Checklist - Place of Worship

The following documentation is required for a complete submission:

Application Form

To be signed by a current Director as listed on the most recent list of directors and witnessed by a Commissioner for taking Affidavits or a Public Notary. The City Clerk's Office provides this service free of charge in the Clerk's Office on the fifth floor, east tower of City Hall, 8:30 a.m. - 4:30 p.m. Monday through Friday, excluding statutory holidays. Please note that witnessing a signature does not mean that staff is verifying that your application is complete or has been approved. Staff will contact the applicant if there is any outstanding information missing in the application submission. Applicants may also use a Public Notary at their own cost.

Most recent list of directors as submitted to a governing body (a Statement of Registered Directors and Registered Office from the Province **or** a T1235E form from Canada Revenue Agency)

T1242E letter from the Canada Revenue Agency (if the organization is a registered charity)

Certificate of Good Standing (if the organization is incorporated under the *Societies Act*).

If your organization has an incorporation number and submits an annual report to the Province, a Certificate of Good Standing is required. Applicants can order the certificate online at: https://www.corporateonline.gov.bc.ca/WebHelp/overview_cogs.htm

In addition to the above noted submission requirements, all **new** applicants must also submit:

Floor plan, showing each room along with its purpose

Interior photos of each room listed on the floorplan

Exterior photos showing the hours of operation and signage

Site plan showing any parking and / or outbuildings and their use

Certificate of Incorporation

Staff will advise if any documentation is missing. Please allow up to five business days for staff to review your application after it has been submitted.

Application for Tax Exemption – Place of Worship Tax Year 2026

The personal information on this form is collected for the purpose of an operating program of the City of Surrey as noted in Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact Legislative Services at 604-591-4132.

PROVINCE OF) BRITISH COLUMBIA)	IN THE MATTER OF THE TAXATION EXEMPTION BYLAW PURSUANT TO SECTION 220 AND 224(2)(f) and (h) OF THE COMMUNITY CHARTER IN THE CITY OF SURREY (exemption from taxation under Annual Property Tax Bylaw for tax year 2026)			
I,	in the Province of British Columbia,			
DO SOLEMNLY DECLARE THAT				
(a) I am the	of the			
(position curren	ntly held) and as such			
(name of association, society or organiz				
have knowledge of the facts hereinafter depe exemption application is being made;	osed with respect to the subject property for which a tax			
(b) The organization will be the legal occupier of exemption for in the tax year being consider	of the property that they are seeking a permissive red (tax year 2026);			
(c) The property is in compliance with City byla	aws, policies and regulations;			
(d) All of the information provided below and napplication are complete, true and correct in	materials submitted to the City in support of this n all respects; and			
	just a permissive property tax exemption for a property fthe property for an exemption change at any time.			
AND I make this solemn declaration, conscient same force and effect as if made under oath, and	iously believing it to be true and knowing that it is of the d by virtue of the CANADA EVIDENCE ACT.			
DECLARED before me at Surrey in the Province of British Columbia this day of, 2025.	((((
A Commissioner for taking Affidavits within British Columbia or A Notary Public in and for the Province of Brit	Signature of Applicant (ish Columbia			
21.1. Octary 1 done in and for the 110vince of bile	Name of Applicant (Please Print)			
	(Title of Applicant			
	Organization			

1.	2. Registered Owner Name (if different than above):						
2.							
3.							
4.	. Contact Person (provide contact information for up to two people that staff can contact regarding the submission as necessary).						
Nā	ame:	Name:					
Ti	tle:	Title:					
Da	aytime phone no:	Daytime phone no:					
e-i	mail:	e-mail:					
5.	Is the organization a registered charity?						
	Yes	No					
6.	Is the organization an incorporated society the Province of BC)?	(i.e does the organization file an annual report with					
	Yes	No					
6.6	a. If yes, please provide your incorporation n	umber:					
 P/	ART B: General Information						
1.	Is this a new application for a permissive p	roperty tax exemption:					
	Yes	No					
2.	Is the organization the owner of the proper	rty:					
	Yes	No					
3.	Does the property currently receive a statutory exemption applied by the BC Assessment Authority:						
	Yes	No					

PART A: Applicant Information

Yes	No						
If yes, please explain briefly bel	If yes, please explain briefly below (If required, use additional paper as attachment.)						
5. Is the permissive exemption be The whole parcel	OR A portion of a site plan. Us	e a separate piece	ribe in square feet and/or submi of paper as necessary.)				
6. List the type of buildings, their	use and gross floor area f	or all buildings on					
Building Type and Use			Gross Floor Area				
Type and number of parking spaces available on site	Gravel:	Blacktop:	Undeveloped:				
How many people live in any buil	ding(s) on the property?						
What is the square footage of the	living area?						
7. Are there any plans to sell or re	adayalan the property in t	ho novt a 4 months					
7. Are there any plans to sell or re	No	ne next 24 months	·				
Should the property be sold prior to end of the tax year being considered, the permissive tax exemption will be automatically removed and the property will be be liable to taxation from the date of the transfer, sale, lease, as the case may be.							
PART C: Services Information							
u. What is the principal use of the property?							
2. What charitable and/or outreach services do you provide at no charge to the residents of Surrey?							

4. Has there been any change in status or use of the building or property in the last 12 month:

Program	Dates and Hours of Operation
How is your organization a comp	plementary extension to City services and programs?
How is your organization aggress	ible to the public? How is the public made aware of your service
flow is your organization accessi	ible to the public: Trow is the public made aware of your service
Specify the number of users of v	our comica during the most recent fiscal year. Of these users
	our service during the most recent fiscal year. Of these users, dents of Surrey and advise how you know they are Surrey resider
Is every building on the lands in	use and currently set aside for public worship?
, 0	

8.	Is any portion of the property used exclusively for daycare or preschool purposes?						
	Yes		No				
	Regardless of exclusivity, p	Regardless of exclusivity, provide details regarding the daycare and/or preschool operator as follows:					
	Provider:						
	Contact information:						
	If the church does not ru provider's license and ch	•	-				
9.	. An important and much needed service in the city is Extreme Weather Response (EWR) shelters. EWR shelters are temporary shelters (mats on the floor) that open overnight during extreme weather alerts. The Homelessness Services Association of British Columbia (HSABC) is contracted by BC Housing to coordinate the EWR program in Surrey. Experienced non-profit shelter providers are contracted by BC Housing to manage and staff the EWR shelters. Funding is not provided for rent, so shelter spaces are sought free of charge from community organizations. Please indicate if your organization would consider providing your place of worship as an EWR shelter. City staff will be in contact if you indicate that your space could be used as an EWR shelter. Please note that indicating yes or no to being an EWR shelter has no impact on your eligibility for a permissive property tax exemption.						
	Yes		No				
PA	.RT D: Financial Informat	ion					
1.	Provide details of revenue generating activities on your property; such as daycare, pre-school, catering, hall rental, thrift shop, etc. We require the following information for each activity. Use a separate piece of paper as necessary.						
	Activity		Organization or Operator		Fee charged		Annual income
2.	Have you applied for or received funding from any other government or non-government organization? (For example, Federal or Provincial Government, B.C. Housing, B.C. Rental Housing, United Way, private donors, endowment funds, or other agencies) Yes No						
	Funding Agency	Type of Grant or Funding		Amount		Status	
	Do any of the above listed	sources incl	ude provision	for property ta	axes?		
	Yes		No				

PART E: Additional Information Indicate any other activities/comments which may be pertinent to your application (if required, use additional paper as attachment):