


Council Policy

Wastewater Application Fee Refunds



COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	WASTEWATER SYSTEM APPLICATION FEE REFUNDS
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Policy Number:	COM-24
Responsible Department(s):	Development & Regulatory Services
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	Fees and Charges Policy
Relevant Procedure(s):	Nil
Relevant Legislation:	<i>SA Public Health Act 2011</i> <i>SA Public Health (Wastewater) Regulations 2013</i> <i>Legislation (Fees) Act 2019</i>
Policies and Procedures Superseded by this policy on its Adoption:	
Adoption Authority:	Council
Date of Adoption:	25 January 2022
Effective From:	08 February 2022
Minute Reference for Adoption:	Item 12.2, Resolution 4/22
Next Review:	No later than December 2024 or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.1	14/8/2012	Initial Policy	Council Resolution Item 10.3,201
1.2	8/12/2015	No Amendments	SPDPC Considered Item 12.2,59
1.3	18/12/2018	No Amendments	Council Resolution Item 12.7,322/18
1.4	08/02/2022	Policy Review	Item 12.2, Resolution 4/22

WASTEWATER APPLICATION FEE REFUNDS POLICY

1. INTRODUCTION

- 1.1 The policy provides Council and its administration with principles and guidelines for assessing any application for the refund of fees associated with withdrawn wastewater applications.
- 1.2 The policy was developed to ensure that all requests received by Council are assessed in a transparent, fair and consistent manner providing an equitable and accountable outcome for all applicants, while also permitting applicants to receive a partial refund if they choose not to proceed with the intended works.

2. OBJECTIVES

- 2.1 The objective of this policy is to provide guidance with regard to how much of the wastewater system application fees should be refunded to an applicant in the event the application is withdrawn. In all other instances all application fees are to be retained by Council.

3. SCOPE

- 3.1 This policy applies to all wastewater applications received by Council but does not include application that have been refused or approved applications that have subsequently lapsed.

4. POLICY STATEMENT

- 4.1 In situations where a wastewater system application is withdrawn and upon a written request from the applicant, the maximum fee that may be refunded shall be calculated in accordance with the policy.

Fee	Refund
1. Lodgement Fee <ul style="list-style-type: none"> • Where no inspections have been undertaken by an Environmental Health Officer. 	All fees minus lodgement fee to be refunded
2. Site inspection Fee <ul style="list-style-type: none"> • Where desk top assessment and site inspection only has been undertaken by an Environmental Health Officer. 	All fees minus lodgement fee to be refunded
3. Plumbing Inspection fee	No refund

<ul style="list-style-type: none"> Where plumbing compliance inspection has been undertaken by an Environmental Health Officer 	
<p>4. Wastewater System / Drains Inspection fee</p> <ul style="list-style-type: none"> Where tanks/drains compliance inspection has been undertaken by an Environmental Health Officer 	No refund
<p>5. Wastewater System Disposal Inspection fee</p> <ul style="list-style-type: none"> Where final compliance inspection has been undertaken by an Environmental Health Officer 	No refund
<p>6. Where the value of a Council Officer's time devoted to a particular proposal is estimated to be greater than the fees retained by Council, the Director Development & Regulatory Services may reduce the refund accordingly.</p>	

5. DELEGATION

5.1 The Chief Executive Officer has the delegation under the SA Public Health Act 2011 to:

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

6. AVAILABILITY OF THE POLICY

6.1 This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au. Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.