



WAIVING OR REDUCING STATUTORY PLANNING FEES

1. Purpose

The purpose of this policy is to provide guidance to the Principal Planner when assessing requests to waive or reduce statutory planning fees.

2. Policy

In this policy, “Association” means a society, club or institution incorporated under the Associations Incorporation Act 1987 for charitable or benevolent purposes.

2.1.

Statutory planning fees for development applications by Associations may be waived by up to 50% upon request. However, the applicants are encouraged to undertake necessary referrals and incorporate written comments and other responses from referral agencies to the City in order to reduce City administration costs.

2.2

Financial hardship, personal or family circumstances are not grounds for the waiving or reduction of planning fees.

2.3

All other requests for a reduction of fees should be determined by the Principal Planner applying the following criteria:

- Where in the opinion of the Principal Planner, the application requires a minimal level of assessment and workload than anticipated by the Fee Schedule (for example, when the same or similar application for the property has previously been determined and the work undertaken is still applicable);
- When the application is required because of any previous administrative error;
- When self-assessment or referral undertaken by the applicant can be effectively used to reduce administrative workload in the processing of the application.

3. Procedure

1. The applicant is to submit a written, substantiated request for a fee reduction or variation.
2. The applicant is to be notified in writing of the decision and reasons for the decision.