of the facts hereinafter deposed with respect to the following property for which a tax exemption is being applied for:

(Property Address)

(Roll/Folio No.)

(Legal Description)

2. Full name or title of organization: _____

3. Mailing address (including Postal Code): _____

4. Email address: _____

5. Name and phone number of two other officials: (e.g. Pastor, President, Manager, etc.)

1. Name: _____
Title: _____
Day Phone No: _____
Night Phone No: _____
Email: _____

2. Name: _____
Title: _____
Day Phone No: _____
Night Phone No: _____
Email: _____

6. The lands are registered in the name of: _____

(in case of a society, corporation, association, please includes a copy of your Certificate of Title).

7. The exemption requested is pursuant to Section 224, Clause ()

(Please fill in relevant clause designation)

8. Has there been any change in the status or use of the buildings or property in the last 12 months? If yes, please explain briefly.

9. The gross floor area of the building: _____

10. Number of parking spaces: Gravel: _____
Blacktop: _____
Undeveloped: _____

11. What is the principal use of the property?

12. Is any part of the building or of the property used or rented by commercial or private operators or by any group other than your organization?

Yes _____ No _____

13. Please provide details of other activities on your property, such as daycare centres, catering and hall rental, thrift shop.

We require the following information for each activity:

- Hours per day and/or days per week of operation
- Fee or charge
- Approximate number of participants
- Is the activity operated by the registered owner or by an outside organization?

14. (a) In what ways is your organization non-profit?

(b) What services/activities do you provide to the public/members?

(c) Is access to your services/activities available to members only, or to all city residents?

(d) If you operate on behalf of members, what are the requirements for membership?

15. Does anyone live in the buildings? If yes, how many people?

16. Square footage of living area: _____

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

A site plan is on file at City Hall for the year _____.
 If there have been any site alterations since that date, please provide current plan.

18. The exemption claimed is for:

- (a) the whole parcel, _____
- (b) the portion of the parcel described as follows:

(describe in metes and bounds and refer to site plan)

19. PLACE OF WORSHIP ONLY complete the following additional questions:

(i) What is the gross floor area (measured in square feet):

	Used for Public Worship	Not Used For Public Worship	Total Floor Area
(a) Place of Worship	_____	_____	_____
(b) Hall	_____	_____	_____
(c) Manse or Residence	_____	_____	_____
(d) Other Buildings	_____	_____	_____
Total Floor Area:	_____	_____	_____

(ii) A manse or a building of similar kind:

(a) is not used in association with the place of public worship and no exemption is requested for the land and improvements _____

(b) is used for the public worship; and an exemption is requested for the land and improvements _____

Note: Any areas used for caretaker's accommodation, manse, care home, retirement home, commercial activities will NOT be considered for permissive tax exemption.

DECLARATION

The above information is certified to be true and correct (the City will rely on the accuracy of all information contained herein, and may reject applications later found to be inaccurate).

Signature

Date

- NOTE: 1. To be considered for tax exemption for the year 2023 this declaration must be in the hands of the City Collector on or before **August 11, 2023**. In the case of a place of worship, the declaration must be made by a Trustee or Minister of the Place of Worship.
2. The personal information on this form is collected for the purpose of an operating program of the City as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator.
3. For further information, please email Indeeep Johal at ijohal@newwestcity.ca or Trish Nielsen at tnielsen@newwestcity.ca.