



## Refund of Dog Registration Fees



“Working with our Rural & Coastal Communities”

 <b>FIN-POL-05 – REFUND OF DOG REGISTRATIONS</b>	<b>Version No:</b>	1.3
	<b>Issued:</b>	May 2023
	<b>Next Review:</b>	April 2026

Responsibility:	Development & Environmental Services
Policy Adopted	17 May 2023
Minute Reference:	18.1 – OCM/23/045
Applicable Legislation:	Nil.
Related Policies/Procedures:	Nil
Review Frequency:	Following Local Government Elections

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.

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%)
1.3	17/05/2023	Reviewed without amendment