

Development Application Fees Policy

1. Document control

Policy Number:	10/23728	Council Resolution Number:	2022-26/977
Document Owner:	Director Development and Community Services	Document Author:	Senior Manager Development Services
Approval Date	19 May 2026	Next Review Date:	19 May 2030

2. Statement of Intent

- 2.1. To provide financial assistance to Community Service Organisations by waiving development application fees for development on Council owned land.
- 2.2. To waive the hard copy lodgement fee for residents who submit development applications directly with Council.
- 2.3. To document a transparent process for the refunding of development application fees in prescribed circumstances.

3. Policy Statement

Community Organisations

- 3.1. That Council exempt development application fees under the Planning, Development and Infrastructure Act 2016 for community service organisations that are proposing submitting development applications on Council owned land, subject to exclusion of:
 - 3.1.1. Lodgement Fee
 - 3.1.2. Agency referral fees (if applicable)
 - 3.1.3. Construction Industry Training Fund Act 1993 Levy (if applicable)

Hard Copy Lodgement Fee

- 3.2. That Council waive the hard copy lodgement fee for residents that lodge development applications directly with Council.

Refund of Development Application Fees

- 3.3. Consideration will be given to refund of fees for a development application where:
 - 3.3.1. A request has been made by the applicant in writing; and
 - 3.3.2. The application has been withdrawn before a decision has been made on the development application.
- 3.4. Fees will not be refunded for a development application for which a consent or an approval has been determined.
- 3.5. Fees will be refunded where an error has been made in the calculation of the fees or an overpayment has been made, to the extent of the error or overpayment.

- 3.6. fee may be refunded where the fee has not been expended in the course of assessment (ie. public notification or referral where not commenced).
- 3.7. In any other circumstance, requests for refund shall be determined by the CEO or Director – Development and Community Services, subject to financial delegation limits.

4. Scope

- 4.1. All buildings on Council owned land must be built to a standard acceptable to Council and in accordance with the requirements of the *Planning, Development and Infrastructure Act 2016*.
- 4.2. To provide a consistent and equitable process for refunding fees for development applications.

5. Responsibilities

5.1. Chief Executive Officer

- 5.1.1. Ensuring that all staff adhere to the requirements of the Development Application Fees Policy.

5.2. Managers and Supervisors

- 5.2.1. Ensuring that all Development Services staff are aware of and understand the terms of the Development Application Fees Policy.
- 5.2.2. The Development Application Fees Policy shall be made available and known to all Development Services staff.

5.3. Development Services Staff

- 5.3.1. Staff are required to be aware of and have received relevant training in relation to the Development Application Fees Policy.

6. Legislation and References

- Part 4 of the *Construction Industry Training Fund Act 1993*
- Schedule 5 of the *Planning, Development and Infrastructure Act 2016*
- *Planning, Development and Infrastructure (fees, Charges and Contributions) Regulations 2019*

7. Definitions

Community Services Organisation	Means a body that: a) Is incorporated on a not for profit basis for the benefit of the public; and b) Provides community services without charge or for a charge that is below the cost to the body of providing the services; and c) Does not restrict its services to persons who are members of the body.
Construction Industry Training Fund (CITF) Levy	Established under the South Australian Construction Industry Fund Act 1993 to implement training programs across all three sectors of the building and construction industry (housing, Commercial and Civil). The CITF Levy is payable by the Project Owner on any building or construction work over \$100,000 (excluding GST), prior to obtaining building approval

8. Version History

This Policy will be reviewed by the Policy Author in consultation with the relevant stakeholders, within four years or more frequently if legislation or Council's need changes.

Version No.	Date.	Summary of Changes
1	June 2009	
2	19/04/2022	Policy review due to legislative changes under the <i>Planning, Development and Infrastructure Act 2016</i>
3	19/05/2026	Transferred into new corporate template Director title updated following work force planning changes New definition inserted – Community Services Organisation

9. Further Information

This Policy is available on Council's website at www.barossa.sa.gov.au. It can also be viewed electronically at Council's principal office at 43-51 Tanunda Road, Nuriootpa during ordinary business hours. A printed copy of this Policy can be obtained upon payment of a fixed fee.

Feedback regarding this Policy or its application can be made to the Customer Service Team on 8563 8444 or barossa@barossa.sa.gov.au in first instance, who will refer you to the most appropriate officer.