



SORELL COUNCIL

POLICY NUMBER: 9 of 2005

TITLE: DEVELOPMENT FEES REFUND

RESPONSIBLE OFFICER: MANAGER ENVIRONMENT AND DEVELOPMENT

APPROVED BY COUNCIL ON: 3 October 2005

RESOLUTION NUMBER: 184/2005

AMENDED ON:

RESOLUTION NUMBER:

DEVELOPMENT FEES REFUND

APPLICATION OF POLICY

This policy is applicable to fees charged by Council for applications including Planning, Building, Plumbing and Environmental Health.

INTRODUCTION

This policy is in two parts. Firstly to enable application fees to be refunded in cases where an applicant withdraws an application. Secondly to determine refunds to which Section 77 of the Local Government Act 1993 applies.

OBJECTIVE

To formalise Council's policy on processing refunds, and provide direction on making grants in the form of waived fees.

INTERPRETATION

For the purposes of interpreting this policy, 'refunding' and 'waiving' have the same meaning.

POLICY

Part A - Refund of council fees

Note that payable levies cannot be refunded.



SORELL COUNCIL

Applicants may apply to have their application fees refunded upon written withdrawal of their proposal. The letter should indicate the reasons for the request.

The amount of refund payable will depend upon how far the application has progressed since it was lodged.

Building & Plumbing

Status	Fee Type	Refund Payable
Lodged – No assessment commenced	Building Fee all classes	yes
	Building Inspection fees (for inspections not undertaken)	yes
	Plumbing Plan approval fee	yes
	Plumbing Inspection fees (for inspections not undertaken)	yes
	Sewerage Inspection location fee	yes
	Water Connection fee	yes
	Septic Tank application fee	yes
	Building Permit Fee	no
	Certificate – Occupancy	yes
	Certificate – Final Inspection	yes
	Certificate – Completion	yes
	Building Certificate	yes



SORELL COUNCIL

Building & Plumbing

Status	Fee Type	Refund Payable
Assessment commenced, no inspections carried out, no permit or certificates issued	Building Fee all classes	no
	Building Inspection fees (for inspections not undertaken)	yes
	Plumbing Plan approval fee	no
	Plumbing Inspection fees (for inspections not undertaken)	yes
	Sewerage Inspection location fee	yes
	Water Connection fee	yes
	Septic Tank application fee	no
	Building Permit Fee	no
	Certificate – Occupancy	yes
	Certificate – Final Inspection	yes
	Certificate – Completion	yes
	Building Certificate	no

Part B – Granting of Council fees

Section 77 of the Local Government Act 1993 states that any person, other than a Councillor may apply to Council for a grant or benefit under section 77 of the Local Government Act 1993. A grant or benefit includes the provision of services for no fee, or the waiving of fees.

Any grant or benefit is to be included in the Annual report of Council.

Not-for-profit community based organisations may request in writing to have fees waived on applications for Planning, Building, Plumbing, Health and Environment applications.



SORELL COUNCIL

The request is to indicate the reasons for the, and also contain sufficient information on the organisation to enable an assessment of its eligibility. The request is to accompany the relevant application form. No fees are to be paid if the request is granted. Should a request be refused fees are payable before the relevant application is processed.

Levies and other fees collected by Council on behalf of other agencies are to be paid at the time of making application.

Eligible not-for-profit community based organisations include churches, sporting clubs, hall committees and landcare/coastcare groups and other groups that can demonstrate a community benefit. Ineligible organisations include commercial operators, private individuals and government agencies.