



New Zealand Fire Service - Levy Policy

POLICY FOR ASSESSMENT OF LEVY REFUNDS – POLFA 7.7

Scope of Policy

This policy describes the requirements for processing requests for levy refunds.

Nothing in this policy affects the ability of an insurer or broker to process an amendment to a current year policy where they have made the amendment.

Legislation

Sections 48, 49, 49A, 49B, and 50 of the Fire Service Act 1975 (the Act) make levy payers responsible for the calculation and payment to the New Zealand Fire Service Commission of the levy imposed under those sections.

Assessment

The New Zealand Fire Service (NZFS) will assess a request for a refund of a levy payment once the levy payer has provided:

- a written request for a refund, including:
 - reasons for the overpayment
 - the amount of levy overpaid
 - details of the insurance period(s)
- a copy of the insurance policy or policies
- a property schedule showing the indemnity value and replacement value of the insured property.

NZFS will assess a request against the criteria in Schedule 1.

NZFS will not pay interest on any overpaid portion of the levy.

NZFS will only refund the amount to the party (i.e. insurer, broker or company) that made the original payment of levy to the NZFS Commission.

Key personnel

The NZFS Chief Financial Officer is responsible for:

- maintaining and updating this policy

The NZFS Revenue and Assurance Manager is responsible for:

- the assessment of refund requests

*Working with communities to protect what they value.
Tē māhi tāhi ki ngā hāpōri, ki tē tiāki i ā rātōu tāōngā.*

Schedule 1- Assessment Criteria

NZFS may refund a levy over payment if the request for the refund is made within 6 years from the due date for the payment of the levy, AND ANY OF:

- NZFS assesses that the levy has been paid on exempt items under Schedule 3 to the Act,
- the indemnity value under the contract of fire insurance was amended (any refund will be a pro-rata portion of the levy paid), provided that both:
 - the indemnity value was amended during the period of the contract of fire insurance, and
 - NZFS accepts that amended indemnity value declaration or does not hold a valuation for the property,
- the basis of insurance under the contract of fire insurance was changed from sum insured to indemnity value (any refund will be a pro-rata portion of the levy paid), provided that the basis of insurance was changed during the period of the contract of fire insurance,
- the levy payer has in error incorrectly classified the property and then calculated the levy at the incorrect rate (eg, levy on a motor vehicle has been calculated at the 'other property' rate not the flat rate for a motor vehicle),
- at the Chief Financial Officer's discretion.

Where a refund claim arises due to a change in the structure of a policy prior to its expiration, a refund may be paid at the Chief Financial Officer's discretion