

# Waiving or Reducing Fees For Planning and Building Permits - 15 December 2003

## Policy Basis

Council is occasionally requested by the applicant to waive or reduce application fees. To date, each of these requests must be referred to Council for a decision.

## Objective

- To adopt a policy framework that ensures a transparent and equitable process for dealing with such requests by Council.
- To ensure efficient administrative processes and practices within Council's statutory function are maintained.
- To meet Council's governance obligations for the provision of grants and benefits under the Local Government Act.
- To provide encouragement to not for profit recreational, cultural or charitable organisations in the facilitation and provision of facilities and services for the community benefit.

## Policy Detail

It is Council policy that fees be waived or reduced in accordance with the following criteria and procedures for profit recreational, cultural or charitable organisations in the facilitation and provision of facilities and services for the community benefit.

## Requests

Requests are lodged with the application.

- The request must be made by the applicant setting out the reasons for the request in accordance with the policy and be accompanied by:
  - Verification that the application is for a not for profit organisation for recreational, cultural or charitable purposes.
  - The details of the activity to be provided and how members of the Clarence community will derive benefit from it.

Requests will be considered against the following criteria:

- the applicant party is eligible to apply (refer to the exclusions stated below);
- the application is to provide for services or facilities available to members of the Clarence community.
- funding assistance will be subject to the following limits the level of assistance will be 100% of the prescribed fees up to a maximum of \$1500 in any given grant year.

Approved requests will be reported in the Council Weekly Briefing Report.

## Conditions of Approval

The determination of the request application will be classed as a grant or benefit in accordance with the Local Government Act 1993.

### Note: Exclusions from Eligibility

- Large scale professional clubs and/or licensed clubs or other associations that operate commercial enterprises for profit, to support the club's activities.
- Charities that conduct doorknocks or other large-scale public appeals.
- Hospitals or residential care providers.

**That the following function and power be delegated to the General Manager pursuant to Section 22(2)(C) of the Local Government Act 1993.**

| <b>NO.</b> | <b>ACT REF</b>            | <b>SECTION</b> | <b>DETAILS</b>  |
|------------|---------------------------|----------------|---|
|            | Local Government Act 1993 | 22(2)(c) & 77  | To administer Council's policy for the purpose of providing grants and benefits to not for profit recreational, cultural or charitable organisations towards the costs of planning and building application fees. |