

POLICY STATEMENT

REFUND OF APPLICATION FEES (Development, Activity, Construction Certificates and Complying Development Certificates)

POLICY ADOPTED: OCTOBER 2010

Policy Objective:

To provide guidelines for the refunding of application fees.

Policy Statement:

Development Applications

1. Where the development application is withdrawn after it is registered but prior to it being processed by the Development Services Department – 70% of fees may be refunded plus any advertising fees.
2. Where a development application is withdrawn after being registered and processed, but before determination – 50% of fees may be refunded.
3. Where the development application is determined – no refund.
4. The General Manager has delegated authority to waive application fees as per item 1-3 above.
5. The refund of fees does not extend to any other fees collected by Council on behalf of other agencies or Government Departments.

Construction Certificates and Complying Development Certificates

6. Where a Construction Certificate or Complying Development Certificate application is withdrawn before determination – 50% of the fees may be refunded.
7. Where a Construction Certificate or Complying Development Certificate application has been determined – no refund.
8. The General Manager has delegated authority to waive application fees as per items 6-7 above.
9. The refund of fees does not extend to any other fees collected by the Council on behalf of other agencies or Government Departments.

Activity Applications

10. Where an Activity Application (Section 68 – *Local Government Act 1993*) is withdrawn before determination – 50% of the fees may be refunded.

11. Where an Activity Application has been determined – no refund.
12. The General Manager has delegated authority to waive application fees as per items 10-11 above.
13. The refund of fees does not extend to any other fees collected by the Council on behalf of other agencies or Government Departments.

Other

14. The refund of fees does not extend to any applicable developer contributions (Section 94 or 94A) or any other fees collected by the Council on behalf of other agencies or Government Departments.
15. All other requests for the refund of applications fees are to be considered by Council on a case by case basis and subject to funding availability.

The organisation must indicate how the Council's support will be publicly acknowledged.

References:

Nil

Appendices:

Nil

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Community & Development Services		
EDRMS Doc. ID	336878		
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
October 2010			

Related Council Policy / Procedure