



# COUNCIL POLICY

## Waiving Development Application Fees

<b>Policy Number:</b>	PO098		
<b>Strategic Plan Objective:</b>	4. Community Engaged and Supported		
<b>Policy Owner:</b>	Chief Executive Officer	<b>Record Number:</b>	1614145[v5]
<b>Responsible Officer:</b>	Director Development Services	<b>Minute Reference:</b>	111/2025(09/04/2025)
<b>Date Adopted:</b>	09/04/2025	<b>Next Review Date:</b>	June 2029

### 1. POLICY OBJECTIVES

Council is committed to assisting community groups to provide improved facilities for use by residents and visitors. To assist in these endeavours, Council has resolved to provide the opportunity to waive a portion of the development application fees payable by community groups to Council or its associated Assessment Manager and Assessment Panel for development applications where the proposed cost of the development is \$50 000 or less.

### 2. SCOPE

This policy applies to all community groups within the Yorke Peninsula Council undertaking development in accordance with the Planning, Development and Infrastructure Act 2016.

### 3. DEFINITIONS

Refer to Attachment 1.

### 4. POLICY STATEMENT

Given the limited ability of community groups to raise funds, and the desire to ensure that all funds raised are devoted to the development, Council has often been requested to waive these fees.

Community groups need to make it clear when submitting a development application that they are an eligible community group as defined in the policy. The applicant must make a written request to Council's Chief Executive Officer to have the portion of the fees waived when the application is submitted to the planning portal.

If approved 75% of the required fees will be deducted at the time of verification of the application and the reduced amount will be invoiced. Section 7 of the Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations allows an authority to which the fees are payable under those regulations or a related set of regulations, if it considers appropriate to do so, to waive the payment of the fee, or payment

of part of the fee. Council and its associated Assessment Manager and Assessment Panel are not the authority for all fees payable however, therefore some fees will still be required to be paid in full.

**5. COMPLAINTS**

Complaints in relation to this policy should be made in writing to the Director Development Services.

**6. REVIEW**

This policy will be reviewed every 4 years and as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

**7. TRAINING**

Training needs will be reviewed as part of Council’s Training Plan and as necessary in consideration of performance review, changes to legislation, and relevant standards, codes and guidelines.

**8. RECORDS**

Records shall be maintained as required by Council’s Records Management Policy (PO063) and relevant legislation.

**9. RELATED COUNCIL POLICIES/PROCEDURES AND DOCUMENTS**

2025-2029 Strategic Management Plan

**10. REFERENCES AND LEGISLATION**

Local Government Act 1999

Planning, Development and Infrastructure Act 2016

Planning, Development and Infrastructure Regulations 2017

Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019

**11. COUNCIL DELEGATION**

Any applicable delegations are available on Councils website via the Delegations register via <https://yorke.sa.gov.au/about-us/forms-plans-and-publications/registers/>

**12. VERSION HISTORY**

<b>Version No</b>	<b>Issue Date</b>	<b>Description of Change</b>
1	08/06/2010	Minor Revision.
2	12/06/2013	Minor Revision.
3	11/04/2018	Minor Revision.
4	21/04/2021	Legislative Update.
5	0/04/2025	Minor Revision.

**ATTACHMENT 1: DEFINITIONS**

<b>Term/Reference</b>	<b>Definition</b>
Community Group	A registered not-for-profit organisations located within the Yorke Peninsula Council.
Development Application Fees	75% of planning and building assessment fees (excluding electronic lodgement fees, compliance fees and any internal or external referral fees ) payable under the <i>Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019</i>