



Fee Waiver / Reduction Application for Community Groups

Please ensure you read Council's **Community Groups Fee Waiver Policy** before completing this form.

Please complete this form and return to the District Council of Robe by:

Post:
PO Box 1, Robe SA 5276

Email:
council@robe.sa.gov.au

In person:
3 Royal Circus, Robe SA

To avoid delays, please ensure the application form is completed in full. Phone enquiries: 08 8768 2003

APPLICANT DETAILS			
Name of Hirer or Group			
Contact Name			
Postal Address		Postcode:	
Phone Number			
Email Address			

ELIGIBILITY	
☐ Community Group	☐ Charitable Organisations (as per Charities Act 2013)
☐ Sporting Club	☐ Not-for-Profit Organisation
☐ Incorporated Association	☐ Robe Educational Service

FEE WAIVER/REDUCTION REQUEST DETAILS
Type of Fee Requested for Waiver/Reduction (tick applicable): ☐ Council Discretionary Fees (as per Schedule of Fees and Charges) e.g. <i>Institute, Council Reserve, Event Equipment</i> Please detail (including usage required): _____ _____ _____
☐ Development Application Fees (subject to eligibility criteria in Policy Table) Type of Development Application Fee requesting waiver/reduction: _____
☐ Other (please specify): _____
Fee Amount (if known): \$
Percentage of Fee Requested for Waiver/Reduction: _____%
Purpose of Request:

JUSTIFICATION FOR FEE WAIVER/REDUCTION

Please tick and provide a brief explanation of how your request aligns with the criteria outlined in the Policy:

Discretionary Fees

- ☐ Provides an ongoing service to the community that would otherwise be performed by Council.
- ☐ Establishes or maintains an initiative that aligns with Council responsibilities, strategic objectives or community goals (e.g. fostering social inclusion, enhancing community well-being).
- ☐ Demonstrates financial limitations that would prevent the activity from proceeding without assistance, including if the group provides a significant social benefit to the community.

Explanation: _____

Development Application Fees

- ☐ The group manages or occupies Council, Crown, or community-owned land, and the development provides a community benefit or improves Council/Crown/community assets
- ☐ The development occurs on non-Council land but delivers a significant benefit to the wider community
- ☐ The development involves improvements to Council-owned assets

Explanation: _____

APPLICANT AGREEMENT AND ACKNOWLEDGEMENT:

By submitting this application, I/we confirm that all the information contained within this application form is true and correct, and I also acknowledge:

- ☐ A facility/land/event equipment hire form will also need to be submitted (if applicable), with adequate insurance to be taken out by the applicant if necessary.
- ☐ I/we understand that any waiver or reduction granted will be considered sponsorship and should be appropriately acknowledged.
- ☐

Applicant's Name: _____

Applicant's Signature: _____ Date: ____/____/____

OFFICE USE ONLY

MANAGEMENT DECISION	
Application Received by:	
Date Received:	
If Development Application Fees:	Check with Planning/Building to assess if fees can be waived: ☐ Yes ☐ No
Outcome:	☐ Approved ☐ Not approved ☐ Referred to Council
<i>Name of Approval Authority</i>	
<i>Position</i>	
<i>Signature</i>	
<i>Date of Decision</i>	

POST APPROVAL CHECK LIST	
If Development Application Fees: - Email Planning/Building Officer the approved fee waiver - Relevant officer to cancel the invoice or reduce the fee in Plan SA (noting electronic lodgement fees cannot be waived) and include the reason why the fee has been reduced or waived. - Retrospective fees cannot be waived	
Advise Finance for journalling of fee waiver	
Request Application Completed and Copy Forwarded to Applicant	
Request Application Copy Saved to Electronic Records Systems	