



Withdrawal/Surrender of an Application

Information for the applicant

- At the time of making applications, a number of fees are paid to Council and other authorities. Some of these fees may be refunded if you do not proceed with your development and your application has not been determined. All applications for refunds of fees are treated on their merits; however, the following information explains what fees may be refunded and if the fees are not refunded by Council, who you should contact to obtain any refund.

Hand

256 Crawford Street,
Queanbeyan, NSW 2620

10 Majara Street,
Bungendore, NSW 2621

144 Wallace Street,
Braidwood NSW 2622

Post

PO Box 90, Queanbeyan,
NSW, 2620

Email

council@gprc.nsw.gov.au

SECTION A. Details of the land where the building/subdivision work and/or use is was to be carried out

Unit/Street no.

Street Name

Locality/Suburb

State

Postcode

Lot

Section

Deposited Plan (DP)

Briefly describe the development. *For example, if a dwelling is proposed, include information such as the type of building (house, townhouse, villa etc), the number of floors and the number of bedrooms.*

I wish to withdraw a:

- Development Application
 Construction Certificate Application (Building)
 Complying Development Application
 Subdivision Certificate Application
 Construction Certificate Application (Subdivision)

Application number:

SECTION B. Details of the applicant

Applicant Name	Company (If applicable)	Contact Person
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		
<input type="text"/>		
Locality	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Email	
<input type="text"/>	<input type="text"/>	
Signature of Applicant	Date	
<input type="text"/>	<input type="text"/>	

SECTION C. Bank account details for refund of fees (If applicable)

Account Number	BSB (6 Digits)
<input type="text"/>	<input type="text"/>
Account Name	Branch
<input type="text"/>	<input type="text"/>

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- Where the application is withdrawn after it is lodged but prior to processing of the application having commenced by the assessing officer - 80% of fees may be refunded by Council.
- Where the application is withdrawn after the assessment has commenced - 50% of fees may be refunded by Council.
- Where the application is withdrawn after assessment has been completed but the determination and final processing have not been done - 20% of the fees may be refunded by Council.
- Where the application is surrendered after determination - No fees are refunded.
- Where the 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 for Development Application fees.

Other fees that can be refunded (Refer to the letter of acknowledgment)

- Drainage fee
- Water meter fee
- Notification only if notification letters have not been posted
- Inspection fees

Fees that cannot be refunded

- Long Service Levy and Long Service Levy Agency Commission – You must organise a refund through the Corporation.
- NSW Planning Administration Levy - Refunds must be requested in writing to: The Manager, Planning Reform Fund, Department of Planning and Infrastructure, PO Box 39, SYDNEY NSW 2012.

Please note: By withdrawing/surrendering 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.