



2025-2026 PERMISSIVE TAX EXEMPTION APPLICATION

UNDER SECTION 224 OF THE COMMUNITY CHARTER

SECTION 1: GENERAL INFORMATION

FOLIO/ROLL NUMBER (XXXX-XXXX-XXXX)		
NAME OF APPLICANT ORGANIZATION		APPLICATION TERM
NAME OF REGISTERED OWNER OF PROPERTY (IF DIFFERENT FROM ABOVE)		
PROPERTY ADDRESS		
MAILING ADDRESS FOR APPLICATION (IF DIFFERENT FROM PROPERTY ADDRESS)		
CONTACT PERSON WHO CAN PROVIDE ADDITIONAL INFORMATION ABOUT THIS APPLICATION (ALL CORRESPONDENCE WILL BE SENT TO THIS CONTACT. YOU MUST INFORM THE CITY IF THIS CONTACT CHANGES)		
TELEPHONE	EMAIL	ORGANIZATION WEBSITE
ORGANIZATION EXECUTIVES		
NAME	TELEPHONE	EMAIL
NAME	TELEPHONE	EMAIL
NAME	TELEPHONE	EMAIL

SECTION 2: ELIGIBILITY QUESTIONNAIRE

1. THE ORGANIZATION MUST QUALIFY FOR AN EXEMPTION UNDER THE PROVISIONS OF THE COMMUNITY CHARTER (PART 7, DIVISION 7, SECTION 224)		
a) Is the organization a registered charitable institution or society, philanthropic, or non-profit organization? Yes No In order to verify your answer, please provide a copy of your Certificate of Incorporation		
SOCIETY REGISTRATION NUMBER	CHARITABLE ORGANIZATION NUMBER: (IF APPLICABLE)	NUMBER OF YEARS IN OPERATION AT THIS LOCATION
<p>b) Please choose the one that apply to your organization:</p> <p>The land / improvement is owned or held by the organization in question and are used for the purpose of the organization, or</p> <p>The land / improvement is owned or held by the City of Burnaby, regional district or other local authority and are used for the purpose of the local authority, or</p> <p>The land / improvement are owned by a person who is providing a municipal service under a partnering agreement. Note - additional information will be requested for any partnering agreements, or</p> <p>The land or improvement is used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship, or for the purpose of a hall that the council considers necessary for the operation of the organization, or</p> <p>The land or improvements owned or held by an athletic or service club or association and used as public park or recreation ground or for public athletic or recreational purposes.</p>		
Places of worship only In relation to a property that is statutory exempt under CC sec 220(1) (h), permissive tax exemption is being seek for:		What is the seating capacity of the church? Permanent <hr/> Portable
An area of land surrounding the exempt building	Yes No	
A hall that is necessary for operation of the exempt building	Yes No	
An area of land surrounding a hall that is exempt	Yes No	



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2.	THE ORGANIZATION MUST ADHERE TO CITY OF BURNABY PLANS, BYLAWS, CODES AND REGULATIONS; SUCH AS BUT NOT LIMITED TO: ZONING, BUILDING PERMIT OR BUSINESS LICENCING REQUIREMENTS;
<p style="margin: 0;">Does your organization comply with above? Yes No</p>	
3.	ELIGIBILITY FOR THE PTE IS BASED ON THE PRINCIPAL USE OF THE PROPERTY NOT ON THE CHARITABLE SERVICE OF THE ORGANIZATION. WHAT IS THE PRINCIPAL USE OF THIS PROPERTY? (PROVIDE A DESCRIPTION OF THE MAJOR PROGRAMS/SERVICES/BENEFITS DELIVERED BY YOUR ORGANIZATION AND THE MAIN USER GROUPS – IF NEEDED, PLEASE ATTACH A LETTER)
4.	IS ANY SPACE ON THE PROPERTY USED FOR ANOTHER PURPOSE?
<p style="margin: 0; text-align: center;">Yes No If Yes, please provide details</p>	
5.	IS ANY PART OF THE PROPERTY USED OR RENTED BY THE COMMERCIAL OR PRIVATE OPERATORS OR BY ANY GROUP OTHER THAN YOUR ORGANIZATION?
<p style="margin: 0; text-align: center;">Yes No If Yes, please provide details</p>	
6.	HOW IS YOUR ORGANIZATION EQUALLY AVAILABLE TO THE PUBLIC? DOES YOUR ORGANIZATION REQUIRE ANY TYPE OF MEMBERSHIP?
7.	HOW IS YOUR ORGANIZATION A COMPLEMENTARY EXTENSION TO BURNABY SERVICES AND PROGRAMS?



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8. DO BURNABY RESIDENTS MAKE UP A MAJORITY OF BENEFICIARIES (GREATER THAN 50%) OF THE SERVICE (A BENEFICIARY MAY BE SOMEONE IN RECEIPT OF DIRECT OR INDIRECT SERVICES)?		
a. How many members/users did your organization have during the most recent fiscal year?		
b. Of those members/users, specify the number of users who are residents of Burnaby. Note - Burnaby residents must be the primary beneficiaries of the service.		
c. Please provide details of how this information is tracked. Note - a copy of the members list may be requested		
9. DO THE ACTIVITIES OF THE ORGANIZATION THROUGH ITS BURNABY LOCATION PROVIDE A POSITIVE CONTRIBUTION TO DELIVERY OF THE CITY OF BURNABY ENVIRONMENTAL SUSTAINABILITY STRATEGY?		
Yes	No	If Yes, please provide details
10. OTHER ACTIVITIES WHICH MAY BE PERTINENT TO YOUR APPLICATION		
11. DOES ANYONE LIVE ON THE PREMISES?		
Yes	No	If Yes, please provide details
12. IS ANY PART OF THE LAND / IMPROVEMENT UNDER CONSTRUCTION OR DUE TO UNDERGO CONSTRUCTION DURING THE NEXT TWO YEARS, WHICH WOULD RENDER THE PROPERTY OR PART THEREOF UNUSABLE FOR A PERIOD OF TIME?		
Yes	No	If Yes, please provide details



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13. ARE YOU APPLYING TO REZONE, REDEVELOP OR MAKE ANY OTHER CHANGES TO THE PROPERTY IN THE NEXT TWO YEARS?
<div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> Yes No If Yes, please provide details </div>
14. ARE YOU PLANNING TO SELL, LEASE OUT OR VACATE THE PROPERTY IN THE NEXT TWO YEARS?
<div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> Yes No If Yes, please provide details </div>

SECTION 3: FINANCIAL INFORMATION

1. PLEASE PROVIDE THE FOLLOWING DOCUMENTATION (APPLICATIONS WILL <u>NOT</u> BE PROCESSED IF DOCUMENTATION IS NOT RECEIVED BY DUE DATE)			
<p style="margin-left: 40px;">Most recent registered charity information return (T3010) or non-profit society returns (T2 and 1044)</p> <p style="margin-left: 40px;">Approved or Audited Financial Statements for the most recent fiscal year</p> <p style="margin-left: 40px;">Budget for current taxation year</p>			
2. PLEASE INDICATE ALL CURRENT FUNDING SOURCES FOR YOUR ORGANIZATION. THESE INCLUDE GRANTS OR TAX EXEMPTIONS RECEIVED FROM THE CITY OF BURNABY, ANOTHER MUNICIPALITY, OTHER GOVERNMENT OR NON-GOVERNMENT ORGANIZATIONS (FOR EXAMPLE, THE PROVINCIAL GOVERNMENT OR FEDERAL GOVERNMENT), PLEASE PROVIDE THE FOLLOWING INFORMATION			
Year / Period	Funding Agency	Type Of Grant / Funding	Amount
3. DOES ANY OF THE ABOVE FUNDING INCLUDE PROVISION FOR PROPERTY TAXES?			
<div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> Yes No If Yes, please provide details </div>			
4. PLEASE PROVIDE INFORMATION ON ANY PENDING APPLICATION FOR GRANTS WITH MUNICIPALITIES, OTHER GOVERNMENT INSTITUTIONS AND NON-GOVERNMENT ORGANIZATIONS			
Funding Agency	Type of Grant requested	Amount	Status



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5. PLEASE PROVIDE INFORMATION FOR ANY INCOME RECEIVED FOR SPACE IN THE BUILDING OR GROUNDS THAT IS USED, SHARED OR RENTED BY ANOTHER ORGANIZATION / INDIVIDUAL. THIS APPLIES TO MEETING ROOMS, PARKING STALLS, ETC., OR TO A CONGREGATION SHARING CHURCH SPACE AND CONTRIBUTING TO OPERATING EXPENSES:

Area and location of space	Organization using space	Income received per use	Annual Income from this source

Certification:

I certify that I represent this organization and that the information provided in this application, together with supporting information is true and accurate to the best of my knowledge. I authorize the City of Burnaby to check if this property is in compliance with all municipal policies, plans, bylaws, codes and regulation, and by failing to comply with any of those I understand this application may be denied.

NAME (PLEASE PRINT)	SIGNATURE
POSITION	TELEPHONE
EMAIL	DATE

Please note - under section 224 (7) of the community charter, the City may seek to recover an amount equal to the value of property taxes that should be payable for any period within the exemption year when there has been a change in use or ownership that results in the organization no longer confirming to the conditions necessary to qualify for an exemption.

If you require further information please visit our website at: burnaby.ca/PermissiveTaxExemptions

Or contact us at: revenue.services@burnaby.ca

SECTION 4: OFFICE USE ONLY (CITY OF BURNABY)

Does the organization comply with municipal policies, plans, bylaws, codes and regulations? Zoning correct? Business Licence in place? Building has occupancy permit? Permits obtained for building alterations changes? Tax and Utility accounts in good standing?
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Contact Details:
 Planning Dept 604-294-7400 (For Zoning enquiries)
 Building Dept 604-294-7130 (For Permit enquiries)
 Licence Office 604-294-7320 (For Business Licence enquiries)
 Tax Office 604-294-7350 (For Tax and Utility enquiries)

Your Privacy

Your personal information is being collected and used for the purpose of the Permissive Tax Exemption application process and will be managed in accordance with s. 26 (c) of the Freedom of Information and Protection of Privacy Act. For questions regarding the collection your personal information and receipt of electronic messages, please contact Marketing and Corporate Communications at communications@burnaby.ca.