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REFUND, WAIVER AND REDUCTION OF BONDS OR APPLICATION FEES POLICY

SCOPE

The policy applies to bonds or application fees set by Council.

PURPOSE

To provide a transparent, equitable, and consistent process for the consideration of requests to refund, waive, or reduce statutory application fees or bonds; and

Ensure that Council's statutory and governance obligations are met; and

Provide encouragement and support to non-profitable organisations in their service to the community.

POLICY STATEMENT

That any request for a Refund, Waiver, or Reduction to bonds or statutory application fees must be assessed against the guidance provided in this Policy and associated Guideline, and a recommendation put to the relevant departmental director or manager.

Refund of Fees: The recommendation to be decided upon by the department manager and countersigned by Director Corporate Services or Manager Corporate Services.

Waiver or Reduction of fees or bonds: Recommendations for waiver or reductions to be decided on by the General Manager or delegate of the General Manager.

REFERENCES & RELATED DOCUMENTS

CG007 Refund, Waiver and Reduction of Bonds or Application Fees Guideline

DEFINITIONS

Nil

ATTACHMENTS

Nil

DOC NO: CP007	VERSION NO: 1	APPROVAL DATE: 15 August 2018
RESPONSIBILITY: Director Infrastructure & Development Services	APPROVED BY: Council	REVIEW DATE: