



Form B: Application for Development Fee Waiver or Reduction - Community Groups

Please read Council's ***Development Fee Waiver, Reduction or Refund Policy*** to ensure you meet the eligibility criteria, before completing this Application Form. You can find the Policy on the Council website www.huonvalley.tas.gov.au.

Once completed, lodge this **Application Form** with Council in one of the following ways:

- Email to: hvc@huonvalley.tas.gov.au
- Drop in to: Council's Customer Service 40 Main Street Huonville TAS 7109
- Post to: PO BOX 210 Huonville TAS 7109

ASSESSMENT OF YOUR APPLICATION

All eligible Applications made will be assessed under the ***Development Fee Waiver, Reduction or Refund Policy: GOV- DEV 002.***

An Application may be made prior to or in conjunction with lodgement of an Application for Planning or Application for Building Permit noting that, either Application is not valid until the full Development Fee has been paid or an Application for Development Fee Waiver or Reduction is approved by Council.

Where the Development Fee has been paid in full and a decision is subsequently made by Council to a Development Fee Waiver or Reduction, then a refund will be directed to the Applicant.

This Application Form is not to be used If you are experiencing personal, commercial or family circumstances, including financial hardship. For financial hardship - please refer to ***Council's Financial Hardship and Payment Assistance Policy GOV-FIN 006.***

PART A: COMMUNITY GROUPS ONLY**Application for Development Fee Waiver or Reduction****NAME of COMMUNITY
GROUP / ABN****CONTACT PERSON****POSTAL ADDRESS****TELEPHONE****EMAIL****IS YOUR COMMUNITY GROUP A REGISTERED CHARITY ?****YES ☐ or ☐ NO**If **“Yes”** please provide ACNC Registration No.: _____ (if applicable)If **‘No’**, is the Community Group registered as an incorporated association with CBOS ?**YES ☐ or NO ☐**If **‘Yes’**, please **attach** a copy of your Constitution or Articles of Association to prove your *not for profit* status.**WHAT TYPE OF SERVICES DOES YOUR COMMUNITY GROUP PROVIDE ?**Positive Ageing **YES ☐ or NO ☐**Child Care **YES ☐ or NO ☐**Health Services **YES ☐ or NO ☐**Sporting or Recreational **YES ☐ or NO ☐**Arts and Culture **YES ☐ or NO ☐**If you have not ticked **“YES”** in at least one box, your group is **not** eligible to lodge this Application. Please, do not complete and lodge this Application.

DOES YOUR COMMUNITY GROUP FIT INTO ANY OF THESE CATEGORIES ?

Religious organisation	YES ☐	or	NO ☐
For profit organisation	YES ☐	or	NO ☐
Political organisation	YES ☐	or	NO ☐
Primary/secondary school	YES ☐	or	NO ☐
Tertiary institution	YES ☐	or	NO ☐
Government agency	YES ☐	or	NO ☐

If you have ticked “YES” in at least one box, your group is **not** eligible to lodge this Application. Please, do not proceed to complete or lodge this Application.

PROJECT or ACTIVITY DETAILS

PROJECT NAME

ADDRESS OF PROJECT

DESCRIPTION OF PROJECT

APPLICATION NUMBER

APPLICATION FEE

\$ _____

Paid in Full ? Yes ☐ ☐ No

PROJECT COST ESTIMATE

\$

(must be less than \$250,000)

Has the project or activity received (or will receive) State or Federal government funding or any other funding over \$5,000 ? YES ☐ NO ☐

If you have ticked “YES”, your project is **not** eligible and your community group is not eligible to lodge this Application.

2. Please describe how the Project provides community benefit and is consistent with Council's policies, strategies or activities:

3. Please describe your organisation's capacity to deliver this Project (include relevant experience, skills, resources):

4. How would paying the full fees and charges impact your ability to deliver the Project? Please explain why the Development Fees would be an impediment:

DECLARATION

I declare that the information provided in this application is true and correct to the best of my knowledge.

APPLICANT/S	
FULL NAME/S of ALL APPLICANTS	
YOUR ROLE/TITLE (If Applying for a Community Group)	
DATE	

PERSONAL INFORMATION PROTECTION STATEMENT

The *personal information* required to be provided to complete this Application Form is collected by Council for the purpose of processing the Application for **Development Fee Waiver, Reduction or Refund** and will be used for that primary purpose or directly related purposes only.

The intended recipients of the information are Council Officers. Council may disclose the information to law enforcement agencies, courts and other organisations authorised to lawfully collect personal information only.

Personal information will be managed by Council in accordance with the *Personal Information Protection Act 2004* and you may make application for access or amendment to your information in writing to the CEO, PO Box 210, Huonville 7109. You may be charged a fee for this service.

OFFICE USE ONLY	
Date Received:	
Date Completed:	
Property Identification Number (PID):	
Eligible Applicant: ☐ YES ☐ NO Category Assessment: - Community Based Organisation YES ☐ NO ☐ - Withdrawn Applications YES ☐ NO ☐ - First Home Owner Grant YES ☐ NO ☐ APPROVED ☐ NOT APPROVED ☐	
Recommending Officer:	
Waiver, Reduction or Refund Amount:	
Delegated Officer Name / Title:	

Date:	
Delegated Officer Signature:	