

Community and Environmental Services

2025/26

# Fees and Charges Explanatory Notes

July 2025



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# 1. Concessions

## 1.1 Animals (cats and dogs)

<b>Desexed Animal (cats and dogs) registration concession</b>	<p>Evidence of a cat or dog being desexed must be provided to Council. Council accepts the following evidence:</p> <ul style="list-style-type: none"> <li>• Desexing certificate</li> <li>• Letter from a vet stating the animal is desexed</li> <li>• Registration papers from another council showing animal is desexed</li> <li>• Official adoption documentation from a registered animal shelter</li> <li>• Council's Statement of desexing completed from a vet</li> <li>• A valid chemical sterilization certificate for the current registration period from a vet.</li> </ul>
<b>Pension concession</b>	<p>Registered owner of a cat or dog must submit a Pension Application to Council and provide a copy of one of the following:</p> <ul style="list-style-type: none"> <li>• Blue Centrelink Pension Card</li> <li>• DVA (Department of Veteran Affairs) Pension Card</li> <li>• DVA Gold Repatriation Health Card</li> <li>• Commonwealth Seniors Health Card</li> </ul>
<b>Recognised animal (cats or dogs) association member concession</b>	<p>A concession on registration fees for entire cats and dogs is provided to all members of recognised cat and dog associations that operate under a code of practice.</p> <ul style="list-style-type: none"> <li>• Dogs Queensland</li> <li>• Cats Queensland Inc</li> <li>• Feline Control Council of Queensland Inc</li> <li>• Queensland Feline Association Inc.</li> <li>• Queensland Racing Integrity Commission (QRIC)</li> <li>• Queensland Independent Cat Council</li> </ul> <p>Proof of current membership must be provided to Council on an annual basis.</p> <p>No further concessions apply.</p>

## 1.2 Public Health

<b>Licences</b>	<p>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.</p>
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## 2. Exemptions

### 2.1 Animals (cats and dogs)

<b>Assistance dogs</b>	<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 of the dog must provide:</p> <ul style="list-style-type: none"> <li>(a) Proof of accreditation under the <i>Guide, Hearing and Assistance Dogs Act 2009</i>. The owner must hold a Handler's ID Card or proof of accreditation that the dog is trained to assist a person with a disability to alleviate the effect of the disability; <u>or</u></li> <li>(b) Proof of accreditation by an animal training organisation prescribed under a regulation for the purposes of S 9 (2) (b) of the <i>Disability Discrimination Act 1992</i>; <u>or</u></li> <li>(c) Proof the dog has been trained: <ul style="list-style-type: none"> <li>(i) To assist a person with a disability to alleviate the effect of the disability; and</li> <li>(ii) To meet the standards of hygiene and behaviour that are appropriate for the dog in a public place.</li> </ul> </li> </ul> <p>Evidence of training for (c) includes:</p> <ul style="list-style-type: none"> <li>• A statutory declaration from an animal trainer or training organisation or the owner of the dog confirming that the dog has been trained to respond to certain commands, toilet trained for public places and/or trained to meet standards of hygiene and behaviour appropriate for a dog in a public place; <u>and</u></li> <li>• A letter from a medical specialist confirming the person's disability and use of an assistance dogs.</li> </ul> <p>Note: Council does not accept a letter from a GP as proof of the dog being a guide, hearing, mobility, support and/or psychiatric assistance dog.</p>
<b>Foster cat or dog carer</b>	<p>Recognised foster carers of cats or dogs are exempt from registration fees, subject to the number of cats and/or dogs complying with the local law. 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 Manager will complete a review of the request for approval.</p>
<b>Reciprocal Registration</b>	<p>Council does not charge a fee to transfer your animal's registration from another Local Government area upon proof of current registration and will honour the existing registration until next City of Moreton Bay renewal. The proof provided must be in the name of the customer wishing to register the animal. Excludes Regulated Dogs.</p>
<b>Government entity</b>	<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>
<b>Working dog</b>	<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>

	Council welcomes registrations at no cost for the purposes of animal identification.
<b>Canine plasma dog</b>	<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.

These are classified by 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.

State and Federal Government Entities are exempt from paying Local Law approval fees. Examples are:

- DTMR
- Services Australia - trading as Centrelink
- Police / Fire / Ambulance
- Department of Education QLD (State Schools)
- State Hospitals.

The following entities may also be considered for exemption from paying 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 (excluding Additional Animal Approvals)

#### Local Law Approval Applications

The annual Local Law approval period is 1 October to 30 September.

For applications received between 1 July and 30 September in any year, an approval may be issued through to 30 September of the following year.

#### Annual commercial charges

Pro rata Commercial charges are applied to Local Law approvals.

The pro rata commercial charge is calculated on a per month basis from the date of approval to the end of the approval period (inclusive of the month the application is approved).

### 4.2 Public Health

#### Licence fee

The annual Public Health licensing period is 1 October to 30 September. Applications for a licence submitted during a licensing period will attract a pro rata licence fee.

The fee will be calculated on a per month basis, from the date of application to the end of the licensing period, (inclusive of the month the application is made).

For applications received between 1 July and 30 September in any year, a licence may be issued through to 30 September of the following year.

### 4.3 Animals (cats and dogs)

#### Animal registration - cat or dog

The annual animal registration period is 1 October to 30 September.

Applications for animal registration submitted during a registration period will attract a pro rata registration fee. This excludes regulated dogs.

Pro rata fees will be applied as follows

- 1 October to 31 December 75%
- 1 January to 31 March 50%
- 1 April to 30 June 25%
- 1 July to 30 September 0% (no charge).

Initial registrations are:

- Cats and dogs that have never been registered in the region
- Registered cats and dogs that have left the region for more than 12 months and have returned.
- new owners of adopted animals who provide adoption paperwork

Note: Recognised animal (cats and dogs) association members do not receive a pro-rata fee as a concession is already applied.



# 5. Refunds

## 5.1 Animals (cats and dogs)

<b>Deceased cat or dog</b>	<p>Refunds may be applicable for deceased animals between 1 October to 31 March of the current registration period.</p> <p>A completed "Animal registration renewal refund request" form is required to be submitted. Supporting Documentation may be requested.</p> <p>Refunds are only applicable to domestic cat or dog registrations and are not applicable for regulated dog registration.</p>
<b>Desexed cat or dog</b>	<p>If a registered animal is desexed during the current registration period, and proof is provided to Council, (refer to 1.1 for eligibility requirements) the difference between the non-desexed fee and the desexed fee may be refundable for the current registration period.</p> <p>A further refund may also apply for the difference between the non desexed fee and the desexed fee for the previous year's registration if the cat or dog was under 12 months at time of the initial registration.</p> <p>The "Animal registration renewal refund request" form is required to be submitted and is available on Council's website.</p>
<b>Overpayment of registration fees</b>	<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.</p> <p>The overpayment can be refunded or transferred to another animal registered to the same person.</p>
<b>Pension concession - cat or dog</b>	<p>If an animal owner of a cat or dog becomes eligible to receive a pension concession (refer to 1.1 for eligibility requirements) between 1 October to 31 March of the current registration period, a refund of the difference between the registration fee and the pensioner concession fee can be requested.</p> <p>A completed "Animal Registration Renewal Refund Request" form is required to be submitted</p>

## 5.2 Cemeteries

<b>Application withdrawn / lodged in error</b>	<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>
<b>Overpayment of Cemetery fees</b>	<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>
<b>Cancellation of a Purchased Site</b>	<p>Refunded amount is calculated on the following basis and applies to all previously purchased sites:</p> <ul style="list-style-type: none"> <li>Purchased Site held 0-12 months: refund = 95% of current fee</li> <li>Purchased Site held 12+ months: refund = 75% of current fee</li> </ul> <p>Refund is calculated on the current financial year's fee.</p> <p>A request for a refund should be submitted in writing.</p>

<b>Cancellation of Plaque Request</b>	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, provided the plaque has not been ordered.
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## 5.3 Local Law Approvals

<b>Application withdrawn / Lodged in Error</b>	<p>A Local Law approval application fee is non-refundable 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>
<b>Overpayment of fees</b>	<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>All requests for refunds should be submitted in writing.</p>
<b>Cancellation of Annual Commercial Use of Public Land and Roads Charge</b>	<p>When cancellation of an annual Commercial Use of Public Land and Roads charge is requested during the approval period, a refund will be provided.</p> <p>The refund calculation will be based on a pro rata amount from the date of cancellation and applied according to the remaining period in months ending on the 30 September in the applicable year (<i>Excluding the month the cancellation is requested</i>).</p> <p>All requests for refunds should be submitted in writing.</p>

## 5.4 Public Health

<b>Application withdrawn / lodged in error</b>	<p>If an application is withdrawn (including if lodged in error), 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>All requests for refunds should be submitted in writing.</p>
<b>Overpayment of licence fees</b>	<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>All requests for refunds should be submitted in writing.</p>
<b>Cancellation of Licence</b>	<p>When an annual licence is cancelled or the business closes during the licensing period a refund will be provided.</p> <p>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 (<i>Excluding the month the cancellation or closure is advised in writing</i>).</p> <p>All requests for refunds should be submitted in writing.</p>