



## DEV-PS 004: NON-REFUNDABLE DEVELOPMENT SERVICES APPLICATION FEES

### Document Management:

Last Reviewed: March 2010, All Purpose Committee Meeting; Ordinary Council Meeting

Last Amended: December 2009, Engineering & Development Services Meeting; Ordinary Council Meeting

**Key Words:** Refund; Application Fees

**Statute:** N/A

### Objectives:

To ensure that time spent on the processing of Planning, Health and Building applications is remitted.

### Policy

That where an application for Planning, Health and/or Building approval has been submitted, no part of the application fee shall be refunded if withdrawn after a period of 7 days from the date received.

Applications withdrawn within the 7 day period are eligible to receive a refund of 50% of the original fee.

Any request for a refund of the BCITF (if applicable) or BRB Levy should be made direct to the Building and Construction Industry Training Fund Board and/or the Builders Registration Board.

If an applicant claims exceptional circumstances, they may apply in writing to the CEO for consideration.

----- *Policy Ends* -----