



City of Port Lincoln

Template No 1-71-T8

Address: Level One, Civic Centre, 60 Tasman Terrace, Port Lincoln SA 5606
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DOG REGISTRATION FEE REFUND - APPLICATION

Applicants details

Please provide your details

Applicant's name

Address

Suburb

Postcode

Email

Contact phone numbers

Dog/s details

Please provide details of your dog/s

Name

Tag number

Amount paid

Reason for refund request

\$

\$

Dog is deceased

☐

Overpayment

☐

EFT details

Please provide your bank details

Bank name

BSB

Account details

Account Name(s)

Account No.

Please note refunds may take up to 14 days to be processed

I understand that Council is not obliged to refund dog registration fees but will consider all applications that meet the criteria listed on this form.	<input type="checkbox"/>
I understand the signing of this application does not automatically give approval	<input type="checkbox"/>
I have read and understood the conditions of the reverse of this application	<input type="checkbox"/>
I have provided the proof required with this application	<input type="checkbox"/>
Signature of applicant (dog owner) <i>Please note: form must be signed</i>	
Date	

Officeuse only

Date fee paid	Date dog deceased
Amount paid \$	Refund amount \$ (No GST)
GL Code: 111001810	Receipt reversal completed Yes <input type="checkbox"/> No <input type="checkbox"/>
Dog registration details updated	Date
Refund granted	Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved/refused by	Date

Notes for the applicant are detailed on the back of this form

Notes for applicant

Refunds will only be considered between 1 July and 30 September or within one month of registration.

Your application will be assessed and if approved, a letter will be sent to you notifying you of the amount that will be refunded. Refunds will only be paid by electronic funds transfer (EFT).

If your dog is deceased, our records will be updated accordingly.

You will need to:

- Include a copy of proof that the dog is now deceased including date of death (this may include a Statutory Declaration or a certificate from your Vet).
- Include a copy of proof of concessions if relevant to this application.
- Complete your bank details so the refund can be processed via EFT.

Refund conditions

- Where a dog becomes deceased within **one month** of registration fee being paid, up to **88%** of the fee paid may be refunded.
- Proof required is a vet certificate or statutory declaration to be included with this application.
- A refund will not be granted if the owner became eligible for concessions after the registration renewal fee was paid.
- Eligibility to claim concessions must be provided at the time of registration or prior to renewing the registration. A refund will not be granted if this eligibility had not been provided.
- Refunds will not be granted if the dog is given to a new owner or returned to the place of purchase.