

Fee Waiver Request Form (Up to \$2000)

Section 610E of the *Local Government Act 1993* (The Act) allows Council to waive payment of, or reduce a fee in a particular case if it is satisfied that the case falls within a category of hardship or any other category that Council has determined that fees and charges can be waived.

As detailed in Council's Financial Assistance Policy, to be eligible for a waiver or reduction of Council's fees and charges, the applicant must be in at least one of the following categories:

- Charitable organisations;
- Not for profit organisations;
- Community groups;
- School groups; or
- Be able to demonstrate special circumstances as determined by the General Manager or Council's delegated staff

Council's Financial Assistance Policy also specifies that the following criteria will be used as at minimum to assess any application for a fee waiver or reduction:

- Public or community benefit gained from the request;
- Whether the decision to waive or reduce the fee has the potential to result in an increased demand from certain groups relative to others or result in inequitable access to Council facilities or services as a result of subsidising certain users/groups; and
- Ability of the applicant to raise funds;

Please note, should a fee waiver be approved, only the hire fees will be waived. **Bonds (where applicable), will not be reduced or waived.**

APPLICANT INFORMATION

Name of Group/Organisation:

Please indicate the category of the group/organisation who is making the request.

- Government Funded Organisations/Activities
 Pre-schools and Charitable Organisations
 Community Service Organisations, Not for profit or special interest groups

OR

If your group/organisation does not fall within any of the above categories, are you able to demonstrate special circumstances as determined by the General Manager or Council's delegated staff?

- Yes
 No

Postal Address:

Contact Person:

Position in Organisation:

Daytime Phone:

Email:

Website:

Is your Group/Organisation Incorporated:

Does your Group/Organisation have an ABN? Yes No

If yes, please provide:

Has your Group/Organisation previously received funding from Wentworth Shire Council? Yes No

If yes, in which financial year was the funding received?

FEE WAIVER REQUEST

Please describe the event/project or activity you are asking Council to support.

Location:

Date:

Start Time:

End Time:

If this relates to an event or hire from council, have you lodged a Venue Lodgement / Hire Booking Form?

What is the estimated number of attendees?

How will this event/activity benefit the Wentworth Shire Council Community?

How will the Group/Organisation promote Wentworth Shire Council?

How much are you requesting from Council? (Maximum of \$2,000)

How will you promote and market your project to the community?

Please indicate whether you are attaching a copy of your Public Liability Insurance (your application may not be approved without this insurance).

Yes

No

BANK ACCOUNT DETAILS – Council's preferred method of payment is EFTPOS.

Name of Bank Account:

BSB:	Account Number:
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DECLARATION	
I declare I have read the guidelines relating to the Fee Waiver Request and certify to the best of my knowledge the information provided in this submission is true and correct and that the application has been submitted with the full knowledge and agreement of the Group/Organisation applying.	
Name:	
Signature:	
Date:	

Privacy and Personal Information Protection Notice
We are collecting this information to process your request. We may not be able to do so without it. Supplying this information is voluntary and it will not be used for any other purpose without seeking your consent. We will store your personal information on our systems or in our offices, where it will be used by our staff and contractors. Other people can request access to it under the <i>Government Information (Public Access) Act 2009</i> . You can ask us to suppress your personal information from a public register and we will consider your request in line with the <i>Privacy and Personal Information Protection Act 1998</i> . Our Privacy Management Plan sets out how you can access or correct your personal information. Please visit www.wentworth.nsw.gov.au for a copy of the plan.

FORWARD YOUR APPLICATION TO

Wentworth Shire Council
PO Box 81
WENTWORTH NSW 2648

Email: council@wentworth.nsw.gov.au

Or in person at Council Customer Service Centres:
26 Adelaide Street Wentworth NSW
6 Midway Drive Buronga NSW

WENTWORTH SHIRE COUNCIL INTERNAL USE ONLY
Director up to \$500 to complete
I have undertaken an initial assessment of the relevant documentation which has been determined to be complete and in order.
<input type="checkbox"/> YES – please sign & date below
<input type="checkbox"/> NO – please provide reason below

I have reviewed the application and my recommendation is:

- YES – Approved
- NO – Not approved (if not approved please provide reason below)

Please provide name, signature and the date on which the assessment and recommendation was undertaken

Position:

Signature:

Date:

WENTWORTH SHIRE COUNCIL INTERNAL USE ONLY

General Manager Over \$500 up to \$2000 to complete

I have reviewed the application and my recommendation is:

- YES – Approved
- NO – Not approved (if not approved please provide reason below)

Please provide name, signature and the date on which the assessment and recommendation was undertaken

Position:

Signature:

Date: