

Community and Environmental Services

2023/24

Fees and Charges
Explanatory Notes

Version November 2023



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1. Concessions

1.1 Animals (Cats and dogs)

Desexed Animal (cats and dogs) registration concession

Evidence of a cat or dog being desexed must be provided to Council.

Council accepts the following evidence:

- Desexing certificate
- Letter from a vet stating the animal is desexed
- Registration papers from another council showing animal is desexed
- Official adoption documentation from a registered animal shelter

If a cat or dog is desexed within the first 6 months of the current registration period, a request for a refund can be submitted for the difference between the non-desexed fee and the desexed fee.

Pensioner concession

To enable a pensioner concession to be applied, evidence of concession eligibility for current Centrelink or Veteran Affairs pension holder must be submitted to Council with the completed Pension Concession Application - Animal Registration form.

Applicants are required to submit a clear photocopy of the front and back of their pension card with their application.

Recognised animal (cats or dogs) association member concession

A concession on registration fees is provided to all members of recognised cat and dog associations that operate under a code of practice.

- Dogs Queensland
- Cats Queensland Inc
- Feline Control Council of Queensland Inc
- Queensland Feline Association Inc.

Proof of current membership must be provided to Council on an annual basis.

1.2 Public Health

Licences

A 30% concessional discount may be applied to the fee where the business operates for only 1 or 2 days per week at a Market or Event

A written declaration is required to be submitted with an application.

2. Exemptions



2.1 Animals (Cats and dogs)

<p>Assistance dogs</p>	<p>Guide, Hearing and Assistance Dogs are exempt from registration fees if they comply with the <i>Guide, Hearing and Assistance Dogs Act 2009</i> or the <i>Disability Discrimination Act 1992</i>.</p> <p>The owner must hold a Handler’s ID Card or proof of certification with a recognised organisation under the <i>Disability Discrimination Act 1992</i>.</p> <p>A copy of the Handler’s ID Card or proof of certification with a recognised organisation should be submitted with the completed Animal Registration form.</p>
<p>Foster cat or dog carer</p>	<p>Recognised foster carer of cats or dogs are exempt from registration fees, subject to the number of cats and/or dogs complying with the local law.</p> <p>A letter from the recognised organisation identifying the individual carer must be submitted to Council at the time of registration or when deemed a foster carer.</p> <p>Upon receipt of the required information, Council’s Local Laws Manger will complete a review of the request for approval.</p>
<p>Government entity</p>	<p>Dogs on active duty for a government entity (agency) are exempt from registration. Proof of registration with Queensland Police Service or a Commonwealth Organisation must be provided to validate the exemption.</p> <p>Council welcomes registrations at no costs for the purposes of animal identification.</p>
<p>Working dog</p>	<p>Working dogs that are kept on rural land and used for work purposes as stated in the <i>Animal Management (Cats and Dogs) Act 2008</i> are exempt from registration.</p> <p>An ABN and ‘Working Dog - self assessment checklist’ must be provided to validate the exemption.</p> <p>Council welcomes registrations at no cost for the purposes of animal identification.</p>
<p>Canine plasma dog</p>	<p>Dogs kept primarily for the production of canine plasma products are exempt from Council registration.</p> <p>Under the <i>Animal Care and Protection Act 2001</i>, the dog owner is required to provide proof of the use of the dog for that purpose.</p> <p>Council welcomes registrations at no cost for the purpose of animal identification.</p>

3. Not for profit

3.1 Public Health and Local Law Approvals

Licences and Local Law Approvals

Not for profit organisations are exempt from paying Public Health Licence and Local Law approval fees. This is classified by means of the following criteria:

- endorsed as a charity by the Australian Taxation Office or
- an incorporated association under the Associations Incorporated Act 1981 which is not a club license.

Evidence to be provided on request.

The following other entities are also exempt from paying Public Health Licence and Local Law approval fees:

- State and Federal Government Entities such as:
 - DTMR
 - Services Australia - trading as Centrelink
 - Police / Fire / Ambulance
 - Department of Education QLD (State Schools)
 - State Hospitals

The additional following entities may be considered for exemption from paying Public Health Licence and Local Law approval fees:

- Australian Public Company - Limited by Guarantee - Limited by Shares (does not make a profit) e.g. sporting club.
- Unincorporated entities providing broad community benefit (does not make a profit and are grouped together by a common purpose) e.g. community mothers' group.

4. Pro rata fees

4.1 Local Law Approvals

Annual commercial charges

The Local Law approval period for annual approvals is 1 October to 30 September of the applicable year.

Applications for an approval submitted after the commencement of the current approval period will be subject to pro rata commercial fee, calculated as a percentage of the annual commercial fee specified in the Fees and Charges.

The fee calculation will be based on a pro rata from the date of application applied according to the remaining period in months (including the month the application is made) ending on the 30 September in the applicable year.

4.2 Public Health

Licence fee

The licensing period for annual licences is 1 October to 30 September of the applicable year.

Applications for a licence submitted after the commencement of the current licensing period will be subject to a pro rata licence fee, calculated as a percentage of the annual licence fee specified in the Fees and Charges.

The fee calculation will be based on a pro rata from the date of application applied according to the remaining period in months (including the month the application is made) ending on the 30 September in the applicable year.

4.3 Animals

Animal registration - initial registration period only

The animal registration period is 1 October to 30 September.

Initial registrations, including initial registrations for pension concession, will be subject to pro rata discount. The discount is calculated as a percentage of the applicable annual fee specified in the Fees and Charges.

Pro rata discount will be applied:

- January to March 50%
- April to June 75%
- July to September 100% (no charge).

5. Refunds

5.1 Animals (cats and dogs)

Deceased cat or dog

Refunds may be considered for deceased animals between October to June of the current registration period.

A completed "Animal registration renewal refund request" form is required to be submitted along with evidence the animal is deceased.

Evidence the animal is deceased can include:

- Vet certificate
- Confirmation by Council employee (*in the event of a dog attack or when the body of a dog/cat has been located and scanned by waste*)
- Evidence from pet cemetery/cremation service
- Statutory Declaration

The "Animal registration renewal refund request" form is available upon request.

Desexed cat or dog

Where an animal is desexed between October to March during the current registration period, a request may be submitted for a refund of the difference between the non-desexed fee and the desexed fee. (*Refer to Concessions for eligibility requirements.*)

The "Animal registration renewal refund request" form is required to be submitted and is available upon request.

Overpayment of registration period fees	<p>In the event of an overpayment of current registration fees an ‘Animal registration refund request’ application form should be completed with proof of payment. This form is available upon request.</p> <p>The overpayment can be refunded or transferred to another existing cat or dog registered to the same person.</p>
Pensioner concession - desexed cat or dog	<p>If an animal owner of a desexed cat or dog becomes eligible to receive a pension concession between October to March of the current registration period, a refund of the difference between the registration fee and the pensioner concession fee can be requested. (<i>Refer to 1.1 Concessions for eligibility requirements.</i>)</p> <p>The "Animal registration renewal refund request" form is required to be submitted and is available upon request.</p>

5.2 Cemeteries

Application withdrawn / lodged in error	<p>A decision on the portion of fees that may be refunded will be determined with regard to the level of service already provided.</p> <p>A request for a refund should be submitted in writing.</p>
Overpayment	<p>In the event of an overpayment of a prescribed fee, the full amount in excess of the prescribed fee will be refunded.</p> <p>A request for a refund should be submitted in writing.</p>
Reservations	<p>Refunded amount is calculated on the following basis and applies to all reservations:</p> <ul style="list-style-type: none"> • Reservation held 0-12 months: refund = 95% of current fee • Reservation Held 12+ months: refund = 75% of current fee <p>Refund is calculated on the current financial year’s fee.</p> <p>A request for a refund should be submitted in writing.</p>
Plaque fee	<p>Where a fee has been paid to Council for a plaque and the customer then wishes to obtain a plaque through a private provider, a request for a refund of the plaque fee (commercial) can be submitted in writing, so long as the plaque has not been ordered.</p>

5.3 Local Law Approvals

Application fee	<p>A Local Law approval application fee is a non-refundable fee once the assessment of an application has commenced. If an assessment has not commenced on an application a refund will be provided</p> <p>All requests for refunds should be submitted in writing.</p>
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5.4 Public Health

Licence fee

If an application is withdrawn or lodged in error, a request for refund can be submitted in writing. A decision on the portion of fees that may be refunded will be determined with regard to the level of service already provided.

In the event of an overpayment of a prescribed fee, the full amount in excess of the prescribed fee will be refunded.

When an annual licence is cancelled or closed during the licensing period the refunded amount will be calculated as a percentage of the schedule fee specified in the Fees and Charges.

The refund calculation will be based on a pro rata amount from the date of cancellation or closure applied according to the remaining period in months ending on the 30 September in the applicable year. *(Excluding the month the cancellation or closure is advised in writing)*

All requests for refunds should be submitted in writing.

