

# POL 0055: Non-Refundable External Services Application Fees

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for Planning, Health and/or Building approval has been submitted, no part of the application fee shall be refunded if withdrawn after a period of 7 calendar days from the date received.

Applications withdrawn within the 7 day period are eligible to receive a refund of 50% of the original fee.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2020	7	D16/29043[v2]	Change to wording regarding BRB and BCITF levies and how they are refunded when an application is withdrawn and specify calendar days.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