

**POLICY TITLE WITHDRAWAL OF DEVELOPMENT APPLICATIONS
– REFUND OF FEES**

VERSION II: Adopted 21 August 2019

LAST REVIEWED: August 2019

OBJECTIVES

To set the threshold for which the refund of fees are based when Development Applications and Planning Proposals are withdrawn.

POLICY STATEMENT

That the following thresholds be followed when considering refunds of fees paid when applications are withdrawn:

- 1 In respect of applications withdrawn where an initial assessment identifies that the proposal is not permissible a refund of up to 75% of the fee paid, less an administration/processing fee.
- 2 In respect of applications withdrawn where an initial assessment has been completed as far as possible but is pending further information from the applicant a refund of 50% of the fees paid, less an administration/processing fee.
- 3 In respect to applications withdrawn where the assessment is incomplete a refund of up to 25% of the fee paid, less the advertising costs if the application was advertised and less an administration/processing fee.
- 4 In respect of applications withdrawn where the assessment has been completed but not determined, there is no refund of fees available.
- 5 In respect of applications withdrawn, where the application has been publically exhibited through advertisement in the local newspaper, the advertising fees are not refunded.
- 6 The amount retained as an administration/processing fee shall be determined each year in Councils fees and charges.

Date Policy Adopted	Minute Number	Authority
16 October 2001	30806	Council Resolution
19 August 2003	34593	Council Resolution
26 September 2014	36510	Council Resolution
21 August 2019	38152	Council Resolution