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

Policy Number: POL19/12 • **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, 12/11/2019 • **Minute Number:** MIN97.72, MIN04.1598, MIN07.1041, MIN09.429, MIN12.1280, MIN17.796, MIN18.353, MIN19.842 • **File:** 23618E • **Produced By:** Planning, Environment & Development Group • **Review Date:** 1/06/2020

1. PURPOSE

This policy exempts certain applicants/ organisations from the payment of some fees such as: Development Applications (DAs) 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 Council project of a “community” nature.

(b) The application does not involve any ongoing commercial or business type venture such as an event, nursing home, childcare centre, educational establishment, registered club, etc. whether or not they meet the exemption criteria in clause 2.1(a).

2.2. Waiver threshold for DAs

The sum of all of the fees, excluding prescribed notification and archive fees, for a DA does not exceed \$1,500.

2.3. Payment of fees for DAs

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.

2.4. Reimbursement of fees for DAs

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. Sewage management facility applications

For sewage management facility applications, applicants/ organisations who meet the exemption criteria in clause 2.1, may seek to waive the fee for such applications.

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.