

Application for a Waiver or Reduction of Fees and Charges

PART A: HOW TO COMPLETE AND SUBMIT THIS FORM

You can use this form to apply for a reduction or waiver of fees and charges.

- It is essential you read through the eligibility terms and conditions (PART F) before you complete the form. You are not required to submit this form where reduced fees identified in the fees and charges schedule apply.
- Make sure you complete all sections in clear print and/or type directly into the form.
- Please tick YES or NO where required. If you are using the form electronically, double click the check box and select 'checked'.
- Applications are to be lodged prior to the date of an event or activity (at least 2 weeks prior where possible).
In Person - At the Customer Service Team located on the ground floor of 12 Stewart Avenue, Newcastle West. Operating times are from 8.30am to 5.00pm, Monday to Friday.
Mail - Postal address: Chief Executive Officer, City of Newcastle, PO Box 489 Newcastle 2300.
- It is your responsibility to ensure the form is lodged prior to the date of your event or activity. Applications received after an event or activity will not be accepted.
- Please ensure all pages are submitted. An incomplete and/or unsigned application will not be accepted.

For further information please contact Customer Service on 02 4974 2000.

PART B: APPLICANT DETAILS

Organisation Name	
ABN	
Contact Name	
Contact Position	
Postal Address	
Phone / Mobile	
Email Address	

PART C: APPLICATION CATEGORY

Under which category will you be applying?

☐ Financial Hardship

Please include the following with your application:

- Reasonable proof of financial hardship which may include details of assets, income and living expenses, a letter from a recognised welfare agency or financial counsellor confirming financial hardship and/or medical certificate, and other information required to make a valid assessment.

☐ Charity

Please include the following with your application:

- Certificate of Charity Status
- Authority to Fundraise (if applicable to your application)
- Proof of Donation or Benefit Value (if applicable to your application).

☐ Illness or Death

Please include the following with your application:

- Medical certificate or
- Statutory declaration

☐ Large Commercial Waste Operators

☐ Civic Services Commercial Operators

PART D: DETAILS OF EVENT OR ACTIVITY

Please provide a clear outline of the proposed event / activity or situation below (or attach). This should include the time, date, location, objectives, purpose and delivery (of the activity or situation) in relation to the eligibility category / criteria (refer to PART F).

PART E: SIGNATURE

I, the applicant, acknowledge that:

- ☐ I have read and understood this form and the eligibility terms and conditions,
- ☐ I acknowledge that all information provided on this form is true and accurate,
- ☐ Once I have been notified of CN's decision, I agree to pay all applicable fees and charges. Payment is due within 14 days of the date of the invoice.

Print Name:

Sign:

Date:

Protecting Your Privacy

CN is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

Purpose of collection: To enable CN as the consent authority to assess your proposal.

Intended recipients: CN staff and other government agencies that may be required to assess the proposal.

Supply: The information is a statutory requirement related to the assessment of the application.

Consequence of non-provision: Your application may not be accepted or processed due to a lack of information.

Storage and Security: City of Newcastle, 12 Stewart Avenue, Newcastle West 2300, will store details of the application. Individuals can access the details of the application under the Government Information (Public Access) Act 2009.

Access: Your information can be checked for accuracy by calling (02) 4974 2000.

PART F: ELIGIBILITY TERMS AND CONDITIONS

You must meet at least one of the following categories and criteria to be eligible to submit this application.

CATEGORY	CRITERIA
Financial Hardship	<p>CN may reduce or waive fees in cases where the applicant provides evidence that the payment of the fee will impose significant financial hardship.</p> <ol style="list-style-type: none">1. Apply a criteria commensurate with the value of the fee requested to be waived and,2. Require the applicant to provide reasonable proof of financial hardship which may include details of assets, income and living expenses, a letter from a recognised welfare agency or financial counsellor confirming financial hardship and/or medical certificate, and other information required to make a valid assessment.
Registered Charity	<p>CN may reduce or waive fees in cases where the applicant is a registered charity and the fee is for a service that will enable the provision of charitable services to CN's community.</p>
Illness or Death	<p>CN may reduce or waive fees in cases where the applicant provides evidence that the charge was incurred because of:</p> <ol style="list-style-type: none">1. Serious illness of a customer or the customer's immediate family member;2. Serious accident involving the customer or customer's immediate family member; or3. Death of a customer or the customer's immediate family member; <p>and in determining eligibility on the basis of illness or death, CN will require the customer to present:</p> <ol style="list-style-type: none">1. Medical certificate or2. Statutory declaration.
Large Commercial Waste Operators	<p>CN may reduce fees for Commercial Customers that have committed to dispose (at SWMC) either;</p> <ul style="list-style-type: none">• >5,000 tonnes per annum of soil classified as General Solid Waste; or• >15,000 tonnes per annum of mixed General Solid Waste.
Civic Services Commercial Operators	<p>CN may reduce or waive fees relating to Commercial Operators providing they provide a positive net benefit to the community, and in line with competitive neutrality principles.</p>

Assessment of Application

CN officers with delegated authority will review the fees and charges applicable to your event or activity (in consultation with your direct contact (if applicable)) and assess requests for the waiver or reduction of fees in accordance with the following principles:

- Compliance with relevant legislation,
- Fairness, consistency and equity,
- Transparency.

Fees and Charges

All applicants are invoiced as per CN's current fees and charges schedule which is reviewed annually. Fees and charges are put on public exhibition to receive community feedback each year prior to CN approval.

CN generally cannot waive fees where the fee relates to a direct or third-party cost to CN.

Bonds (where applicable) will not be reduced or waived.

Applicants who have received funding or sponsorship from CN are not able to also apply for a fee waiver or reduction.

Please refer to our website for further information on fees and charges

<https://newcastle.nsw.gov.au/council/our-responsibilities/integrated-planning-and-reporting/fees-and-charges>

CN USE ONLY

AUTHORISED OFFICER TO COMPLETE

I have undertaken an initial assessment of the relevant documentation which has been determined to be complete and in order.

☐ **YES** - Please sign and date form

☐ **NO** - Please provide reason below

Reason	
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Please provide your name, signature, and the date on which the assessment was undertaken.

Authorised Officer:

Signature:

Date:

RECOMMENDATION MADE BY AUTHORISED COORDINATOR

Do you have a pecuniary or significant non-pecuniary conflict of interest?

☐ **YES** - Please provide reason and advise manager

Reason	
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☐ **NO** - Please answer the next question

I have reviewed the officer's assessment and my recommendation is

☐ Approved, please sign and date form below

☐ Not approved, please provide reason and sign and date form below

Reason	
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Please provide your name, signature, and the date on which the assessment was undertaken.

Authorised Coordinator:

Signature:

Date:

RECOMMENDATION MADE BY SERVICE UNIT MANAGER

Do you have a pecuniary or significant non-pecuniary conflict of interest?

☐ **YES** - Please provide reason and advise director

Reason	
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☐ **NO** - Please answer the next question

I have reviewed the coordinators assessment and my recommendation is

☐ Approved, please sign and date form below

☐ Not approved, please provide reason and sign and date form below

Reason	
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Please provide your name, signature, and the date on which the assessment was undertaken.

Service Unit Manager:

Signature:

Date: