


# *Council Policy*

## Wastewater System Application Fee Refund



# COUNCIL POLICY

 <p><b>Adelaide Hills</b> COUNCIL</p>	<b>WASTEWATER SYSTEM APPLICATION FEE REFUNDS</b>
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<b>Policy Number:</b>	COM-24
<b>Responsible Department(s):</b>	Waste, Health & Regulatory Services
<b>Relevant Delegations:</b>	<i>SA Public Health Act 2011</i> <i>SA Public Health (Wastewater) Regulations 2013</i>
<b>Other Relevant Policies:</b>	Fees and Charges Policy
<b>Relevant Procedure(s):</b>	Nil
<b>Relevant Legislation:</b>	<i>SA Public Health Act 2011</i> <i>SA Public Health (Wastewater) Regulations 2013</i>
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	14 August 2012, Item 10.3, 201 8 December 2015, Item 12.2, 59
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	18 December 2018 (Item 12.7)
<b>Effective From:</b>	7 January 2019
<b>Minute Reference for Adoption:</b>	332/18
<b>Next Review:</b>	December 2021

## WASTEWATER SYSTEM APPLICATION FEE REFUNDS

### 1. INTRODUCTION

This policy provides Council and its Administration with principles and guidelines for assessing any application for the refund of fees associated with withdrawn wastewater applications.

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

The objective of the 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how much of the wastewater system application fees should be refunded to an applicant in the event the application is withdrawn.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. POLICY STATEMENT

In situations where a wastewater system application is withdrawn and upon a written request from the applicant, the maximum fee that may be refunded shall be calculated in accordance with the policy.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"> <li>• Where no inspections have been undertaken by an Environmental Health Officer</li> </ul>	All fees minus lodgement fee to be refunded
2. Site inspection Fee <ul style="list-style-type: none"> <li>• Where desk top assessment and site inspection only has been undertaken by an Environmental Health Officer</li> </ul>	All fees minus lodgement fee to be refunded
3. Plumbing Inspection fee <ul style="list-style-type: none"> <li>• Where plumbing compliance inspection has been undertaken by an Environmental Health Officer</li> </ul>	No refund
4. Wastewater System / Drains Inspection fee <ul style="list-style-type: none"> <li>• Where tanks/drains compliance inspection has been undertaken by an Environmental Health Officer</li> </ul>	No refund
5. Wastewater System Disposal Inspection fee <ul style="list-style-type: none"> <li>• Where final compliance inspection has been undertaken by an Environmental Health Officer</li> </ul>	No refund
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.	

**4. DELEGATION**

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.

**5. AVAILABILITY OF THE POLICY**

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](http://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.