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Office Use  
 Acc No: see over  
 Ref: Fee Waiver Policy  
 Form Owner: SDU  
 Updated: 210711

## Fee Waiver Request Application Form

This form is to be used by community groups to request a waiver of the fee for a Planning, Building, or Local Law Permits.

Eligible groups are:

- Community groups , and
- Based within the Shire, and
- Not for profit

Eligible activities are those which:

- Can demonstrate a benefit to the Shire community.

More information can be obtained from the Fee Waiver Policy available at [www.mountalexander.vic.gov.au](http://www.mountalexander.vic.gov.au)

<b>ORGANISATION REQUESTING FEE WAIVER</b>	
Organisation Name:	
Address:	Postcode:
Contact person:	
Phone:	Email:

TYPE OF PERMIT <i>(Select relevant boxes)</i>	<i>Enter dollar amount of waiver requested</i>
<input type="checkbox"/> Planning	\$
<input type="checkbox"/> Building	\$
<input type="checkbox"/> Local Law	\$

ACTIVITY TO BE UNDERTAKEN:	
BENEFIT OF ACTIVITY TO THE SHIRE COMMUNITY:	
LOCATION AND DATE OF ACTIVITY: <i>(where applicable)</i>	

OFFICE USE:

HAS THE FEE BEEN PAID? <input type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT: \$	RECEIPT NO:

APPROVAL WHERE ALL CRITERIA ARE MET:	
Name:	Signature:
Position: <input type="checkbox"/> MSD <input type="checkbox"/> STP <input type="checkbox"/> MBS <input type="checkbox"/> LLC	Date:

RECOMMENDATION TO DEI:	
Assessment:	
Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Not Approve	
Name:	Signature:
Position: <input type="checkbox"/> MSD <input type="checkbox"/> STP <input type="checkbox"/> MBS <input type="checkbox"/> LLC	Date:

DEI Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Not Approve	
Name:	Signature:
Position: DEI	Date:

	Expense Account	Income Account	Select Payment Method	Officer Initial	Date
Building	1400000.06	2400000.52	<input type="checkbox"/> Cheque <input type="checkbox"/> Journal		
Planning	1475000.02	2475000.5201	<input type="checkbox"/> Cheque <input type="checkbox"/> Journal		
Local Laws	1165010.02	2165010.5206	<input type="checkbox"/> Cheque <input type="checkbox"/> Journal		
Outcome letter: <input type="checkbox"/> Refused <input type="checkbox"/> Approve					