



Light  
Regional  
Council

## Dog Registration Refund Policy

Reference Number:	Section 1 No. 17
Responsible Department:	Strategy and Development
Related Policy/Procedure:	Nil
Date of Adoption:	27 September 2016
Current Review Date:	23 February 2021
Minute Reference:	STR9.3.3/2021
Version Number:	Amendment 1
Applicable Legislation:	Dog and Cat Management Act 1995
Next Review Date:	February 2024
Review Frequency:	Every 3 years

### 1. Purpose

To provide a consistent approach to requests for a dog registration refund.

### 2. Scope

This policy sets out the eligibility conditions to manage requests for dog registration refunds.

### 3. Policy Aim

- 3.1 To provide a clear and concise framework for the residents of the Light Regional Council to apply for a dog registration refund where the dog has become deceased within a prescribed timeframe.
- 3.2 To ensure a fair, consistent and accountable approach to Council's consideration of a Dog Registration refund.

### 4. Definition

#### **Dog and Cat Management Act 1995**

#### **Registration fee—Part 3—Administration of provisions relating to dogs**

#### **Section 26—Council responsibility for management of dogs**

Clause (6) Councils may charge—

- (a) fees for the provision of extracts from registers kept under this Act; and
- (b) fees (which may be differential) approved by the Minister—
  - (i) for the registration of dogs or businesses under Part 5; and
  - (ii) for late payment of registration fees; and
  - (iii) for meeting any other requirement imposed on councils under this Act.

## 5. Policy Details

Upon the submission of a completed Dog Registration Refund Request form by the owner of a dog for a dog registration refund, council staff will consider the following criteria and administer a refund within 30 days:

1. A full refund - if the request is made within two (2) months of payment of a dog registration in a current registration period.
2. A 50% refund – if a request is made after two (2) months but before three (3) months of payment of the dog registration in a current registration period.
3. No refund – if a request is made after three (3) months of payment of the dog registration in a current registration period.

An application for a refund must be accompanied by a death certificate from a registered veterinarian surgeon (**registered veterinary surgeon** means a person registered under the *Veterinary Surgeons Act 1985*; or member of the RSPCA or Animal Welfare League SA).

If the circumstances did not involve a Veterinarian then submit a Statutory Declaration for the Compliance Coordinator to review.

## 6. Review

This Policy will be reviewed and evaluated every 3 years or earlier if deemed necessary.

## 7. Availability of Policy

This Policy is available for public inspection at Council's offices during ordinary business hours and via the Council's website [www.light.sa.gov.au](http://www.light.sa.gov.au). Copies will also be provided to the public upon request and upon payment of a fee in accordance with the Council's Schedule of Fees.

## 8. References

Dog and Cat Management Act 1995

## 9. Policy History

Policy adopted by Council on Tuesday, 27 September 2016, Minute Reference 13.3.1 at Page 2016/371

Amendment No 1: Policy adopted at Council Meeting held 23 February 2021, Minute Reference STR9.3.3/2021, Page Reference 2021/41