



FRM-054 Refund and Waiver of Fees and Charges Application

WHO IS ELIGIBLE?

In order to be considered eligible for fees and charges to be waived or refunded, the following requirements must all be met;

- The applicant is a not-for-profit organisation properly constituted or incorporated, or is sponsored by an incorporated body.
- The organisation operates within Weipa and the project, activity, or event can be demonstrated to provide a direct benefit to the Weipa Community. For example, a relevant project undertaken by a not-for-profit and community organisation
- The organisation has its own bank account or a bank account in the sponsoring organisation's name and is able to provide a copy of its most recent audited or reconciled financial statements.
- The application is submitted on the prescribed application form.

Eligible organisations must not;

- Be political, discriminatory, Government or commercial organisations.
- Have outstanding debt or payments due to WTA.
- Notwithstanding exceptional circumstances, have applied for another fee waiver from the WTA within the same financial year.
- Apply retrospectively for their project, event or program.
- Distribute its profits and/or assets for the benefit of particular persons while it is operating and on winding up.

WHAT FEES & CHARGES ARE ELIGIBLE FOR SUBSIDY?

- Town planning fees associated with material change of use development applications
- Fees and charges associated with the hire of WTA facilities and equipment hire such as chairs, computer equipment, big screen projector
- Aquatic centre admission and pool lane hire fees

For further information, refer to WTA refund & waiver of fees and charges policy (POL-003)

Form Name: Refund and Waiver of Fees and Charges Application	Doc No: FRM-054	Date of Issue: 06-06-2017
Owner: Corporate Services Administrator	Authorised By: Superintendent	Next Review Due: 06-06-2019

ORGANISATION DETAILS

Organisation Name:	
Organisation Address:	
Organisation Email:	
Organisation Website:	
Is your Organisation Incorporated?	
Incorporation Number:	
Primary purpose of organisation:	

PRIMARY CONTACT PERSON

Applicant Name:	
Applicant Position in organisation?	
Applicant preferred contact number:	
Applicant preferred email address:	

DETAILS OF REQUEST

Fee Type		
Town Planning Fees	Type of Material Change of Use (MCU) application:	
	Address of property application relates to	
Venue Hire Fees* <i>*Key security deposit not eligible for waiver</i>	Venue:	
	Dates of Hire:	
	Details of event:	
Equipment Hire Fees^ <i>^Security deposit not eligible for waiver</i>	Equipment Type:	
	Dates required:	
Aquatic Centre Fees:	<input type="checkbox"/> Admission	<input type="checkbox"/> Lane Hire
	Admission Type: <input type="checkbox"/> Child / Pensioner x 10 <input type="checkbox"/> Child / Pensioner x 25 <input type="checkbox"/> Adult x 10 <input type="checkbox"/> Adult x 25 <input type="checkbox"/> Child Season (Jul – Aug) <input type="checkbox"/> Adult Season (Jul – Aug) <input type="checkbox"/> Family Pass (Jul – Aug)	No. of Lanes required:
		Dates required:
Total value of fees to be waived:	\$	

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REASON FOR FEE WAIVER

<p>Provide a brief description of the reason for which you are requesting a fee subsidy:</p>	
<p>Please detail how your activity / operation positively contributes to the Weipa Community.</p>	

DECLARATION

I declare that I have been authorised by the applicant organisation to submit this application and that the information relating to the organisation and the project is true and correct.

Organisation:		Position:	
Name:		Signature	
Date:			

OFFICE USE ONLY

Request Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Superintendent Signature: _____ Date: _____	<input type="checkbox"/> WTA Members Resolution Date: _____
Recorded on WTA Donations Register by:	Name: _____ Signature: _____ Date: _____	

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