



POL 0055: Non-Refundable External Services Application Fees

COUNCIL POLICY

Purpose

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

Scope

This policy applies to all Planning, Health and Building applications lodged with the Shire of Esperance.

Definitions

N/A

Practice

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for Planning, Health and/or Building approval has been submitted, no part of the application fee shall be refunded if withdrawn after a period of 7 calendar days from the date received.

Applications withdrawn within the 7 day period are eligible to receive a refund of 50% of the original fee.

Builders Registration Board (BRB) and Building & Construction Industry Training Fund (BCITF) levies, if applicable, will be refunded in full.

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

.....End.....

Document Information

Responsible Position	Manager Development Services
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Feb 2009	1		New policy	O0209-1539	Feb 2011
Dec 2009	2				
Mar 2010	3	D12/54		O0310-1426	Mar 2012
Mar 2016	4		Note: Policy not applicable to Statutory Requirements as	O0316-008	Mar 2018

outlined in Building Legislation regarding return of fees.

Apr 2018	5	D16/29043	Change document controller title	O0418-075	Apr 2020
Mar 2020	6		No change, laid on table for further discussion.	O0320-073	Mar 2022
Jun 2020	7	D16/29043[v2]	Change to wording regarding BRB and BCITF levies and how they are refunded when an application is withdrawn and specify calendar days.	O0620-183	Jun 2022
Dec 2021	8	D16/29043[v3]	Amend policy title	O1221-225	Dec 2023
Feb 2024	9	D16/29043[v4]	Amend responsible position title.	O0224-018	Feb 2026
Feb 2026	10	D16/29043[v5]	Biennial review, no change.	O0226-031	Feb 2028