Development Application Fee Waiver Policy

Strategic Reference	**Leadership** *Priority Area 3: Streamlined Processes* Action 5.3.2 – Undertake a review of Council-controlled administrative processes to enhance efficiency, streamline event permit pathways and strengthen coordination of collaborative initiatives.
File reference	AR26/14391
Responsibility	Community & Corporate Department
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Last revised date	--
Minutes reference	306/26
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Applicable Legislation	Planning, Development and Infrastructure Act 2016 Planning, Development and Infrastructure Regulations 2019
Related Policies	Development Application Fee Refunds Policy
Related Documents	N/A

1. Purpose

This policy provides a framework for the provisions of:

- Section 119(9)(c) of the *Planning, Development and Infrastructure Act 2016* (the PDI Act); and
- Regulation 7(a) of the *Planning, Development and Infrastructure (Fees, Charges & Contributions) Regulations 2019)* (PDI Regulations)

which allows a relevant authority to waive a payment of whole or part of the application fee payable to that relevant authority for the assessment of a development application.

2. Objectives

This policy will detail the circumstances under which the waiver of development application fees will be permitted by Council and the level of fee waiver applicable.

3. Definitions

For the purposes of this policy the following definitions apply:

"Assessment Manager" means the person or body responsible for managing and coordinating the assessment of a development application under the *Planning, Development and Infrastructure Act 2016* and associated regulations.

"Community group" means an association of people with common aims and objectives that meets regularly and where participation in group activities is encouraged.

"Construction value" means the total estimated cost of carrying out the building work or development, including the cost of labour and materials, whether those costs are incurred under a contract or provided by the owner or another person.

"Development" means:

(a) a change in the use of land; or

(b) building work; or

(c) the division of an allotment; or

(d) the construction or alteration (except by the Crown, Council or other public authority) of a road, street or thoroughfare on land (including excavation or other preliminary or associated work); or

(e) in relation to a State heritage place—the demolition, removal, conversion, alteration or painting of, or addition to, the place, or any other work that could materially affect the heritage value of the place; or

(f) in relation to a local heritage place—any work (including painting) that could materially affect the heritage value of the place (including, in the case of a tree, any tree-damaging activity) specified by the Planning and Design Code; or

(g) the external painting of a building within an area specified by the Planning and Design Code; or

(h) in relation to a regulated tree—any tree-damaging activity; or

(i) the creation of fortifications; or

(j) prescribed mining operations on land; or

(k) prescribed earthworks; or

(l) an act of activity in relation to land declared by or under State planning regulations to constitute development

"Development approval" means an approval granted under the *Planning, Development and Infrastructure Act 2016 (SA)* authorising development to be undertaken, subject to any conditions, limitations or requirements attached to that approval.

"Relevant (or decision) authority" means the person, body or entity authorised under the *Planning, Development and Infrastructure Act 2016* to assess and determine a development application, application for consent, or other matter under the Act, and may

include a council, an assessment manager, an accredited professional, the State Planning Commission, or another authority prescribed by legislation.

4. Policy Statement

4.1 Community groups planning development work are encouraged to include development application fees in their grant application and funding activities. In circumstances were this is not feasible they may apply for waiving of fees in accordance with this policy.

4.2 Eligible applicants include:

- Sporting groups and clubs
- Neighbourhood associations
- Scouts SA
- Not-for-profit community organisations
- Community groups/committees
- Religious institutions
- Rotary, Lions and other local service-based clubs
- SA Ambulance Service and St. John's Ambulance Service

4.3 Circumstances when fees can be waived:

4.3.1 Development application fees may be waived for eligible applicants as defined in this policy for development on land within the Council area, but only where Council is the decision authority, or where the Coorong District Council Assessment Manager or Coorong District Council Coorong Assessment Panel is the planning decision authority under the PDI Act. The application must be submitted simultaneously with lodgement of a development application.

4.3.2 Such developments will vary and include, but not be limited to, sheds, painting and restoration works, additions or alterations to existing buildings to enhance the services/facilities and new buildings.

4.3 Fees to be waived:

Subject to application the following fees may be waived for eligible applicants for development in the Council area:

Fee type ***(in accordance with Planning, Development and Infrastructure Act 2016)***
Basic Lodgement Fee Not applicable (not received by Council)
Deemed to Satisfy Planning Fee **Development with a construction value up to $250,000** – 100% of fee waived

Fee type ***(in accordance with Planning, Development and Infrastructure Act 2016)***
Development with a construction value between >$250,000 and $500,000 – 50% of the fee waived **Development with a construction value exceeding $500,000** – NIL fee waiver
Performance Assessed Planning Fee **Development with a construction value up to $250,000** – 100% of fee waived **Development with a construction value between >$250,000 and $500,000** – 50% of the fee waived **Development with a construction value exceeding $500,000** – NIL fee waiver
Staged Consent Not applicable
Building Assessment Fee **Development with a construction value up to $250,000** – First $300 of fee waived **Development with a construction value between >$250,000 and $500,000** – 50% of the fee waived **Development with a construction value exceeding $500,000** – NIL fee waiver
Application for Minor Variation **Development with a construction value up to $250,000** – 100% of fee waived **Development with a construction value between >$250,000 and $500,000** – 50% of the fee waived **Development with a construction value exceeding $500,000** – NIL fee waiver
Application to Extend Consent **Development with a construction value up to $250,000** – 100% of fee waived **Development with a construction value between >$250,000 and $500,000** – 50% of the fee waived **Development with a construction value exceeding $500,000** – NIL fee waiver

Where the development construction cost exceeds $500,000, no waiver of development application fees is applied.

5. Delegation

5.1 The Assessment Manager is delegated the authority to waive development application fees in accordance with this policy.

5.2 The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this policy; and
- Make any formatting, nomenclature or other minor changes to the policy during the period of its currency.

6. Availability/Accessibility

This Policy is available for inspection at Council's offices during normal business hours and Council's website and will be emailed to interested parties on request (please lodge request in writing via email to council@coorong.sa.gov.au).

7. Document History

This Policy will be reviewed at least every three (3) years or more frequently if legislation or Council requires.

Version	Adopted	Minute No	Description of change(s)
1	20 October 2026	306/26	New policy (adjunct of former *Development Assessment Fee Waiver and Refund Policy* – refer minute 305/26)