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SUBJECT			
Refund of Fees Associated with Licences, Permits and Authorizations Under the <i>Wildlife Act</i>			

This Policy Replaces:

4-7-13.06 Refund of Fees for Licences and Permits Issued Under the *Wildlife Act* (2016, 2005, 1996, 1987)

Staff and Organizations Affected:

Director of Fish and Wildlife Branch
Deputy Director of Fish and Wildlife Branch
Fish and Wildlife Management Staff
Fish and Wildlife Administration Staff
Corporate Services Staff
Conservation Officers
FrontCounter BC
Service BC
Vendors

Reason for this Policy:

The Fish and Wildlife Branch (the Branch) has established this policy to define the scope of the circumstances under which the Branch will consider applications for refunds of any fees associated with licences, permits and authorizations.

POLICY STATEMENT

It is the policy of the Ministry to:

1. Not refund any fees associated with licences, permits, or authorizations issued under the authority of the *Wildlife Act* when:
 - (a) The individual applied for a duplicate, incorrect, or not required licence, permit or authorization.
 - (b) The licence, permit or authorization holder has an opportunity to use the privileges conferred in the licence, permit or authorization in an area of the province.
 - i) The restriction in s.1(b) does not apply to non-resident hunting licences, non-resident alien hunting licences and non-resident species licences.
 - ii) The restriction in s.1(b) does not apply to non-resident angling licences, non-resident alien angling licences, classified water licences, non-resident conservation surcharge stamps and non-resident alien conservation surcharge stamps.

PREPARED BY		AUTHORIZATION	
NAME	NAME	SIGNATURE	
Cole Winegarden	Jennifer Psyllakis		
POSITION	POSITION		
Senior Advisor	Director		
			DATE EFFECTIVE
			February 9, 2018



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- (c) There is a change in the legal status of the licence, permit or authorization holder that prevents them from exercising the privileges conferred in a licence, permit or authorization.
- (d) The licence, permit or authorization holder chooses not to exercise the privileges conferred in a licence, permit or authorization.
- (e) An individual applies for a licence, permit or authorization on behalf of another person and the licence, permit or authorization holder chooses not to exercise the privileges conferred in a licence, permit or authorization.
- (f) When the licence holder fails to provide a correct or complete mailing address and as a result does not receive their species licence.
2. Consider refunding any fees associated with licences, permits or authorizations issued under the authority of the *Wildlife Act* where:
- (a) The licence, permit, or authorization issuer has made an issuing, shipping or accounting error.
- (b) The opportunity to exercise the privileges conferred in a licence, permit or authorization is considered by the Director or Deputy Director of the Fish and Wildlife Branch, to have been negated or adversely affected due to restrictions imposed by the Ministry.
- i) S.2(b) does not apply to licences, permits and authorizations when the restriction is required to protect the safety, well-being, or property of British Columbians unless the licence and permit is one of the following:
- Non-resident hunting licence
 - Non-resident alien hunting licence
 - Non-resident species licence
 - Permit to accompany
- ii) S.2(b) does not apply to licences, permits and authorizations when the restriction is required to protect the safety, well-being, or property of British Columbians unless the licence and permit is one of the following:
- Non-resident angling licence
 - Non-resident alien angling licence
 - Non-resident classified water licence
 - Non-resident alien classified water licence
 - Non-resident conservation surcharge stamps
 - Non-resident alien conservation surcharge stamps



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- (c) It has been shown that a licence vendor has been overcharged in a Government Agent Office audit.
- (d) The licence, permit, or authorization holder suffers a debilitating injury or illness if:
 - i) The debilitating injury or illness occurred after the application for the licence permit or authorization has been submitted, and
 - ii) The licence, permit, or authorization holder has yet to enjoy any of the privileges conferred in the licence, permit or authorization.
- (e) The immediate family of the licence, permit, or authorization holder suffers a debilitating injury or illness if:
 - i) The licence, permit or authorization holder is providing care to the immediate family member,
 - ii) The debilitating injury or illness of the immediate family member occurred after the application for the licence permit or authorization, and
 - iii) The licence, permit, or authorization holder has yet to enjoy any of the privileges conferred in the licence, permit or authorization
- (f) A request for refund of a commercial licence or permit is made prior to the processing of the application.
- (g) An application for a licence, permit or authorization is denied.

Refunds are subject to the following considerations:

- (a) Refunds will only be issued to the legal person who paid the fee associated with the licence, permit or authorization,
- (b) In the case of an error by a licence, permit or authorization issuer, refunds will only be processed when evidenced by accounting documentation or a written statement by the licence, permit or authorization issuer that an error occurred,
- (c) Licence vendors can only cancel hunting and angling licences under the conditions stated in s.2(a), and
- (d) Supporting documentation is required for all refund requests.

Definitions: None.

Policy Manual Cross-References: None.

Procedure Manual Cross-References: None.

Other Cross-References: None.