



## REQUEST TO WITHDRAW AN APPLICATION

### DESCRIPTION (Land where the building/subdivision work was to be carried out)

Unit / Street No:	Street Name:	
Suburb / Town:		
Lot:	Section:	DP / SP:

### APPLICATION DESCRIPTION (describe the proposed development e.g. Dwelling, Garage, Two Lot Subdivision)

Description:	
Application type to be withdrawn:	Development Application Complying Development Application Construction Certificate Application (Building) Construction Certificate Application (Subdivision) Subdivision Certificate Application Building Information Certificate Section 68 Application
Application reference number:	
Suburb / Town:	

### APPLICANT

Surname:	Given name/s:
<b>OR</b> Company / Organisation:	
Postal Address:	
Email:	Phone:

### BANK ACCOUNT DETAILS FOR REFUND OF FEES

Account Name:	
BSB:	
Account No:	
Bank:	

**Am I entitled to a refund?**

- Where the application is withdrawn after it is lodged but prior to processing of the application having commenced by the assessing officer – up to 100% of fees may be refunded by Council
- Where the application is withdrawn after the assessment has commenced – up to 50% of fees may be refunded by Council
- Where the application is withdrawn after assessment has been completed but the determination and final processing have not been done – up to 20% of the fees may be refunded by Council
- Where an application is surrendered after determination - No fees are refunded
- Where an application is refused - No fees are refunded

**Construction Certificates**

- If Council is the certifier for your Construction Certificate fee refunds are calculated in the same manner as the schedule above application fees

**Other fees that may be refunded**

- Notification (only if notification letters have not been posted)
- Inspection fees
- Occupation Certificate fees
- DA Compliance levy

**Fees that cannot be refunded by Council**

- Archive fees
- Credit card processing fee
- Long Service Levy. You must request a refund through the LSL Corporation. For more information visit: <http://www.longservice.nsw.gov.au/bci/levy/other-information/refunds>
- NSW Planning Administration Levy (paid as part of the development application fee for developments with a construction value of \$50,000 or more). Refund requests must be lodged at [prf@planning.nsw.gov.au](mailto:prf@planning.nsw.gov.au) by the applicant for the development application along with the following information:
  1. A copy of a letter issued by Council confirming the withdrawal of the development application
  2. A copy of the receipt issued by council showing payment of the development application fee
  3. Bank account details for the applicant including BSB, bank name, account name and account number for where the refund should be deposited

**Please note:**

By withdrawing this application you are unable to undertake the proposed works/use/activity/subdivision without consent from Council, unless it meets the relevant provisions of the *State Environmental Planning Policy (Exempt and Complying Development) 2008* for it to be exempt development. Commencement of any of the above mentioned applications prior to obtaining approval from Council or an Accredited Certifier could result in Council commencing enforcement action under the *Environmental Planning and Assessment Act, 1979*, which can result in demolition and/or a fine.