



Office use only
Licensing officer
Date received
Accepted as complete
Department reference

## Application for licence fee refund

*Environmental Protection Act 1986, Environmental Protection Regulations 1987*

### FORM P5

Licence fees can be refunded in full or in part.

Refunds can be sought for the premises component, and the discharge component, of licence fees.

If you believe you paid incorrect licence fees, please contact the Department of Water and Environmental Regulation (DWER) for advice.

#### PREMISES COMPONENT FEE REFUNDS

A refund may be given if the premises ceases to be prescribed during the period of the licence.

A refund application must be accompanied by written confirmation that the premises is no longer operating as a prescribed premises.

Refunds are calculated from the day the refund application is received, or the date the premises ceases to be prescribed if that is later. Backdated refunds are not granted.

#### DISCHARGE COMPONENT FEE REFUNDS

Applications for discharge fee refunds are required to be submitted within three months of the end of the relevant licence fee period.

A refund may be given if the CEO is satisfied that the quantity of waste discharged from the premises during the fee period ('the actual discharge') is less than the quantity used to

determine the licence fee that was paid for that period. A refund of the difference may be sought by completing this form.

#### APPLYING FOR A REFUND

An application will not be accepted for assessment until DWER deems it 'complete'.

Fill in all sections of this application form and ensure you provide all necessary information. This will avoid delays in determining the refund application.

Refunds generally take at least four weeks to process from the 'accepted date'.

Incomplete applications cannot be accepted and will be returned unprocessed to the applicant.

**Note: Information submitted may be made publicly available. If you consider any information you are submitting in support of your refund application is commercially confidential please submit that information in a clearly marked separate appendix. However, this information may even then become available through Freedom of Information legislation.**

Send completed applications to your local DWER office.

DWER regional office contact details are available on DWER's website at [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).

#### 1. Occupier's details

Occupier name (must be a legal entity):	
ACN/ARBN/ABN (as applicable):	
Trading as:	
Municipality of location (local government authority):	
Occupier's representative:	

Phone:	
Mobile:	
Fax:	
Email:	

**2. Licence details**

Licence number:	
Licence file number:	
Expiry date:	

**3. Refund details—please check the applicable box/es (Refer schedule 4 of the *Environmental Protection Regulations 1987*)**

Premises component fee refund	
Discharge component fee refund	

**4. Premises component fee refunds**

(attach supporting documents if required)	
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**5. Discharge fee refunds**

Discharge type (to air, water or land)	Waste type (For example, nitrogen, particulates, BOD)	Location / qualifier (For example Swan Coastal, Kwinana EPP)	Projected discharge quantity (refer to previous licence application)		Actual discharge quantity*		Refund calculated (\$)
			Value	Units	Values	Units	

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

**6. Other refunds**

(attach supporting documents if required)

**7. Refund claim**

**I seek a total refund of \$**

8. Checklist			
For your application to be accepted all sections of the application form must be complete, or information supplied as applicable.  Incomplete application forms cannot be accepted and will be returned unprocessed.		<b>Office use only</b> Application received / / DWER Officer name	
8.1 Applicant details			
	Applicant to tick	Complete	Comments
Name of person or company in occupation or control of the premises			
ACN/ARBN/ABN			
Premises address and municipality (local government authority)			
If a company an occupier's representative			
8.2 Licence details			
Licence number			
Licence file number			
Expiry date of the licence			
8.3 Refund type			
Refund type selected (Premises or Discharge)			
8.4 Discharges (discharge fee refund only)			
The following discharge details: <ul style="list-style-type: none"> <li>Discharge type</li> <li>Discharge component</li> <li>Projected discharge quantity</li> <li>Actual discharge quantity</li> <li>Refund calculation</li> </ul> Verification of actual discharge amounts, together with the calculations used to derive this amount.			
8.5 Other refunds			
Please provide details of other refunds requested			
8.6 Refund claim			
The amount of refund being sought			
		Is the application complete?  Yes: Date application accepted / /  No: Return application Date application returned / /	

