



VICTORIA POLICE

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

1. Event Details

Event Name

Date(s)

Event Location

Estimated crowd numbers

Previous Event Dates

2. Organiser Details

Australian Business Number (ABN)

Registered Business Name

Business Address

Billing details (if different from above)

Contact Person and Position Title

Contact Phone Number

Contact Email Address

3. 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):

4. Supporting Statements

Charity or Not for Profit Organisation

Is the Organisation or individual, 'not for profit' as defined by the [Australian Tax Office](#)?

Is the Organisation or individual exempt from income tax?

Does the Organisation or individual have deductible gift recipient status?

Benefit

What benefit does the event have to the Victorian Community?

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.

5. 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 (*specify below*)

SIGNED for and on behalf of

(Agency Name)

by its duly authorised officer

(signature)

Type name

in the presence of:

(signature)
Witness

Type name

Date:

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

Victoria Police User Pays Unit
Email: SEPO-USERPAYS-MGR@police.vic.gov.au

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