

**Land-use review**

- Council resolution to initiate review; or
- CEO initiates review in accordance with a prior delegation of the council

*Note: Reviews of this kind should involve the granting of a clear authority for staff to act, since it relates to a statutory decision and is not merely operational in nature.*

**One-stage review**

**Land use declaration form**

And additionally

**Covering letter** which clearly indicates:

- (a) That the local government is reviewing the current land use of the property
- (b) That the local government intends to apply to the Minister to change the property's valuation method to GRV if the review concludes that the land is no longer used for rural purposes
- (c) The likely financial impact on their rates bill (either using existing valuations or via estimates using comparable properties)
- (d) Specifying a date (no less than 4 weeks) by which the ratepayer can submit the land-use form and any other submissions they wish to make regarding land use.

Results of review and copies of all submissions are presented to council (or council-appointed delegate)

Council (or delegate) makes final decision as to whether to apply to Minister for change in valuation

**Two stage review**

**Land use declaration form**

Form results are presented to council (or council-appointed delegate)

Council (or delegate) decides as to whether the review should proceed to next stage

**Covering letter** which clearly indicates:

- (a) That the local government is reviewing the current land use of the property
- (b) That the local government intends to apply to the Minister to change the property's valuation method to GRV if the review concludes that the land is no longer used for rural purposes
- (c) The likely financial impact on their rates bill (either using existing valuations or via estimates using comparable properties)
- (d) Specifying a date (no less than 4 weeks) by which the ratepayer can submit any submissions they wish to make regarding land use.

Local government staff prepare and submit application to DLGSC