

Request to amend Rating Information Database

This form is to be used when you believe that information held in the Rating Information Database or proposed to be updated in the Rating Information Database for 2024/2025 is incorrect and needs reviewing. Please refer to the information sheet attached; it explains what additional information may be required.

Submit your completed application by post to “Proposed Changes to Rates”, Buller District Council, PO Box 21, Westport 7866, by email to info@bdc.govt.nz or in person to Brougham House, 6-8 Brougham St, Westport or the Reefton Visitor and Service Centre 67-69 Broadway, Reefton.

SECTION A – APPLICANT INFORMATION

Ratepayer Name(s)	
Postal Address	
Contact Number	
Email	

SECTION B – PROPERTY INFORMATION

Valuation Number	
Property Location	

For the above property, please identify which information held in the Rating Information Database is incorrect or requires review:

<input type="checkbox"/> Separately Used or Inhabited Parts (SUIP)	<input type="checkbox"/> Category of Use
<input type="checkbox"/> Water Service Availability	<input type="checkbox"/> Number of Pans/Urinals
<input type="checkbox"/> Wastewater Service Availability	<input type="checkbox"/> Other

SECTION C – DESCRIPTION OF ERROR

Please clearly describe the error in the information held in the Rating Information Database (and provide supporting documentation where appropriate):

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SECTION D - DECLARATION

I/We declare that I/We believe the information given on this form to be true and correct and that I/We have the authority to act on behalf of the ratepayer(s) detailed below:

Ratepayer name(s)	
Signature	
Date	

OFFICE USE ONLY	Date Received	Change Approved/Declined	Reason for Decision	Database Updated <i>Date and Sign</i>	Ratepayer Notified <i>Date and Sign</i>

This form is to be scanned into the RID after being completed.

Request to amend Rating Information Database Information Sheet

Separately Used or Inhabited Parts (SUIP)

Council sets some rates on the basis of each **separately used or inhabited part (SUIP)**. If you think that the Rating Information Database holds the wrong information about the number of separately used parts on your property, or the number of SUIPs identified as part of the 2024/2025 Draft Enhanced Annual Plan process is incorrect, clearly describe the parts of your property on the form under Section C and reference the Council guidelines for defining what constitutes a separate part.

Included in the Draft Enhanced Annual Plan 2024/25 is a guideline for defining what constitutes a separate part, which is summarised below.

A separately used or inhabited part of a rating unit includes:

- Any part or parts of a rating unit that is separately used or inhabited by the ratepayer, or any person, other than the ratepayer, having a right to use or inhabit that part by virtue of a tenancy, lease, licence, or other agreement, or
- Any part or parts of a rating unit separately used or inhabited by the ratepayer for more than one single use.

Examples of separately used or inhabited parts of a rating unit include:

- residential property that contains two or more separately occupiable units, flats, or houses, each of which is separately inhabited or is capable of separate habitation.
- A commercial, or other non-residential property containing separate residential accommodation in addition to its commercial, farming, or other primary use.
- A commercial premise that contains separate shops, kiosks or other retail or wholesale outlets, each of which is operated as a separate business or is capable of operation as a separate business.
- An office block which contains several sets of offices, each of which is used by a different business, or which is capable of operation as separate businesses.

For the avoidance of doubt, a rating unit that has a single use or occupation or is vacant land is treated as having one separately used or inhabited part.

While these examples are indicative of a separate use that the Council will record as a SUIP on the rating information database (and are based on data provided from Quotable Value), they are capable of being rebutted by compelling evidence to the contrary.

Definition of a residential property that is “Separately inhabited or is capable of separate habitation” is: the SUIP may be used or capable of being used as a self-contained unit, and it includes facilities for cooking and ablutions, but does not require laundry facilities to be included.

Category of Use and Improvements

Council uses the category of use and improvement information from the District Valuation Roll to inform the application of the rates policy in relation to pan/urinal charges.

Targeted wastewater disposal rates are differentiated by the provision or availability of the service, meaning whether the rating unit is connected or able to be connected to the Council's wastewater reticulation system (serviceable) and which scheme is available. Targeted wastewater disposal rates are also differentiated by land use.

For land that is used for commercial accommodation, schools and health providers, the liability for targeted wastewater disposal rates is calculated per rating unit (not SUIP) and the number of pans in excess of the allowance (one) per rating unit. The category of use and improvements information has been used to identify properties that are used for commercial accommodation, schooling, and health services.

If you think that the Rating Information Database holds the wrong information about category of use or improvements for your property, clearly describe the use of your property and improvements in Section C and how this differs from Council's classification.

Water Service Availability

Targeted water supply rates are differentiated by the provision or availability of the service, meaning whether the rating unit is connected or able to be connected to the Council's wastewater reticulation system (serviceable) and which scheme is available.

A rating unit is regarded as serviceable if it is within 50 metres of the water reticulation system.

If you think that Council has incorrectly identified your property as being within 50 metres of the water reticulation system, please provide details describing how the property is outside the serviceable area, in Section C.

Wastewater Service Availability

Targeted wastewater disposal rates are differentiated by the provision or availability of the service, meaning whether the rating unit is connected or able to be connected to the Council's wastewater reticulation system (serviceable) and which scheme is available.

A rating unit is regarded as serviceable if it is within 30 metres of the wastewater reticulation system.

If you think that Council has incorrectly identified your property as being within 30 metres of the wastewater reticulation system, please provide evidence that the property is outside the serviceable area, in Section C.