

# DISTRICT COUNCIL OF LOWER EYRE PENINSULA

## Refund of Dog Registration Fees

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“Working with our Rural & Coastal Communities”

	<b>FIN-POL-05 – REFUND OF DOG REGISTRATIONS</b>	Version No:	1.2
		Issued:	July 2019
		Next Review:	July 2020

Responsibility:	Development & Environmental Services
Minute reference:	C201 (1)
Applicable Legislation:	Nil.
Related Policies/Procedures:	Nil
Review Frequency:	Upon Council election

Dog Registration Fees shall be refunded to an animal owner if the current year's registration for the animal has been paid and the registered animal is deceased prior to 31 October of the current registration year.

Applications for refunds are to be made in writing and signed off on by the registered owner and must be received by 31 December of the applicable year. Applications will require proof of date of death.

A proof of death shall be provided by way of either a veterinary certificate showing dog euthanasia where applicable;

or;

A Statutory Declaration detailing the death of the animal signed by the animal owners.

Fees refunded will be 50% of the applicable registration fee paid for the current year and will not include any late registration fee.

SIGNED: .....

CEO

Date: 19 / 07 / 2019

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Mayor, DCLEP

Date: 19 / 07 / 2019

DOCUMENT HISTORY		
Version:	Issue Date:	Description of Change:
1.1	June 2015	Adopted with minor amendments to clarify when a refund will be issued
1.2	19/07/2019	Adopted with minor amendment to partial fees (to 50%)