

# 2023-24 Application Form for a Waiver of Fees and Charges

FIN/130



## Applicant / Organisation Details

**Applicant /  
organisation name**

**Type of organisation**

**Contact person**

**Contact numbers**

(B/H)

(Mob)

**Email**

**Postal address**

**ABN** (if applicable)

**Is your organisation an incorporated body?**

*If yes, please attach proof.*

Yes

No

**Is your organisation a not-for-profit?**

Yes

No

**Are you registered for GST?**

Yes

No

**Is the Shire already providing your organisation with financial  
assistance for this activity / event?**

*If yes, please attach information.*

Yes

No

**What is the fee / charge that you are requesting be waived?**

**Activity / Event Details****Type of activity / event****Name of activity / event****Activity / event location****Activity / event date/s****Will revenue be generated as a result of the activity / event?**

Yes

Expected revenue

No

**Are all workers associated with the activity or event working in a voluntary capacity?**

Yes

No

% of volunteers

**Reason for the request**

## Signature of Applicant

### Authorisation Details

I confirm I am authorised to apply for this fee waiver on behalf of the organisation:

Name

Position

I confirm that all the information contained within application is true and correct and authorise this application for a Waiver of Fees and Charges to be considered for approval.

Date

## Application Check List

- ☐ Application Signed
- ☐ Incorporated Body Documentation
- ☐ Not-for-profit Documentation
- ☐ Existing Shire Financial Assistance Details

## Application Assistance

Please read these guidelines carefully before applying. If you require any further information or assistance with your application form, please contact:

Emily Gallacher, Administration Officer Executive

Email: [egallacher@amrshire.wa.gov.au](mailto:egallacher@amrshire.wa.gov.au)

Phone: (08) 9780 5201

## Submitting Your Application

Applications must be submitted by completing an application form.

Application Forms are available in hard copy should it be required.

**Completed applications must be submitted to the Shire by email or post**

Email: [amrshire@amrshire.wa.gov.au](mailto:amrshire@amrshire.wa.gov.au)

Post: Chief Executive Officer  
Shire of Augusta Margaret River  
PO Box 61  
Margaret River WA 6285

**Shire Office Use Only****Authorised under the Instrument of Delegation: "Grant concessions, waive or write off debts"****Approved:****Yes****No****If no, reason application was declined:****Total fee/s to be waived****Details of fee/s to be waived****Total of invoice to be issued/reimbursed****Signature and date of authorising officer**