

APPLICATION FOR COST WAIVER OR REDUCTION IN USER PAYS FEES – POLICE SERVICES AT EVENTS

Victoria Police may impose charges for police attendance at events in accordance with the *Victoria Police (Fees and Charges) Regulations 2024* and the *Victoria Police Act 2013*.

*Complete all sections of the form and mark ‘not applicable’ where relevant*

# Event Details

Event Name

Click or tap here to enter text.

Date(s)

Click or tap here to enter text.

Event Location

Click or tap here to enter text.

Estimated crowd numbers

Click or tap here to enter text.

Previous Event Dates

Click or tap here to enter text.

# Organiser Details

Australian Business Number (ABN)

Click or tap here to enter text.

Registered Business Name

Click or tap here to enter text.

Business Address

Click or tap here to enter text.

Billing details (if different from above)

Click or tap here to enter text.

Contact Person and Position Title

Click or tap here to enter text.

Contact Phone Number

Click or tap here to enter text.

Contact Email Address

Click or tap here to enter text.

1. **Cost Waiver Criteria (*tick all that apply*)**

|  |  |
| --- | --- |
| **Organisation Details** | |
|  | The organisation is registered with Australian Charities and Not‐for‐profits Commission  (ACNC). |
|  | The organisation has insufficient reserves or resources to meet the costs. |
| **Event Details** | |
|  | The event is free of charge to spectators. |
|  | The event is conducted solely for the benefit of a charitable or community organisation and is not conducted in whole or in part for the commercial gain or profit of the organiser or  commercial sponsor. |
| **Exceptional/Other Circumstances (please specify):** | |
|  |  |

# Supporting Statements

**Charity or Not for Profit Organisation**

Is the Organisation or individual, ‘not for profit’ as defined by the Australian Tax Office?

Click or tap here to enter text.

Is the Organisation or individual exempt from income tax?

Click or tap here to enter text.

Does the Organisation or individual have deductible gift recipient status?

Click or tap here to enter text.

# Benefit

What benefit does the event have to the Victorian Community?

Click or tap here to enter text.

# Implications if Cost Waiver is not approved

Demonstrate how and why the event would not be economically viable if full charges for police services are applied.

Click or tap here to enter text.

# Supporting Documents

*To be considered for a cost waiver or reduction in User Pays fees, please ensure the* ***relevant attachments*** *are included in support of your application.*

|  |  |
| --- | --- |
|  | Copy of the articles of association (constitution) of the organisation |
|  | Copies of all the organisation’s audited accounts for the previous two financial years |
|  | The financial plan for the event being organised, including details of all cash reserves, administration costs, income streams and funds to be raised in conducting the event, including sponsorship (cash and/or in kind), ticket revenue, royalties, sale of rights,  government grant or any other sources. |
|  | Other relevant documents or information in support of the application. |

**SIGNED** for and on behalf of

by its duly authorised officer

(signature)...................................................

in the presence of:

(signature)……………………………………………………………….. Witness

Date:

# \*Completed applications and supporting documentation to be emailed to:

Victoria Police User Pays Unit

Email: [SESC-USERPAYS-MGR@police.vic.gov.au](mailto:SESC-USERPAYS-MGR@police.vic.gov.au)

\*Incomplete applications will not be accepted for consideration of cost waiver or reduction in User Pays fees.