

RICHMOND VALLEY COUNCIL POLICY REGISTER

File No: T.230.00

Policy No: 2.7.3

POLICY:	REFUND OF APPLICATION FEES
FUNCTION:	Development/Strategic Planning
OBJECTIVE:	To improve administration of refunding fee process
DIRECTORATE:	ENVIRONMENTAL DEVELOPMENT SERVICES

POLICY:

The purpose of this Policy is to give direction to the refunding of fees relating to applications lodged with the Directorate of Environmental Development Services upon a request in writing being received by the Applicant withdrawing the application.

MATTERS TO WHICH POLICY APPLIES

This policy applies to the following matters:

- Applications lodged under the Environmental Planning and Assessment Act, 1979;
- Applications lodged under the Local Government Act, 1993;
- Any other applications specific to the administration of Environmental Development Services.

FEE REFUND REQUESTS

The following fee schedule identifies the step in the assessment process at which a fee is to be refunded and what amount is to be refunded.

Schedule - Refunding Fees	
Step in Assessment Process	Refund % of Fee Paid
No work undertaken	100%
Assessment not finalised	50%
Matter processed through DAP or Assessment undertaken	25%
Matter referred to Council for decision or approval to be granted under Delegated Authority	NIL

AUTHORITY TO REFUND FEES

The General Manager be authorised to determine requests for refunding of fees in accordance with this Policy.

MONITORING POLICY

The Policy document will be reviewed annually following its adoption by Council.

VARIATION

Council reserves the right to vary and/or revoke this policy from time to time.