

# COUNCIL POLICY

**Policy Name**

Development Application Fee Refund

**Abstract**

Development Application Fee Refund

<b>Dates</b>	Policy or amendment approved	23 Jun 1999
	Policy or amendment takes effect	23 Jun 1999
	Policy is due for review (up to 4 years)	23 Jun 2003
<b>Endorsed by</b>	Council	
<b>Approved by</b>	Gunnedah Shire Council at its Ordinary Meeting held on 23 Jun 1999 Resolution number: 391.3	
<b>Policy Custodian</b>	Director Planning and Environmental Services	
<b>Relevant to</b>	Council	
<b>Superseded Policies</b>		
<b>Related documents</b>		
<b>Related legislation</b>		

**POLICY STATEMENT:**

- (i) Where the applicant decides not to proceed with the application:
- (a) The applicant must inform Council in writing of their decision to withdraw a DA and to apply for any refund.
  - (b) No DA fees shall be refunded after the application has been determined. Prior to determination the applicant shall be eligible for a refund of up to half the original DA fee less the cost of time spent by staff on the application.
- (ii) Where the applicant has lodged a combined DA/Construction Certificate and notifies Council of the cancellation of the application prior to commencing construction, the following fees shall be refunded:
- (a) Half of the Construction Certificate portion of fees, calculated by subtracting DA fee from the combined fee.
  - (b) Full refund of inspection fees.
  - (c) Full refund of sewer fees.
  - (d) Full refund of Sewer Management System fee, subject to 50% being retained where site inspections and design work has been carried out by Council prior to cancellation of application.

- (e) Refunds for Owner Builder Permit, Long Service Levy and Home Warranty Insurance shall be obtained through the relevant external authorities for the payment.
- (iii) Advertising and notification fees shall be refunded where the DA is withdrawn prior to any action being taken to advertise and notification of the DA.
- (iv) Where a fee of \$250 is payable in respect of an application for Integrated Development a refund would shall be directed to the State Government agencies.
- (vi) Where non-profit and charity organisations apply to Council for a refund of fees associated with a development that proceeds, the applicant must demonstrate cause as to why the fees should be refunded. This shall only be considered where full fees are paid up front and application is made to Council in writing at time of lodgement for a refund. Council will consider each case on its merits with a maximum refund of 50% of fees paid to be considered.

### **Version Control and change history**

<b>Date</b>	<b>Version</b>	<b>Approved by &amp; Resolution No.</b>	<b>Amendment</b>
23 Jun 1999	1	Council Meeting 23 Jun 1999 Resolution 391.3	