

Development Assessment and Compliance Fees

2025-26

These notes relate to Town Authority's approved fee schedule for Development Assessment functions for the Weipa Town Authority. Fees listed in this schedule include GST. Fees identified in this schedule do not include infrastructure charges, which may be levied on a development approval.

The fees set out in this schedule apply to development assessment services, development applications, requests for compliance assessment and matters made to the WTA under the requirements of the Weipa Planning Scheme and the *Planning Act 2016* (PA) or equivalent replacement legislation.

Development fees

Pre-application services

Town Authority offers services designed to assist customers seeking advice in relation to development applications. These services include providing assistance with identifying potential issues and collaborating on the design for a development proposal. Under some circumstances, Town Authority may accept a request for consideration that a development proposal be issued an exemption certificate.

Pre-application and exemption request services fees are contained herein.

Development assessment fees

Paying an assessment fee is necessary before Town Authority can proceed to assess a development application. Payment is also needed where Town Authority is a referral agency to some types of building work. Development assessment fees apply to development applications for Material Change of Use, Reconfiguring a Lot and Building Work. This applies whether the application is for a preliminary approval, development permit, or preliminary approval variation request. Applicants are required to pay in full an assessment fee for the development application to be considered 'properly made' under the *Planning Act 2016*.

Fees relating to development applications, including changing a development application or approval and miscellaneous fees/charges are contained herein.

Operational work

A development application for Operational Work may include Operational Work under the Weipa Planning Scheme or following a development application approval for Material Change of Use or Reconfiguring a Lot, you may be required to submit further Operational Work or Town Authority compliance assessment applications/requests. The need to submit for further development approvals will be identified by the **conditions** of an approved development application.

Fees relating to operational work and compliance assessment are contained herein.

Compliance and inspection fees

Where the Town Authority is required to undertake an inspection of the development before or during construction, a fee will need to be paid. This fee is calculated according to the size and complexity of the project.

Plan sealing fees

Where development involves Reconfiguring a Lot, a fee is required for the Town Authority to endorse the survey plan. Town Authority will only endorse the plan when the development is finalised and all relevant approval conditions have been met.

Discounts

Religious, charitable and other organisations

The waiving of planning fees (either partially or in whole) must have approval from the WTA members by resolution. Refer to 'Refund and Waiver of Fees and Charges' policy (POL-003) for further details.

Planning and development certificates

Planning and development certificates provide information about a property. There are three types of planning and development certificates, with each type of certificate providing a different level of information. The three certificates types are: Limited, Standard and Full.

Pre-application service fees

Pre-lodgement services

You can meet in person with Town Authority and/or Town Authority can provide written advice about a development.

Standard pre-lodgement meeting; or	\$500 [^]
Request for written information on development-related matters (this may include requests for general information in writing, calculation of straight-forward infrastructure charges, level of assessment confirmation and investigations into liquor licence requests)	

[^] Town Authority may offer free pre-lodgement meetings or written advice for circumstances where approved by the Superintendent.

Note: fees for pre-lodgement meetings and written advice will be deductible from your development application fee where an application is lodged similar in nature to that presented in pre-lodgement and is lodged within 6 months of the pre-lodgement meeting minutes. The application fee reduction will not apply to pre-lodgements that are withdrawn at the request of WTA and where the fee is refunded, or for development applications lodged that are not supported in pre-lodgement.

Exemption certificates

In some instances, you may be able to request for your assessable development to be exempt. In these cases, an exemption certificate may be issued.

Exemption certificate for any development made assessable by <i>Weipa Town Authority Planning Scheme 2018</i>	\$440
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Note: An exemption certificate issued in response to an error in the Weipa Planning Scheme (as determined by Weipa Town Authority) will not attract a fee.

Development assessment fees

Development types¹

Whether you are doing building work, reconfiguring a lot or making a material change of use, your development should fit into one of the following categories:

- referral agency for building work
- domestic development
- reconfiguration development

¹ For definitions under *Weipa Town Authority Planning Scheme 2018* refer to Schedule 1– Definitions within the Plan

- multiple dwellings
- development assessment area charge

Referral agency for building work

This category is applicable when a referral of a development application for building work to Town Authority as a referral agency is required by Schedule 9, Division 2 of the *Planning Regulation 2017*.

Each referral trigger	\$550
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Note: Where development is for material change of use or building work for a dwelling house, Town Authority may include an early referral agency response for any further building approval. This would only be applicable where Town Authority would be a referral agency to the development application for the building work, under Schedule 9, Division 2 of the *Planning Regulation 2017*.

Domestic development

Domestic development includes:

- a dwelling house
- a home-based business
- a caretaker's accommodation, where code assessable

Flat fee	\$ 660
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Reconfiguration development

Reconfiguration development includes:

- reconfiguring a lot to create two or more resulting allotments (includes Common Property, Parks, Balance Lots and Retention Basins)
- rearranging boundaries
- Dividing land into parts by agreement rendering different parts of a lot immediately available for separate disposition or separate occupation
- Creating an easement giving access to a lot from a constructed road

Base fee, includes up to four lots		\$1980
Plus	Additional fee per lot, more than four lots	\$330

Multiple dwellings

Multiple dwellings is the creation of residential accommodation involving self-contained units.

For example:

- multiple dwelling, e.g. apartments, flats or units
- dual occupancy (whether attached or detached)

Base fee, includes up to 3 units		\$3300
Plus	Fee per unit, more than three units up to and including 70 units	\$440

Development assessment area charge

This fee relates to development for material change of use for all other land uses (or an undefined land use) not contemplated above:

- Gross Floor Area (GFA) as defined by Weipa Planning Scheme
- areas not forming part of the definition of GFA, where the area contains activities integral to the development such as, but not limited to:
 - unenclosed structures
 - decks
 - outdoor storage/stockpiling areas
 - ancillary outdoor areas used by a development (e.g. outdoor play area for a childcare centre)

For a preliminary approval variation request to override the local planning instrument, where the application is not appropriately reflected by another development type, then the development assessment area charge is to be applied to the site area of the land subject to the preliminary approval variation request.

Base fee up to 50 m ²		\$2750
Plus	Additional fee per 100 m ² or part thereof, 51 m ² to 2050 m ²	\$330
Plus	Additional fee per 100 m ² or part thereof, greater than 2050 m ²	\$220

Note: Any development that is staged will be charged based on the activity comprising each stage. This will result in multiple fees being applied, as relevant to each stage.

For staged development, a summary table of development in each stage should be made readily available for the calculation of the application fee.

Other Application Types

Charges	Development work/type	Fee per request
Fee in addition to the regular application charge for a preliminary approval variation request to affect the local planning instrument (s50 PA) Where the preliminary approval variation request is applied to various aspects of development, then this fee is to be applied to each aspect (e.g. variation request to change the level of assessment for the future development of a site)	Domestic and operational work	\$385
	Multiple dwellings/development assessment area charge/reconfiguration	\$1650

Fees relating to changing a development application/approval

Charges	Development work/type	Fee per request
Change development application, where change is only to applicant's details (s52 PA)		\$150
Making a change application (s78 and s79 PA) to make a change (minor or other) to a development approval (s81 or s82 PA)	25% of the current application fee or a base fee of \$900 whichever is greater Note: The term 'current application fee' refers to the fee which would be applied if a new development application was received for the development in its entirety, and does not relate to the aspects of the development subject to the change.	
Request to extend a currency period (s86 PA) This fee applies to requests to extend the currency period despite whether the currency period for the development approval is prescribed under the PA, or prescribed by a condition of a development approval)		\$1150
Make a cancellation application (s84 PA)		\$330

Specific fees for development applications and miscellaneous fees and charges

Type	Fee
Public Notification Advertising – newspaper add, letters to neighbours and sign on the site	\$900

Refund of fees

Applicants may request a fee refund when withdrawing an application. Refunds for applications withdrawn before decision stage, may be considered as follows:

Application Assessment Stage	% Refund
Prior to assessment and/or approval of plans	90%
Information and Referral Stage	60%
Notification Stage	30%
Development application at decision stage	Nil

All requests for a fee refund must be made in writing to the Superintendent, Weipa Town Authority. The decision to grant a refund is made on a case-by-case basis. Refer to Policy POL-003 for further details.

Operational work for advertising devices

Operational Work for advertising devices made assessable under the Weipa Planning Scheme will attract the below fee:

Third-party advertising device ²	\$1650
On premises advertising device ³	\$600

Operational work (Filling and Excavation)

Operational Work for filling and excavation made assessable under the Weipa Planning Scheme will attract the below fee:

Earthworks (<500m ³)	\$775
Earthworks (>500m ³)	POA

² Operational Work for advertising device not associated with an existing lawful use on the same site

³ Operational Work for advertising associated with an existing lawful use on the same site

Operational work and compliance fees – post approval

Minor and self-certified conditions

If your condition has the phrasing “Submit for the approval of Town Authority” or “Submit and obtain endorsement from Town Authority” then you will need to lodge an application for approval that will attract the below fee:

- build over or near stormwater, professionally certified road works and other works where full assessment is not required
- minor and self-certified works, where not relating to engineering, in accordance with a condition of a development approval
- private landscape management and site works plans
- erosion and sediment control plans
- traffic functional layout plans
- signs and line marking plans
- architectural plans – external materials, colours and finishes
- any other minor plans as determined by Town Authority.

Fee per condition	\$330
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Compliance and inspection fees

The number of compliance components that apply to a development will determine the fees at the compliance phase of the development. A compliance and inspection fee must be paid before site works commence. This fee is calculated according to the size and complexity of the project and covers inspections required during construction.

Below is a list of components that may be relevant to a development. All components generally require design plans to be lodged and approved before construction begins.

Roadwork

The development requires construction of roadwork and associated drainage infrastructure which is to be dedicated to Town Authority in the future.

Drainage

The development requires construction of stormwater drainage, where the work does not form part of associated roadworks but will be dedicated to Town Authority in the future.

Stormwater quality

A development approval requires construction of a (public) stormwater Quality Bio-Basin or other Water Sensitive Urban Design treatment which is to be dedicated to Town Authority in the future.

Landscaping, parkland and streetscape works

The development requires landscape works/streetscape works or works to occur on parkland to be dedicated to Town Authority.

Environmental management

A development approval requires work within a waterway corridor and/or where a Vegetation Management Plan (VMP) and associated pre-start is required.

Compliance fees

Infrastructure items Major roadwork, park and stormwater infrastructure including bridges, traffic signals or other items determined by Town Authority	POA
Additional inspection fee This includes: <ul style="list-style-type: none">• reinspection of work failing an initial inspection• inspection in response to a valid complaint about non-compliance• any other non-scheduled inspection.	\$345

Plan sealing fees

Request to Approve Plan of Subdivision (Plan/Sealing/endorsement of Survey Plan)	
Request for approval of plan of subdivision that is approved under a development permit , or a plan of subdivision required under a development condition of a development permit.	\$870 plus \$215 per lot over two lots
Re-submission/re-endorsement of survey plan	\$440 per survey plan
Endorsement of Community Management Statement (CMS)	\$300 per CMS
Request for approval of plan of subdivision that is not assessable development (e.g. strata titling and amalgamation of lots)	\$550 plus \$100 per lot/unit over two lots/units

Infrastructure charges request for service

Preparation of an Infrastructure Agreement A contractual agreement between Town Authority and a developer to establish obligations and entitlements for each party, related to the payment of infrastructure charges and/or the delivery of infrastructure	\$1760 per agreement
Amendment to an existing Infrastructure Agreement	\$660 per agreement
Application to convert non-trunk item to trunk infrastructure under the Weipa Town Authority Infrastructure Charges Resolution	\$2200 per notice
Notice to Town Authority to recalculate or adjust an establishment cost	\$660 per notice
Notice to Town Authority under an Infrastructure Agreement	\$660 per notice
Other Notice to Town Authority under the adopted infrastructure charges resolution (e.g. Offset Notice or determination of timing for offset and refund)	\$550 per notice
Legal fees associated with preparation of a new or amendment to an existing Infrastructure Agreement or response to a notice to Town Authority or application to re-calculate the establishment cost or convert non-trunk infrastructure under an adopted infrastructure charges resolution	Hourly rate by legal service provider
Where Town Authority incurs a professional consultancy fee and/or a legal fee in determining a response to a notice under an infrastructure agreement, <i>Planning Act 2016</i> , <i>Sustainable Planning Act 2009</i> or and adopted resolution then the fee for the notice will be calculated to include the professional consultancy fee and/or the legal fee and will include GST for these components.	

Planning and development certificates

Limited Planning and Development Certificates (Limited Search)	\$190 per assessment
Standard Planning and Development Certificates (Standard Search)	\$660 per assessment
Full Planning and Development Certificates (Full Search)	\$3300 per assessment