

## Permit Fee for Community Works

### Policy Objective

It is proposed that Council consider requests for variances or waiving of fees in cases where:

- A major development will result in significant economic and social benefits to the community
- A proposal will have local benefits and is being undertaken by local community groups
- Individuals are experiencing financial hardship.

Where practical, the groups will be encouraged to secure extended time permits (such as an annual permit for raffles or other fundraising) with appropriate conditions to notify Council and/or share popular public spaces.

For building or other permit fees:

- where works occur as part of a grant-funded community project, relevant fees should be included to cover the costs; and
- where the project is being undertaken by a not-for-profit community group that has the capacity to generate income from the site, no fee relief will be approved as these costs are expected to be able to be recouped by the site's income stream.

### Procedure

Any reductions will be made at the discretion of the Chief Executive Officer or General Manager Development and Environment and must meet the following criteria:

- a. An application is made by a non-profit, predominantly voluntary community group responding to an identified community need. Where the group is based in the local community (postcode 3671, 3672 or 3673) or groups with a significant community partnership component the full fee may be waived. For state or national groups the full fee will apply for permits under the Community Local Law.
- b. An error/incorrect advice has been given to the client by Council staff or to help resolve a difficult and procedurally unclear situation.
- c. The application is made for a simple use and/or development and where the processing will cost the Benalla Rural City less than the fee.
- d. The application is responding to compliance action where:
  - The person is not experienced in development and/or the application process and has not engaged professional expertise on the project; and
  - The person readily agrees to rectify the situation when it is brought to their attention.

All fee variances must be documented and reported to the Council on a quarterly basis.

Any request to reduce fees must be documented and registered in the corporate system and a decision placed on the relevant file. Any appeal into a refusal by the General Manager Development and Environment will be referred to the Corporate Management Team.

**Responsible Officer for procedure**

**General Manager Development and Environment**

**Date of review by Council 17 June 2015**

**Date Approved by Council 1 July 2015**