



RECREATION ACCESS PROGRAM

Application Form

The Recreation Access Program (RAP) is designed for low income individuals and families residing within the same household in the City of Prince Rupert. Please complete the application form and submit it to the Prince Rupert Recreation Complex along with all required supporting documents.

Applicant Name:			
Mailing Address:		Postal Code:	
Email Address:		Phone:	

The following supporting documents must be submitted with this completed application form:

- Photo ID for all adults
- Proof of residency within the City of Prince Rupert – Photo ID, rental receipt, utility bill, etc.

STEP 1 OF 3: LIST ALL FAMILY MEMBERS/DEPENDANTS (IF ANY)

Last Name	First Name	M/F	Date of Birth (DD/MM/YYYY)

Please note; all persons still living in the household who are 19 years-of-age or older are not considered dependents

STEP 2 OF 3: PROOF OF FINANCIAL ASSISTANCE (Choose one of the following two options)

OPTION ONE: PROOF OF PROVINCIAL FINANCIAL ASSISTANCE

Please submit **one** of the following supporting documents for each person listed on this application:

- Assured Income for the Severely Handicapped or BC Health Benefits Program recipient *(must include original Referral Letter)*
- Social Assistance recipient *(must include original Referral Letter)*
- BC Senior’s Supplement recipient *(must include photocopy of cheque)*
- Children under Government Care *(must include original Referral Letter)*
- BC Ministry Transit Pass *(must include photocopy of pass with name of applicant)*



OPTION TWO: INCOME BASED ON PREVIOUS YEAR TAXES

(If unable to provide any of the supporting documents in Option One)

Please submit the following supporting documents:

- Income Tax Notice of Assessment for **all adults** listed on this application
(a copy of your Income Tax Notice of Assessment can be obtained by calling the Canada Revenue Agency at 1-800-959-8281)
- Child Tax Benefit Notice for **all dependents** listed on this application
(a copy of your Child Tax Credit statement can be obtained by calling the Child Tax Information Line at 1-800-387-1193)
- WCB or ICBC income *(supporting documentation required)*

STEP 3 OF 3: SIGNATURE OF CONSENT

I _____ (print name) declare that the information contained on this form is true and correct to the best of my knowledge. If requested, I agree to meet with a representative of the City of Prince Rupert and will provide financial information that is required. Memberships will be cancelled if information is incorrect or unavailable.

Signature:		Date:	
<i>All RAP PASSES ARE VALID FOR 1 YEAR ONLY FROM DATE OF ISSUE</i>			

THIS FORM WILL EXPIRE 30 DAYS FROM DATE SIGNED

SUBMIT THIS COMPLETED FORM AND REQUIRED DOCUMENTATION TO THE PRINCE RUPERT RECREATION COMPLEX (Front desk at the main office in the Civic Centre)

Freedom of information and Protection of Privacy Act Statement: Information collected on this form or provided with this form, is collected under the general authority of the Community Charter and the Freedom of Information and Protection of Privacy Act, and is protected in accordance with the Act. Personal Information will only be used by authorized staff to fulfill the purpose for which it originally collected or for a use consistent with that purpose. For further information regarding the collecting, uses, or disclosures of personal information by the City of Prince Rupert, please contact the Legislative Services Department at 250-755-4505.

Do you have any questions about applying for the RAP Program or completing the form?
Please call 250-624-6707 for more information.

Office Use Only			
<input type="checkbox"/> Complete contact information <input type="checkbox"/> Photo ID for all adults <input type="checkbox"/> Proof of residency within the City of Prince Rupert <input type="checkbox"/> Proof of Financial Assistance			
Application Status:	Approved / Denied / Hold	Approved By:	
Processed By:		Date:	