

## COUNCIL POLICY



<b>TITLE:</b>	Heritage Permit Fee Waiver Policy
<b>DOCUMENT NUMBER:</b>	CPO-PLECDV-PL-004
<b>DEPARTMENT:</b>	Planning and Economic Development
<b>UNIT:</b>	Planning Unit
<b>RESPONSIBLE OFFICER:</b>	Planning Manager <i>Checked</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>APPROVED BY:</b>	Council
<b>APPROVAL DATE:</b>	27 May 2014
<b>EXPIRY DATE:</b>	Not Applicable
<b>REVIEW DATE:</b>	<i>This policy will be reviewed every four years or as required by any legislative or council changes.</i>

<b>AVAILABILITY:</b>	Staff – Unit only	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Staff – Department only	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Staff – Organisation wide	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Public	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Internet	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<b>ADVISE AVAILABILITY:</b>	Media Release	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Sou Wester	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	Email designated Groups & Staff	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

<b>REFERENCES:</b>	Glenelg Shire Council, Records Management Policy OPO-CORPS-RECM-001
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## 1. Purpose

The purpose of this policy is to exempt prescribed fees for certain types of permit applications under the Heritage Overlay.

## 2. Scope

The policy applies to planning permit applications lodged where the only permit trigger in the Glenelg Planning Scheme is the Heritage Overlay.

## 3. Council Policy

The Glenelg Shire Council has many old buildings and places that show rich heritage from the past. As part of preserving this heritage, planning permits are required to manage external change to these places.

Both the *Planning and Environment Act 1987* and Glenelg Planning Scheme provide strong support to conserve and enhance heritage places. In addition theme 3 of Council's plan is to manage and sustain our natural assets.

The planning permits incur fees which sometimes discourage applicants from conserving, enhancing and maintaining their heritage assets. In some instances works are also undertaken without a permit. Such works can lead to irreparable harm to heritage places. Considering the waiving of fees is a means where Council can support landowners in maintaining heritage places.

Under the Planning and Environment (Fees) Interim Regulations 2013 there are provisions for Council and the responsible authority to waiver prescribed fees.

Section 16 (e) (ii) states that *"A responsible authority or the Minister may wholly or in part waive or rebate the payment of a fee that the authority or the Minister has received or is entitled to receive in connection with matters other than an amendment to a planning scheme, if in the opinion of the responsible authority or the Minister the application or determination assists the preservation of buildings or places in the State, region or municipal district that are of historical or environmental interest."*

In summary this statement allows Councils to consider fee waivers for planning permit applications under the heritage overlay. This policy defines when the waiver is to be applied.

It is policy that the planning permit application fee is waived for:

- New signage under any Heritage Overlay; and
- Any new buildings and works under any Heritage Overlay;

If there is an additional permit trigger under the zone or alternative overlay in the Glenelg Planning Scheme, then this waiver will not apply.

#### **4. Records Management**

All Council records created and managed as a result of implementing this policy will be managed in accordance with the Council's Records Management Policy.

The Records Management Policy assigns responsibilities for records management to employees, supervisors, volunteers and other specific positions.

No Council records are to be destroyed without consideration of the requirements of the Act(s) that govern the functions relevant to this policy. Prior to destruction, advice must be sought from the Records Management Unit, with consideration to the requirements of the appropriate Retention and Disposal Authority (RDA).

#### **5. Victorian State Legislation Copyright Acknowledgement**

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