



Form C : Application for Development Fee Refund

Please read Council's ***Development Fee Waiver, Reduction or Refund Policy GOV DEV 002*** 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.***

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PART A: Application Refund of Development Fee due to Withdrawn Application	
YOUR FULL NAME	
APPLICATION NUMBER	
APPLICATION FEE	\$ _____ Paid in Full ? YES ☐ ☐ NO
Have You Withdrawn Your Application ? YES ☐ ☐ NO If "YES", on what date was your Application withdrawn: _____ / _____ / _____	
POSTAL ADDRESS	
TELEPHONE	
EMAIL	

DECLARATION

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

APPLICANT/S SIGNATURE	
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:	