APPLICATION FOR IMPOUND AND SUSTENANCE FEE WAIVER / REDUCTION

Please complete all details in full and provide all requested documents.

Privacy Statement

Maranoa Regional Council is collecting your personal information in accordance with the *Local Government Act 2009* for the purpose of assessing your request for a waiver or reduction of animal impound and/or sustenance fees. The information will only be accessed by authorised Council employees and will not be disclosed to any third party unless required or authorised by law.

Maranoa Regional Council
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Phone: 1300 007 662
Fax: 4624 6990
Email: council@maranoa.qld.gov.au
Web: www.maranoa.qld.gov.au

APPLICANT DETAILS

Name of Applicant/s		
Address		
Town	State	Postcode
Postal address		
Phone		
Mobile	Email	

ANIMAL DETAILS

Animal Name	
Animal ID / Impound Number (if known)	
Species	☐ Dog ☐ Cat
Breed (if known)	
Date of Impoundment	
Location Found (if known)	

APPLICATION TYPE

Please select the type of assistance you are requesting:

☐ Full Waiver of Impound and Sustenance Fees

☐ Partial Reduction of Impound and Sustenance Fees

REASON FOR REQUEST (tick all that apply)

☐ Financial hardship – where payment of fees would leave me unable to reasonably meet basic living requirements such as food, housing, clothing or medical care. (Supporting evidence required – e.g. concession card, Centrelink statement, letter from a financial counsellor or support agency)

Date hardship/circumstances first arose: _____ *(must usually be within the last 12 months)*

☐ Compassionate or exceptional circumstances (please describe below)

☐ Managerial discretion – other (please specify below)

Describe the circumstances for this request:
(Attach additional page if needed)

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SUPPORTING DOCUMENTATION

Please attach copies of the following documents (if applicable):

☐ Centrelink income statement

☐ Letter from support agency or financial counsellor (e.g. National Debt Helpline)

☐ Statutory declaration (if no formal documentation is available)

☐ Any other relevant supporting material

CONDITIONS OF APPLICATION

By submitting this application, you acknowledge and agree to the following conditions:

Limit of One: Only one fee waiver or reduction will be considered per household per 12-month period, unless otherwise approved by the Manager – Community Safety & Rural Lands Services, or delegate.

Application Timing: Applications must be submitted within 5 business days of impoundment and before payment is made. Retrospective applications will generally not be considered.

Sustenance Fee Accumulation: Sustenance fees will continue to accrue while an application is being assessed. Applicants remain responsible for any fees incurred during the assessment period unless a waiver or reduction is approved.

Supporting Documents: You must provide adequate documentation to support your request. Incomplete applications will not be processed.

Case-by-Case Decisions: Approval is not guaranteed. Each application is assessed individually, and Council reserves the right to approve or decline any request at its sole discretion.

Repeat Impoundments: Repeat impoundment of the same animal or animals from the same household may affect eligibility.

Correct Information: Providing false or misleading information may result in the refusal of this and any future applications.

Confidentiality: All applications and outcomes will be recorded in Council's confidential register and handled in accordance with privacy and records management obligations.

DECLARATION OF APPLICANT

I declare that the information I have provided is true and correct to the best of my knowledge. I understand that submitting this application does not guarantee that a waiver or reduction will be approved, and that decisions are made on a case-by-case basis at the discretion of Council.

Signature	Date / /

OFFICE USE ONLY

Date Received:	
Approval Type	☐ Waiver ☐ Reduction ☐ Declined
Notes / Conditions:	
Approved by:	Signature:
Position:	
Date of Decision:	