

City of Belmont

Schedule of Planning Fees

2025-2026 Financial Year



Fees applicable from 1 July 2025

Notes:

1. Fees are set under the Council's 2025-2026 Fees and Charges pursuant to the Schedule 2 of the Planning and Development Regulations 2009, Schedule 1 of the Planning and Development (Development Assessment Panels) Regulations 2011, and Schedule 5 of the Strata Titles (General) Regulations 2019.
2. A Credit Card Merchant Service Fee will only be charged for credit card transactions of \$100,000 or above.

Item	Planning Service	Maximum Fee (Does not include advertising costs or specialist reports, which may be charged separately at cost.)
Development Applications		
1.	Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the approximate cost of the proposed development (excluding GST) is —	
	(a) not more than \$50,000	\$147
	(b) more than \$50,000 but not more than \$500,000	0.32% of the estimated cost of development
	(c) more than \$500,000 but not more than \$2.5 million	\$1,700 + 0.257% for every \$1 in excess of \$500,000
	(d) more than \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million
	(e) more than \$5 million but not more than \$21.5 million	\$12,633 + 0.123% for every \$1 in excess of \$5 million
	(f) more than \$21.5 million	\$34,196

Item	Planning Service	Maximum Fee (Does not include advertising costs or specialist reports, which may be charged separately at cost.)
2.	Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus, by way of penalty, twice that fee
3.	Determining a development application for an extractive industry where the development has not commenced or been carried out	\$739
4.	Determining a development application for an extractive industry where the development has commenced or been carried out	The fee in item 3 plus, by way of penalty, twice that fee
5.	Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has <u>not</u> commenced or been carried out	\$295
6.	Determining an application for change of use or for alteration or extension or change of a non-conforming use to which item 5 does not apply, where the change or the alteration, extension or change has commenced or been carried out	The fee in item 5 plus, by way of penalty, twice that fee
7.	Preliminary comments on proposals prior to formal lodgement	\$78.50
8.	Changes to Development Approvals – Owners can request to do any or all of the following: (a) to amend the approval so as to extend the period within which any development approved must be substantially commenced; (b) to amend or delete any condition to which the approval is subject; (c) to amend an aspect of the development approved which, if amended, would <u>not</u> substantially change the development approved; (d) to cancel the approval.	\$295
9.	Substantial amendment(s) to a development approval – applications to be lodged as new DAs	Refer Items 1, 3, or 5 for fee
10.	Determining an application for advice made under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Sch. 2 cl. 61A (as that clause applies as part of the local planning scheme)	\$295
Development Assessment Panel (DAP) Fees		
11.	A DAP application where the estimated cost of development (excluding GST) is —	
	(a) less than \$2 million	\$5,475
	(b) not less than \$2 million and less than \$7 million	\$6,322
	(c) not less than \$7 million and less than \$10 million	\$9,760
	(d) not less than \$10 million and less than \$12.5 million	\$10,620
	(e) not less than \$12.5 million and less than \$15 million	\$10,922

Item	Planning Service	Maximum Fee (Does not include advertising costs or specialist reports, which may be charged separately at cost.)
	(f) not less than \$15 million and less than \$17.5 million	\$11,226
	(g) not less than \$17.5 million and less than \$20 million	\$11,530
	(h) not less than \$20 million and less than \$50 million	\$11,833
	(i) Not less than \$50 million	\$17,097
12.	An application under regulation 17 (Form 2: Amendment)	\$271
Subdivision Clearances <i>WAPC Advice: for the purposes of calculating the number of proposed lots, each common property lot is counted as one lot, areas reserved for the purpose of a pedestrian access way, right of way, truncation, road widening, drainage reserve or recreation reserve are not counted as lots.</i>		
13.	Providing a subdivision clearance for -	
	(a) not more than 5 lots	\$73 per lot
	(b) more than 5 lots but not more than 195 lots	\$73 per lot for the first 5 lots and then \$35 per lot
	(c) more than 195 lots	\$7,393
14.	Rechecking of clearance of condition(s) – inspection fee (Applies where clearance has been previously checked and condition was not complied with and new inspection is required).	\$78.50
Form 15A Applications		
15.	Application for Certificate of Approval for a strata plan, plan of re-subdivision or consolidation -	
	(a) up to and including 5 lots	\$656 plus \$65 per lot
	(b) 6 lots up to 100 lots	\$981 plus \$43.50 per lot for every lot in excess of 5 lots
	(c) In excess of 100 lots. The application fee is capped at 100 lots. The maximum fee payable is:	\$5,113.50

Item	Planning Service	Maximum Fee (Does not include advertising costs or specialist reports, which may be charged separately at cost.)
Sign Applications		
16.	Signage applications	\$147
Planning Approval Retrievals		
17.	Retrieval of Planning Approvals and Plans (includes up to five A4/A3 photocopies)	\$90.50
18.	Photocopies – A4 and A3 (black and white)	\$1.10
19.	Photocopies – A4 and A3 (colour)	\$5.40
20.	Photocopies – A0, A1 and A2 (black and white)	\$10.80
Other		
21.	Application for approval of home business/home occupation/home store	No application fee <i>(Note: any written confirmation for a home office from the City requires payment of a \$73 fee).</i>
22.	Section 40 (Liquor Licensing) Requests	\$78.50
23.	Request for Reserve Closures or PAW Closures	As per fees for Amendment or Structure Plan preparation
24.	Providing a zoning certificate <i>(Covers zoning and any proposed changes to zoning (Local Planning Scheme and Metropolitan Region Scheme)).</i>	\$73
25.	Providing written planning advice <i>(Includes Land Use / History (property development & planning letter for motor vehicle repair business licence)).</i>	\$73
26.	Nomination of Tree Preservation Order to be considered	\$147
Local Planning Scheme Amendments and Structure Plans, Activity Centre Plans and Local Development Plans		
27.	Director/City Planner	\$88.00 per hour
28.	Manager/Senior Planning Officer	\$66.00 per hour
29.	Planning Officer, Environmental Health Officer, or other officer with qualifications relevant to the request	\$36.86 per hour
30.	Secretary / Administration Clerk	\$30.20 per hour

Item	Planning Service	Maximum Fee (Does not include advertising costs or specialist reports, which may be charged separately at cost.)
Professional Advice (Expert Witness Statement, Audits, Reports etc**) <i>(**Professional Advice as a resource may only be provided on agreement of the City and/or the Chief Executive Officer. Additional fees may be incurred if other internal staff are required).</i>		
31.	Director	\$275 per hour (GST included)
32.	Manager	\$220 per hour (GST included)
33.	Coordinator/Senior Officer	\$165 per hour (GST included)
34.	Officer	\$110 per hour (GST included)
35.	Administration Officer	\$81 per hour (GST included)

Form of estimate of fees for services for local planning scheme amendments

Task	Estimated hours ¹				
	Head of planning	Senior Planner	Planning Officer	Other staff e.g. environmental health officer	Secretary/ administrative officer
1. Preliminaries:					
Preliminary discussions and registration of application					
2. Decision to initiate:					
(a) Information and site visit					
(b) Applicant discussion					
(c) Development Control Unit (DCU) meeting					
(d) Action DCU recommendation					
(e) Assessment report and agenda preparation MINOR MAJOR					
3. Approval to advertise:					
(a) Action local government recommendation					
(b) Refer to Commission for approval					
(c) Advertising, notifications, referrals					
(d) Deal with enquiries					
(e) Assess submissions					
(f) Liaise with external agencies					
(g) Applicant discussion and liaison					
4. Decision to adopt:					
(a) Finalise amendment, plan, report and agenda preparation					
(b) Applicant discussion					
(c) Action local government recommendation					
5. Amendment/plan approved:					
(a) Report on Minister's approval					
(b) Notify submissions					
(c) Update text and maps					
Total hours					
Hourly rate (r. 48(5))	\$	\$	\$	\$	\$
Total hours x rate = \$	\$	\$	\$	\$	\$
+ 33.3% (To recover operating overhead costs)	\$	\$	\$	\$	\$
= Total salary costs	\$	\$	\$	\$	\$
Total salary costs b/f (sum of amounts in previous row)			\$		
+ Direct costs			\$		
+ Special costs			\$		
+ Scheme map and text preparation costs			\$		
= Estimated total fee			\$		

Notes to Form —

- If readvertising of substantial modifications is required, the hours needed to arrange the readvertising and review the submissions and the direct costs incurred in readvertising the amendment are to be included in items 3, 4 and 5.

Form of estimate of fees for services for structure plans, and local development plans

Task ¹	Estimated hours ²				
	Head of planning	Senior Planner	Planning Officer	Other staff e.g. environmental health officer	Secretary/ administrative officer
1. Preliminaries:					
Preliminary discussions and registration of application					
2. Decision to advertise:					
(a) Information and site visit					
(b) Proponent discussion					
(c) Development Control Unit (DCU) meeting					
(d) Action DCU recommendation					
(e) Assessment report and agenda preparation					
3. Approval to advertise:					
(a) Action local government recommendation					
(b) Advertising, notifications, referrals					
(c) Deal with enquiries					
(d) Assess submissions					
(e) Liaise with external agencies					
(f) Proponent discussion and liaison					
4. Decision to adopt:					
(a) Finalise report and agenda preparation					
(b) Proponent discussion					
(c) Action local government recommendation					
5. Plan adopted:					
(a) Refer to Commission for endorsement					
(b) Notification and deposit of plan					
Total hours					
Hourly rate (r. 48(5))	\$	\$	\$	\$	\$
Total hours x rate =	\$	\$	\$	\$	\$
+ 33.3% (To recover operating overhead costs)	\$	\$	\$	\$	\$
= Total salary costs	\$	\$	\$	\$	\$
Total salary costs b/f (sum of amounts in previous row)			\$		
+ Direct costs			\$		
+ Special costs			\$		
= Estimated total fee			\$		

Notes to Form —

- This form is based on the provisions for the adoption and amendment of structure plans, activity centre plans and local development plans set out in the *Planning and Development (Local Planning Scheme) Regulations 2015*. Item 5 should not be included for local development plans as these are not referred to the Commission.
- If readvertising of a proposed structure plan, activity centre plan or local development plan or a proposed amendment to one of those plans is required, the hours needed to arrange the readvertising and review the submissions and the direct costs incurred in readvertising the plan or the amendment are to be included in items 3, 4 and 5.