

Permissive Tax Exemption Application Not-For-Profit Organizations

Instructions

Return completed application with all documentation by May 1, 2022.

Applications must include ALL the following supporting documentation to be considered:

- Recent list of Trustee/Directors as submitted to a governing body
- Registered Charity Information Return Summary or Non-Profit Organization Information Return
- Property site plan indicating the grounds, buildings, and their uses. Show all dimensions
- Copy of current Business Licence
- Current fiscal year budget
- Most recent Audited Financial Statements
- Certificate of Incorporation
- Copy of Lease Agreement (if applicable)
- Lessor's signed Statutory Declaration (if applicable)

Note: The Township of Langley may contact you to request additional information to support your application.

Forward completed application to:

Township of Langley Civic Facility – Attn Tax Department

In person or mail: 20338 – 65 Avenue, Langley, BC V2Y 3J1

Email: **permissive@tol.ca / subject: the property address**

For more information, please contact the Revenue and Tax Collection at 604.533.6005.

Permissive Tax Exemption Application

Not-For-Profit Organizations

1 Property Information	
Property address	
Folio number	PID number
Registered property owner	

2 Organization Information	Year of Exemption
	2023
Organization full name (if different from above)	
Contact name	
Email	Phone number
Mailing address	
City	Postal code
Society number	Business number (CRA)
Township of Langley Business Licence number (All not-for-profit organizations must have a business license (no cost) solely for fire safety purposes.)	
Applications cannot be considered for societies not in good standing. Is this society in good standing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Council may only provide tax exemptions under Section 224 of the Community Charter. This exemption is sought under Section 224 Subsection _____ Clause _____	
An exemption is being sought for <input type="checkbox"/> Whole parcel <input type="checkbox"/> Portion of parcel, as indicated on attached site plan	
Is your organization not-for-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What services do you provide?	

2 Organization Information (Continued)

Is your organization accessible to the public? Yes No

How is the general public made aware of your services?

What is the size of your membership?

What percentage are residents of the Township of Langley?
_____ %

How is your organization a complementary extension to municipal services and programs?

How does your organization benefit Township of Langley residents?

How would your organization be impacted if it did not receive a tax exemption?

SEE NEXT 

3 Principal Property Use

What is the principal use of the property?

Number of buildings on property	Number of occupants per building	Describe building use

What is the square footage of the living area?

Is any portion of the building or property owned, rented, or leased by commercial, private, or not-for-profit groups beside your own organization?

No Yes. Explain:

4 Financial Information

Has your organization applied for or received funding from any other government or non-government organization?

No Yes. Complete the following:

Funding agency	Grant or funding type	Status	Amount
			\$
			\$
			\$
			\$
			\$
			\$

Does your organization have revenue generating activities on your property, i.e. hall rentals, catering, daycares, preschools, parking lots, etc?

No Yes. Explain or attach fee schedule:

Activity	Organization or operator	Fee charged	Annual income
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

SEE NEXT →

5 Officer Certification

Information and signatures from two of the organization's officials are required.

Failure to disclose all relevant information may result in your application being revoked and repayment of foregone tax revenue.

To receive consideration, your organization must be in compliance with all municipal regulations, zoning, policies, and bylaws.

We certify that all information provided above and materials submitted to the Township of Langley in support of this application are complete, true, and correct in all respects.

Applicant's name

Title

Daytime phone

Email

Applicant's signature

Date (mm/dd/yyyy)

Applicant's name

Title

Daytime phone

Email

Applicant's signature

Date (mm/dd/yyyy)

Office use only

Approved

Denied

Letter mailed

Bylaw #

Date

Exempt _____ %

Folio

Any personal information collected on this form will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to: Supervisor, Information, Privacy, and Records Management, Township of Langley, 20338 – 65 Avenue, Langley, BC V2Y 3J1 foi@tol.ca 604.532.7396

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