
WAIVING OF DEVELOPMENT APPLICATION FEES AND OTHER FEES FOR CHARITABLE ORGANISATIONS AND COMMUNITY GROUPS

Policy Number: POL18/19 • **Adopted:** 18/02/1997 • **Reaffirmed:** 21/12/2004 • **Amended:** 24/07/2007, 14/04/2009, 20/07/2011, 23/11/2012, 19/09/2014, 19/09/2017, 15/05/2018 • **Minute Number:** MIN97.72, MIN04.1598, MIN07.1041, MIN09.429, MIN12.1280, MIN17.796, MIN18.353 • **File:** 23618E • **Produced By:** Planning, Environment & Development Group • **Review Date:** 1/06/2019

1. PURPOSE

This policy exempts certain applicants/ organisations from the payment of fees associated with Development Applications (DAs), Construction Certificates (CC) and applications under Section 68 of the *Local Government (LG) Act 1993* (including sewerage management facility, temporary/ mobile food and street stall approvals), subject to certain exemption criteria.

2. PROVISIONS

2.1. Exemption criteria

The following exemption criteria apply:

(a) The applicant is a non-profit organisation, such as;

- a registered charity and evidence of registration as a charity has been provided to Council; or
- a local community or sporting group; or
- a school; or
- a Council project of a “community” nature.

(b) The application does not involve an ongoing commercial or business type venture such as a nursing home or childcare centre.

2.2. Waiver threshold for DAs and/ or CCs

The sum of all of the fees, excluding prescribed notification and archive fees, associated with either a DA or CC application does not exceed \$1,500 or, in the case of a proposal requiring both DA and CC, the total of all fees do not exceed \$2,000.

2.3. Payment of fees for DAs and/ or CCs

Applicants/ organisations who meet the exemption criteria in clause 2.1 are required to pay upfront any amount above the fee waiver threshold set in clause 2.2. The applicant/

organisation can apply for reimbursement of the amount paid and Council will consider this request on merit in accordance with clause 2.4.

Applicants/ organisations who do not meet the exemption criteria must pay the scheduled fees upon lodgement of an application and may apply for reimbursement in accordance with clause 2.4.

2.4. Reimbursement of fees for DAs and/ or CCs

If a reimbursement of the fees is sought, a written request outlining the grounds for reimbursement must be submitted. The matter will then be referred to Council's Strategy and Assets Committee for consideration by Council. Any donations by way of whole or partial reimbursement determined by the Council will be paid out of the "unallocated donations" budget or a source identified in Council's resolution.

2.5. Waiver for applications under S68 of the LG Act 1993

2.5.1. Sewerage management facility applications

For sewerage management facility applications, applicants/ organisations who meet the exemption criteria in clause 2.1, may seek to waive the fee for such applications. A written request outlining the grounds for waiver must be submitted and the matter will be referred to Council's Strategy and Assets Committee for consideration.

2.5.2. Temporary/ mobile food and street stall applications

For temporary/ mobile food and street stall applications, applicants/ organisations who meet the exemption criteria in clause 2.1, do not need to pay an application fee at the time of lodging such applications.

3. IMPLEMENTATION

The Planning, Environment and Development Group (PE&D) administers this policy.

4. REVIEW

This policy statement will be reviewed annually by the PE&D Group as part of the overall annual review of Council's Delivery Program and Operational Plan.

5. APPLICATION OF ESD PRINCIPLES

None Applicable.