



Willoughby City Council

Policy Register

Short Title	Building Certificates - Refund of Fees
Division	Environmental Services
Category	Building
Date adopted by Council	19 March 1990
Date amended by Council	7 April 2008
Date ratified by Council	30 August 1993 7 April 2008 4 June 2012
Resolution No 90/327	Additional Resol No

POLICY

That when a written request is received for cancellation of a Building Certificate application, assessment of whether a refund of the application fee is applicable will be determined by the Building Surveyor on a discretionary basis using the following criteria:

1. the amount of officers' time committed to processing the application prior to receipt of the cancellation request.
2. the time spent by the Building Surveyor assessing the application.
3. where the application has been processed and the Building Surveyor has inspected the property before the cancellation request is received, no refund will be applicable.