



POLICY NUMBER	-	8.26
POLICY SUBJECT	-	8.26 Building and Planning Application Fee Refunds
ADOPTED	-	21 August 2012 (CMRef 30946)
REVIEWED (UNAMENDED)	-	17 July 2018 (CMRef 82209)

Objectives:

To provide clear direction to staff and applicants under what circumstances a refund will be considered and the amount of the refund that is applicable for Building or Planning Application fees.

Policy:

The following applies to Building or Planning Application fees only. Other Authorities fees are to be pursued by the Applicant directly with the Other Authority.

- a) Nil refund of the application fee:
 - Where minimum fees have been charged for an application. Retention of these fees are to assist in offsetting some of the administrative costs involved.
- b) 50% of the application fee:
 - Where the fee charged is above the minimum fee applicable; and
 - There has been no Technical Officer's input into the application; and
 - Half the refund calculates to an amount equal to or greater than the minimum fee. A refund, less any direct costs that the Shire may have incurred, can be refunded.
- c) Nil refund of the application fee:
 - Where there has been a Technical Officer's input into the application. Retention of these fees are to assist in offsetting some of the administrative and Technical Officer's costs involved.