

**Application to the Secretary for Local Government by a territorial authority for a refund under section 9(1) of Rates Rebate Act 1973**



**Internal Affairs  
Te Tari Taiwhenua**

This form must be completed monthly and emailed to [RatesRebates.OperationsDelivery@dia.govt.nz](mailto:RatesRebates.OperationsDelivery@dia.govt.nz) within 5 working days after the reporting month ends. Attach the spreadsheet of monthly claims granted to the email. All values are GST inclusive.

The \_\_\_\_\_  
*Name of territorial authority (TA)*

hereby applies to the Secretary for Local Government (the Secretary) for a refund pursuant to section 9(1) of the Rates Rebate Act 1973, of rebates of rates already granted pursuant to section 5 (including payments made pursuant to section 8(1)(d)) and refunds of rates already granted under section 6, 7, or 7A of the Act.

The refund is for claims granted in month \_\_\_\_\_ of year \_\_\_\_\_

Total refund applied for is \$ \_\_\_\_\_

I certify that that all the following assurance statements have been complied with:

1. Our territorial authority ("TA") will grant a rebate of rates to the applicant only if satisfied that the application has been properly completed pursuant to section 5, 6, 7 or 7A of the Rates Rebate Act 1973.
2. Our TA's staff that process rates rebates have access to and are familiar with the latest version of the Department of Internal Affairs ("the Department") handbook to support councils in the operational application of rates rebates legislation.
3. Our TA manages personal information relating to rates rebates in a safe and secure manner and in accordance with the provisions of the Privacy Act 2020.
4. Our TA has an effective procedure for managing rates rebates complaints.
5. Our TA has appropriate processes and controls in place to protect rates rebates applicant information from unauthorised access and/or alterations.
6. All rates rebates information obtained by our TA is only used for the purposes for which it was obtained.
7. Our TA's staff processing rates rebates are adequately trained to ensure that they are familiar with the relevant legislation and TA's policies and procedures.
8. Our TA understands that the TA can request the Secretary revoke a claim for reimbursement of rates rebates at any stage, whether before or after the reimbursement has been paid to the TA.
9. Our TA will retain 'Rates Rebate Applications' (in physical or digital format) for 7 years from the last information entry date. After 7 years the applications can be securely destroyed.
10. The TA understands that it is an offence for any person to obtain a rates rebate for themselves or for another person by being misleading or providing false information.
11. The TA has conflict of interest policies and/or procedures covering staff involvement in the processing of rates rebates applications made by close family or friends.
12. The TA has documented policies and procedures to complete due diligence on rates rebates applications before any claim for reimbursement is submitted to the Department, that the Department can request if necessary.

**Territorial Authority declaration**

- I declare that the information provided is complete and accurate, and
- I declare that I have the delegated authority from the chief executive of the territorial authority to complete this form.

Signed: .....

Date signed: .....

Full name: .....

Position: .....