

EXT 006 – NON-REFUNDABLE EXTERNAL SERVICES APPLICATION FEES

Document Status:	Current	CM Ref:	D16/29043 [v3]
Responsible Officer:	Manager Development and Statutory Services	Version No:	4
Date Adopted:	March 2010	Resolution #:	O0310-1426
Date Reviewed:	December 2021	Resolution #:	O1221-225

Objective

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for Planning, Health and/or Building approval has been submitted, no part of the application fee shall be refunded if withdrawn after a period of 7 calendar days from the date received.

Applications withdrawn within the 7 day period are eligible to receive a refund of 50% of the original fee.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

..... Policy Ends