Application for Waiver / Remission of Fees and Charges

Halls, Huts and Sportsgrounds

Leases & Licenses (Council Property)
374 Main Road
Glenorchy TAS 7010

Property Officer
(03) 6216 6800
gccmail@gcc.tas.gov.au

Glenorchy City Council
ABN 19 753 252 493
www.gcc.tas.gov.au

General Information: ***Local Government Act 1993, s207***

Who is authorised to waive/remit fees and charges? The Chief Executive Officer, and any Council officer authorised by the Chief Executive Officer, may waive or remit fees and charges.

Applications Guidelines:

- Council may request supporting documentation to assess an application.
- Only one fee waiver may be approved for an Organisation in each financial year.
- Applications are assessed on a case-by-case basis, with Council considering the individual circumstances and merits of each application.
- A separate booking request must be made with Council's Customer Service team prior to applying for a fee waiver, this form is not a booking request.
- Submission of an application does not guarantee that a fee waiver or remission will be approved.

Response to Applications

Council will carefully review, investigate, and consider all applications. Council endeavours to provide responses to applicants by email, letter, or phone within 10 business days. Whilst most applications can be assessed and finalised promptly, some others may take extra time. Council aims to keep applicants informed about the progress of an application and if it is likely to take longer than expected to review.

Applicant Information:

Organisation Name (*if applicable*):

ABN:

Type of Organisation: ☐ Not-for-profit ☐ Sole Trader ☐ Individual ☐ Company

Applicant Full Name

Address:

Phone:

Email:

Details of request to have fee waived / remitted:

Hut / Venue name:

Date of booking:

Time of booking: Start: End:

Amount of fee to be waived / remitted: $

Reason/s for waiver / remission: **attach a separate page/s if necessary*

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Applicant Signature:

Full Name:

Signature:

Date:

By signing I authorise Glenorchy City Council to update my details listed within this form.

For Office Use Only:

Amount of fee to be waived / remitted: $

Comments:

Authorised by:

Signature:

Date:

Glenorchy City Council

Personal Information Protection Statement

Glenorchy City Council (Council) collects personal information to process requests and carry out its everyday functions, but may choose to use it for other lawful purposes under the Personal Information Protection Act 2004.
Your personal information may be shared with Council staff, contractors, law enforcement agencies, courts and other organisations where authorised or required by law.
You do not have to provide your personal information, but if you choose not to, Council may be unable to action your application or request.
You can find out more about how Council manages personal information and how to request access or corrections to it in Council's Privacy Policy available on Council's website or by contacting gccmail@gcc.tas.gov.au

Enquiries concerning personal information can be addressed to:
Glenorchy City Council PO Box 103 Glenorchy, 7010

Phone: 03 6216 6800
Email: gccmail@gcc.tas.gov.au