

COVID-19 Relief Information for Commercial Businesses and Not for Profit Associations (NFP)

If your Commercial Business or Not for Profit (NFP) Association have had a loss of income due to the COVID-19 crisis and do not believe you can meet your upcoming obligations for:

- Rates
- Utility payments
- Rio Tinto Commercial property rents or lease payments

To be eligible to apply for relief you must supply evidence of loss of income which occurred after 18 March 2020.

Privacy Notification: In accordance with Weipa Town Authority (WTA) and Rio Tinto Privacy and Data Usage Policy the information collected will be considered personal and the intended recipients will be the WTA, Rio Tinto and Sodexo Officers. All information will be treated with the highest of confidentiality and managed with strict confidence. The provided information is necessary to enable a reasonable and fair assessment of your application. The personal information you provide on this form is being collected by WTA and RT Weipa for assessment of your hardship application. If you choose not to provide the requested information, we may not be able to assist you. You have rights in relation to your personal data. More information about data privacy at Rio Tinto can be found in the Rio Tinto Data Privacy Standard, which is available from the Rio Tinto website.

What will not be considered is:

- Retrospective claims for owed amounts prior to 18 March 2020.

What factors will be considered when assessing applications:

- Level of information provided – is there enough detail
- Is the business/NFP sustainable beyond COVID-19?
- The direct impact COVID-19 has had on the demand/loss of the business/NFP
- State of the business/NFP prior to COVID-19
- Impact of the rate and/or utility relief to your business/ NFP
- Other assistance you may be accessing
- Contributions your business/NFP makes to the Weipa/Cape Community
- Efforts you made to minimise impacts and losses
- Other options – payment plans, time extensions – would they be more beneficial
- Your business's Business Continuity Plan

Application forms should be returned with supporting information to:

If applying for Rates and/or utility (water) relief:	If applying for RT Commercial Property rent/lease and/or utility (electricity) relief:
Weipa Town Authority Attn: Jess Lawrence Accounting Officer Email: finance@weipatownauthority.com.au Phone: 4030 9400	Sodexo Property Management Attn: Jess Mazzocato Property Services Manager Email: Weipaproperty@ifms.sodexo.com Phone: 1800 316 720 (option 4)

Note: If applying for a combination or all relief send a copy to both contacts.

Weipa Town Authority and Rio Tinto Weipa COVID-19 Relief Application

Commercial Businesses and Not for Profit (NFP) Associations - If you have had a loss of income due to the COVID-19 crisis and do not believe you can meet your obligations for:

- Rates
- Utility payments
- Rio Tinto Commercial property rents or lease payments

you can apply for payment relief via this form. To be eligible to apply you must supply evidence of loss of income which occurred after 18 March 2020.

Business / Not for Profit Association Name:	
Business Street Address:	
Business Postal Address:	
Contact Name:	
Contact Name Position in Organisation:	
Contact Phone Number/s:	
Contact Email Address:	
Business/ Not for Profit ABN:	

I am applying for consideration of relief for:

Rates ☐ Utility (Water) ☐ Utility (Electricity) ☐ Rent/Lease Payments ☐

If you have multiple commercial/NFP properties, please list the property details here:

Supply/Property Address	Rate Assessment N°	Electricity Account N°	Amount Outstanding

Financial Hardship Details

Please advise your current circumstances and reason for applying for assistance. Supporting evidence must be provided with this application for it to be considered. For example: Bank statements, financial statements (cash flow projections for the next 6 months), loss of demand/ sales data.

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Strategies you have or are taking to deal with impacts to your business/NFP:

As a business have you contacted WTA/Rio Tinto/Sodexo through another means?

Yes ☐
No ☐

Have you developed a Business Continuity Plan?

This is your plan to manage your business during this time by changing the way you trade etc and how you will resume normal operations.

Yes ☐ (Please attach)
No ☐

Comments

Have you been assessed for Queensland Government Assistance?

Yes ☐
No ☐

Have you been assessed for Australian Government Assistance?

Yes ☐
No ☐

Number of Employees

Full Time: _____ Part Time: _____ Casual: _____

What are the core services that you provide to the Weipa/Cape Community?

Please attach supporting documentation if necessary.

Your proposal/request on behalf of your business/NFP association:
1. Rates

Option One	
My current rate account balance:	\$
Proposed amount of instalments: <i>Indicate if per week, per fortnight or per month.</i>	\$ per week / fortnight / month <i>(please circle)</i>
If this application is approved, my payments are to commence on: <i>Indicate date.</i>	Date:
If this application is approved, how many months do you envisage needing this payment plan: <i>Maximum is November 2020.</i>	
Option Two	
Extension of 2020 second rate payment due date from August 2020 to November 2020.	Yes <input type="checkbox"/>

2. Water

Option One	
My current water account balance:	\$
Proposed amount of instalments: <i>Indicate if per week, per fortnight or per month.</i>	\$ per week / fortnight / month <i>(please circle)</i>
If this application is approved, my payments are to commence on: <i>Indicate date.</i>	Date:
If this application is approved, how many months do you envisage needing this payment plan: <i>Maximum is November 2020.</i>	
Option Two	
Extension of 2020 quarter one utility (water) payment due date from May 2020 to August 2020	Yes <input type="checkbox"/>

3. Electricity

My current electricity account balance:	\$
Proposed amount of instalments: <i>Indicate if per week, per fortnight or per month.</i>	\$ per week / fortnight / month (<i>please circle</i>)
If this application is approved, my payments are to commence on: <i>Indicate date.</i>	Date:
If this application is approved, how many months do you envisage needing this payment plan: <i>Maximum is November 2020.</i>	

4. Rent / Lease Payments

I currently Rent / Lease from:	Rio Tinto
My Rent/Lease account balance:	\$
My current Rent/Lease monthly payment:	\$
Option One	
My proposed Rent/Lease monthly payment:	\$
If this application is approved, my payments are to commence on: <i>Indicate date.</i>	Date:
If this application is approved, how many months do you envisage needing this payment plan: <i>Maximum is November 2020.</i>	
Option Two	
I wish to apply for a decrease in my rent/lease payment for six months based on the following suggested percentage guide - reduced service/hardship (50%) through to closure (100%)	_____ % requested.

CHECK LIST TO CONFIRM THAT YOU MAY QUALIFY FOR RELIEF:

Please tick the following boxes if they apply to your application. If these boxes are not ticked your application will not comply and will be rejected.

- ☐ Financial hardship evidence (must be included with application).
- ☐ Business Continuity Plan (must be included with application).
- ☐ COVID-19: You confirm that you will/have exhausted all avenues for Government support available during the COVID-19 crisis and are still in a position of financial hardship.

Declaration: I declare that all details provided by me on this application are true and correct. I declare that I am an authorised person to submit this form on behalf of the business or Not for Profit Association.

I certify that, to the best of my knowledge and belief, the information set out in this application is true and complete. I acknowledge that the receipt by RT Weipa/WTa of this application in no way implies that RT Weipa/WTa has or will approve a repayment agreement.

Print Name: _____

Signature: _____

Date: ____/____/2020