

# RICHMOND VALLEY COUNCIL POLICY REGISTER

**Policy No:** 2.7.15

**Reference:** Development and Building Controls - Applications, Policy

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<b>POLICY:</b>	<b>DONATION OF DEVELOPMENT APPLICATION FEES TO CHARITABLE ORGANISATIONS</b>
<b>FUNCTION:</b>	Development Assessment
<b>OBJECTIVE:</b>	To alleviate the financial burden of Development Application fees, payable by public benevolent institutions or public charities, where it is established that such a burden would actually occur.
<b>DIRECTORATE:</b>	<b>ENVIRONMENTAL DEVELOPMENT SERVICES</b>

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## POLICY:

### STATEMENT

Council will donate the sum equal to the Development Application fees paid by public benevolent institutions or public charities (to a maximum amount of \$500.00) in cases where no other funding has been provided by Council. The principles and definitions contained in the *Local Government Act 1993* concerning these organisations, in respect of land owned by such bodies being exempted from rates, will be applied to identify public benevolent institutions or public charities for the purpose of this policy. Donations will be recorded as payments via Section 356 of the *Local Government Act*.

### PROCEDURE

1. All requests for donation of Development Application fees under this Policy are to be referred to the General Manager.
2. An assessment and determination for each application will be made as to whether there is a "case of financial difficulty/hardship". The applicant must provide all necessary information to allow the General Manager to determine the financial and/or hardship claim.
3. Availability of donations will be limited to the amount of funding allocated within Council's adopted budget.
4. The organisation must pay Development Application fees at the time of lodgement of the Development Application prior to applying for the refund of those fees or part thereof.

The aims of the above process are to:

- obtain clarity when dealing with financial hardship claims
- ensure appropriate use of ratepayer funds
- obtain sufficient information to assist in the determination of requests for donation

## **VARIATION**

Council reserves the right to review, vary and/or revoke this Policy from time to time.