



Government of **Western Australia**  
Department of **Environment Regulation**

Form P5

*Environmental Protection Act 1986*  
Environmental Protection Regulations 1987

## **APPLICATION FOR LICENCE FEE REFUND**

Licence fees can be refunded in full or in part. Refunds are available for the licence premises fee component or the discharge fee component of licence fees.

Refunds of premises fees may be given if the premises ceases to be prescribed during the period of the licence. Refunds are calculated on the day the application was received (no longer prescribed prior to application) or the day they cease to be prescribed (application received prior). Backdated refunds are not granted.

Refunds for the discharge fees may be given if the CEO is satisfied that the quantity of waste discharged from the premises during the term of the licence ("the actual discharge") is less than the quantity used to determine that amount. Applications for discharge fee refunds are required to be submitted within three months of the end of the relevant licence period.

If you believe you have been overcharged for a licence, please contact your nearest Department of Environment Regulation (DER) office to discuss the correct fees.

Completing all sections of this application will help ensure the necessary information is being provided and as such, assist in reducing the timeframe for assessment.

**Information submitted as part of this application may be made publicly available. Any information that you wish to be held in confidence, such as, trade secrets or commercially valuable information is to be submitted in a separate appendix to DER. Whilst every effort will be made to keep the information in an appendix confidential, the information may be accessed through Freedom of Information legislation.**

The occupier of a premises is responsible for ensuring they obtain the required DER approvals, before the commencement of any works that need a works approval. Failure to obtain the relevant approval may place the occupier in breach of the Act and subject to the implementation of the DER's Enforcement Policy.

An application will not be accepted for assessment until it is deemed "complete". Refunds will generally take at least 4 weeks to process from the "accepted date". **Incomplete applications will be returned to the applicant.**

Please send completed applications to your local Department of Environment Regulation office:

**REGIONAL LICENSING OFFICES**

<b>SOUTH COAST</b> <b>Albany</b> Tel: (08) 9842 4567 Fax: (08) 9841 7105 Post: 120 Albany Hwy ALBANY WA 6330	<b>SOUTH WEST</b> <b>Bunbury</b> Tel: (08) 9725 4300 Fax: (08) 9725 4351 Post: PO Box 1693 BUNBURY WA 6231	<b>GOLDFIELDS</b> <b>Kalgoorlie</b> Tel: (08) 9080 5555 Fax: (08) 9021 7831 Post: PO Box 10173 KALGOORLIE WA 6432	<b>KIMBERLEY</b> <b>Kununurra</b> Tel: (08) 9168 4200 Fax: (08) 9168 2179 Post: PO Box 942 KUNUNURRA WA 6743
<b>SWAN</b> <b>Booragoon</b> Tel: (08) 9333 7510 Fax: (08) 9333 7550 Post: Locked Bag 33, CLOISTERS SQUARE WA 6850	<b>MIDWEST</b> <b>Geraldton</b> Tel: (08) 9964 0946 Fax: (08) 9921 5713 Post: PO Box 72 GERALDTON WA 6531	<b>PILBARA</b> <b>Karratha</b> Tel: (08) 9182 2000 Fax: (08) 9144 1118 Post: PO Box 835 KARRATHA WA 6714	<b>WHEATBELT</b> <b>Northam</b> Tel: (08)9621 3400 Fax: (08) 9621 3410 Post: 75 York Road NORTHAM WA 6401



**4. DISCHARGE FEE REFUNDS**

If you determine that the quantity of waste discharged from your premises during the period of your licence (the actual discharge) is less than the projected quantity used as the basis for determining your licence fee for that period, a refund of the difference may be sought by completing this form. Please note, if your discharge fee for the period was based on your actual discharge for the previous period no refund option is available.

Air, land or water component determined by measurement or calculation only as per regulation 5E(2) & (3) respectively

Discharge Type (air, water or land)	Discharge Component (e.g. particulates, TDS, nitrogen, lead, BOD)	Projected Discharge Quantity* (refer to previous licence application)	Actual Discharge Quantity**	Refund Calculated (\$)
TOTAL				

\*Express quantity discharged units as: Air (grams per minute); Water/Land (kilograms per day).

\*\*Attach verification of actual discharge amounts to this refund form, together with the calculations used to derive this amount.

**5. OTHER REFUNDS** (attach supporting documents if necessary)


**6. REFUND CLAIM**

I seek a refund of \$ \_\_\_\_\_

## 7. CHECKLIST

For your application to be accepted all sections of the application form that are identified in this checklist must be complete.

Incomplete application forms can not be accepted and will be returned.

Applicant to tick	<input type="checkbox"/>	<b>Office Use Only</b> Application Received ___/___/___ DER Officer _____
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<b>7.1 APPLICANT DETAILS</b>		Complete	Comments
Name of person or company that is in occupation or control of the premises to which the application for licence fee refund relates <u>must</u> be supplied	<input type="checkbox"/>	<input type="checkbox"/>	
If a company, an ABN number <u>must</u> be supplied	<input type="checkbox"/>	<input type="checkbox"/>	
Premises address and municipality (LGA) <u>must</u> be completed	<input type="checkbox"/>	<input type="checkbox"/>	
If a company a contact person <u>must</u> be supplied	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7.2 LICENCE DETAILS</b>			
Licence number <u>must</u> supplied	<input type="checkbox"/>	<input type="checkbox"/>	
File No. <u>must</u> be supplied	<input type="checkbox"/>	<input type="checkbox"/>	
Expiry date of the licence <u>must</u> be supplied	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7.3 REFUND TYPE</b>			
Select either Premises or Discharge fee refund	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7.4 DISCHARGES</b> (discharge fee refund only)			
The following discharge details <u>must</u> be provided:			
• Discharge type	<input type="checkbox"/>	<input type="checkbox"/>	
• Discharge component	<input type="checkbox"/>	<input type="checkbox"/>	
• Projected discharge quantity	<input type="checkbox"/>	<input type="checkbox"/>	
• Actual discharge quantity	<input type="checkbox"/>	<input type="checkbox"/>	
• Refund calculation	<input type="checkbox"/>	<input type="checkbox"/>	
Verification of actual discharge amounts, together with the calculations used to derive this amount <u>must</u> be attached to this form.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7.5 OTHER REFUNDS</b>			
Please provide details of other refunds requested	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7.6 REFUND CLAIM</b>			
The amount of refund being sought <u>must</u> be supplied	<input type="checkbox"/>	<input type="checkbox"/>	
		Is the application complete? <input type="checkbox"/> Yes: Date application accepted ___/___/___ <input type="checkbox"/> No: Return application	

## 8. APPLICANT'S SIGNATURE REQUIRED

Surname:	Title:
Other names:	
I certify that the information contained in this application (including attachments) is accurate. I understand further information may be required from me if necessary. I understand that under the <i>Environmental Protection Act 1986</i> section 112, a person who gives or causes to be given information that to their knowledge is false or misleading commits an offence.	Signature:  Date: