

Administratively Set Fees and Charges

Environment, Planning and Sustainable Development Directorate

1. Services provided by the **Environment, Planning and Sustainable Development Directorate (EPSDD)** are specified in column 1 of the schedule and the fee for that service in the 2018-19 financial year is specified in the corresponding entry in column 3 of the schedule. Where applicable, GST inclusive fees are marked with a double asterisk (**).
2. The fees in column 3 are payable to the ACT Government by a person requesting the goods or services listed in column 1 of the schedule.
3. The previous year's fees are shown in column 2 for information only. The administrative fees for 2018-19 have been increased by 2.5%, in line with the ACT Treasury's wage price index factor, as announced in the Fees and Charges Policy and Guidelines and rounded where applicable for collection purposes.
4. The fees listed in the schedule are for services provided by EPSDD that are not required by legislation. The fees are levied on a fee for service and cost-recovery basis. As they are not statutory fees, they do not require formal determination by the Minister.
5. The fees have been developed in consultation across EPSDD and with Access Canberra.

I approve the administrative fees and charges for the 2018-19 financial year as set out in the schedule.

~~Approved/Not approved/Please discuss~~

Ben Ponton
Director-General
Environment, Planning and Sustainable Development Directorate

15 JUNE 2018

Schedule

Column 1	Column 2	Column 3
Description of Matter for which fee is payable	Fee Payable \$ 2017-18	Fee Payable \$ 2018-19
From the Public Register of Applications, Approvals and Order		
Copies and extracts for each A4 page	0.40	0.40
Copies and extracts for each A3 page	0.70	0.70
Copies and extracts above A3 page – per page	19.00	19.00
Supply of information in electronic disk format		
- for up to 10 documents and/or plans	7.00	7.00
- for more than 10 documents and/or plans	23.00	24.00
 Lease Preparation Fee	 1,461.00	 1,498.00
 Lease Conveyancing Enquiries electronic conveyancing enquiry Residential (4 working day turnaround)	 92.00	 94.00
 Lease Conveyancing Enquiries urgent electronic conveyancing enquiry Residential** (24 hour turnaround)	 151.00	 155.00
 Lease Conveyancing enquiries standard enquiry Residential (4 working day turnaround)	 103.00	 106.00
 Lease Conveyancing Enquiries urgent standard conveyancing enquiry Residential** (24 hour turnaround)	 166.00	 170.00
 Lease Conveyancing enquiries - standard enquiry Non - Residential (4 working day turnaround)	 205.00	 210.00
 Lease Conveyancing Enquiries urgent standard enquiry Non - Residential** (24 hour turnaround)	 332.00	 340.00

Schedule

Column 1	Column 2	Column 3
Description of Matter for which fee is payable	Fee Payable \$ 2017-18	Fee Payable \$ 2018-19
Lease Conveyancing Enquiries electronic enquiry Non - Residential (4 working day turnaround)	185.00	190.00
Lease Conveyancing Enquiries Urgent electronic enquiry Non - Residential** (24 hour turnaround)	302.00	310.00
Examination of Survey Plans - examination of survey plans following amendment to lease documents at lessee's request - basic fee	<i>1,306.00 plus 230.00 per additional block</i>	1,339.00 plus 235.00 per additional block
Certified Copies of Certificates including Compliance, Section 28DA, Motor Vehicle Dealer advice and Liquor Licence advice etc (file retrieval and first document)	49.00	50.00
Plus for each subsequent certified document	7.00	7.00
Attendance fee for an officer to attend settlement/registration**		
First attendance (excluding registrations)	187.00	192.00
Second attendance	241.00	247.00
Third attendance	279.00	286.00
Fourth and subsequent attendance	372.00	381.00
Attendance fee for officer to attend registrations **		
Scheduled weekly attendance	<i>Nil</i>	Nil
Times outside scheduled weekly attendance	392.00	402.00
Advice requiring on site inspections**	341.00	350.00

Schedule

Column 1	Column 2	Column 3
Description of Matter for which fee is payable	Fee Payable \$ 2017-18	Fee Payable \$ 2018-19
Provision of lease advice (including but not limited to motor vehicle dealer licence applications, liquor licence applications and advice to certifiers on applications for building approval)	163.00	167.00
Title Search – retrieval fee**	20.00	21.00
Lease Search - charged on all development applications on leased land (other than single residential applications)**	38.00	39.00
Building Depreciation Information for tax purposes – multi unit, dual occupancy and single residential**	89.00	91.00
Building Depreciation Information for tax purposes – non residential**	178.00	182.00
Search of Records – Building, Electrical and Plumbing – certified copy of document (includes file retrieval) –		
(i) first document **	49.00	50.00
(ii) each subsequent document**	7.00	7.00
Search of Development, Building and Hydraulics plans/documents retrieval**	23.00	24.00
Search of Records – Development, Building, electrical and plumbing – Electronic plans available on disk or email		
(i) If already available electronically**	37.00	38.00
(ii) If not available electronically		
Scanning fee – first hour**	55.00	56.00
Each hour after that or part thereof **	58.00	59.00
After Hours Services (Plumbing, electrical and Gas) - out of hours inspections **	<i>362.00 Minimum plus 91.00 per hour for each hour in excess of 4 hours</i>	371.00 Minimum plus 93.00 per hour for each hour in excess of 4 hours

Schedule

Column 1	Column 2	Column 3
Description of Matter for which fee is payable	Fee Payable \$ 2017-18	Fee Payable \$ 2018-19
After Hours Services (Plumbing, electrical and Gas) - out of hours inspections (Weekends and Public Holidays) **	<i>508.00 Minimum plus 110.00 per hour for each hour in excess of 4 hours</i>	522.00 Minimum plus 113.00 per hour for each hour in excess of 4 hours
Building Conveyancing and electrical and plumbing enquiry – file retrieval and search. Provision of a written statement and hard copies of relevant documentation <i>(Note: Fast track applications will only be accepted when resources are available to provide the service.)</i>		
(a) (i) Residential (excluding head lease of multi residential units) **	93.00	95.00
(ii) Residential Fast track (24 hour turnaround)**	298.00	305.00
(b) (i) Non Residential (including head lease of multi residential units) **	184.00	189.00
(ii) Non Residential Fast track (24 hour turnaround service)**	598.00	613.00
Energy Rating Information Package - file retrieval and hard copies of relevant documentation	63.00	65.00
Energy Rating Information Package – Fast track - file retrieval and hard copies of relevant documentation**	138.00	141.00
Energy Rating Information Package - file retrieval and copies of relevant documentation in an electronic format – email or disk		
(i) If already available electronically**	37.00	38.00
(ii) If not available electronically		
Scanning fee – first hour**	55.00	56.00
Each hour after that or part thereof**	58.00	59.00
Refund fee for cancellation / withdrawal of Conveyancing enquiry and Energy Rating information requests **	23.00	24.00

Schedule

Column 1	Column 2	Column 3
Description of Matter for which fee is payable	Fee Payable \$ 2017-18	Fee Payable \$ 2018-19
Copy of crown lease when the original has been lost prior to registration at the Land Titles Office	<i>368.00</i>	377.00
Photocopying –		
(i) plain documents A4 size or less, per sheet **	<i>0.40</i>	0.40
(ii) coloured documents A4 size or less, per sheet **	<i>3.00</i>	3.00
(iii) plain documents A3 size, per sheet **	<i>0.70</i>	0.70
(iv) coloured documents A3 size, per sheet **	<i>7.00</i>	7.00
(v) all documents over A2 black and white, **	<i>19.00</i>	19.00
(vi) all documents over A2 colour**	<i>23.00</i>	24.00

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Column 1	Column 2	Column 3
Description of Matter for which fee is payable	Fee Payable \$ 2017-18	Fee Payable \$ 2018-19
Plans in electronic format		
(i) If already available electronically**	37.00	38.00
(ii) If not available electronically		
Scanning fee – first hour**	55.00	56.00
Each hour after that or part thereof **	58.00	59.00
Water Storage facility permit **	42.00	43.00
Recycling Storage facility permit **	42.00	43.00
Groundwater Bore searches – per hour **	38.00	39.00
Assessment of Contaminated Land Reports – per hour**	72.00	74.00
Contaminated Land Search**	45.00	46.00
Contaminated Sites Lease Conveyancing Inquiry**	9.00	9.00
Attendance fee for site inspection (for unit title applications lodged prior to 1 September 2010)		
First Inspection	<i>Nil</i>	Nil
Second and subsequent inspections	115.00	118.00
Examination of Survey Plans (Broadacre only)		
Base Fee	617.00	632.00
Plus for each block	73.00	75.00
Cancellation fee for settlement of land rent payouts		
First cancellation	187.00	192.00
Second cancellation	242.00	248.00
Third cancellation	278.00	285.00
Fourth and each subsequent cancellation	372.00	381.00

Schedule

Column 1	Column 2	Column 3
Description of Matter for which fee is payable	Fee Payable \$ 2017-18	Fee Payable \$ 2018-19
MAPS AND PLANS		
Deposited Plans including X Plans		
Single Plan **	<i>19.00</i>	20.00
2 or more plans at a single site (limited to 6)**	<i>38.00</i>	40.00
For each additional deposited plan over 6 for the same site**	<i>19.00</i>	20.00
Other plans per plan**	<i>19.00</i>	20.00
Hard Drive		
Sale of 2 Terabyte Hard Drive**	<i>306.00</i>	314.00
Territory Plan		
Territory Plan - Map**	<i>93.00</i>	95.00
Aerial Photography (Pre-2006)		
Retrieval**	<i>46.00</i>	47.00
Scanning Fee**	<i>5.00</i>	5.00
Air Photo photocopy on A4 per sheet**	<i>0.40</i>	0.40
Air Photo photocopy on A3 per sheet**	<i>0.70</i>	0.70
Air Photo colour photocopy on A4 per sheet**	<i>3.00</i>	3.00
Air Photo colour photocopy on A3 per sheet**	<i>7.00</i>	7.00
Air Photo colour photocopy – laminated per sheet**	<i>18.00</i>	18.00
Air Photo photocopy – electronic disk**	<i>8.00</i>	8.00
Survey Control Marks:		
Supply of Coordinated Reference Mark Plaques **	<i>45.00</i>	46.00
Supply of SR components – stainless steel rod for survey marks **	<i>485.00</i>	497.00

Schedule

Column 1	Column 2	Column 3
Description of Matter for which fee is payable	Fee Payable \$ 2017-18	Fee Payable \$ 2018-19
Investigative Inspections – Inspection not in connection with current plumbing or drainage work**	125.00	128.00
Hydraulic Fees Registration of Back Flow Test Reports – per report	24.00	25.00
Gas Compliance Certificate Book & Gas Indicator Plate - issued together (book of 20 Certificates)	159.00	163.00
Gas Compliance Certificate Book & Gas Indicator Plate - issued together (single Certificate & Plate)	9.00	9.00
Appliance Approval Certificate book & set of 10 adhesive labels	139.00	142.00
Dishonoured Cheque Fee **	57.00	58.00
Copy of Receipt flat rate **	9.00	9.00
Monthly Account Keeping Fee – per account **	12.00	12.00
Electronic Distance Measuring equipment calibration report**	56.00	57.00

Schedule

Column 1	Column 2	Column 3
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The following Nil Administrative Fees are applicable only to the lessee of a parcel of land at the time of which a building or structure was destroyed or damaged by fire, or in the course of fighting fire, associated with the bushfire emergency that began on 18 January 2003 and ended on 28 January 2003 and in relation to the supply of a service related to the erection, or alteration, or proposed erection or alteration, of a building or structure to replace a damaged building or structure of the same kind that existed at the beginning of the bushfire emergency.

Certified Copies of Certificates including Compliance, Section 28DA, Motor Vehicle Dealer advice and Liquor Licence advice etc	<i>Nil</i>	Nil
Full Public notification	<i>Nil</i>	Nil
Lease Search	<i>Nil</i>	Nil
Search of Records – Building, Electrical and Plumbing - building and hydraulics plan retrieval	<i>Nil</i>	Nil
Search of Records – Building, Electrical and Plumbing - building and hydraulics retrieval - (i) first two documents	<i>Nil</i>	Nil
Search of Records – Building, Electrical and Plumbing building and hydraulics plan retrieval - (ii) each subsequent document	<i>Nil</i>	Nil
Search of Records – Building, Electrical and Plumbing - certified copy of document (surcharge on all other fees) – (i) first two documents	<i>Nil</i>	Nil
Search of Records – Building, Electrical and Plumbing certified copy of document (surcharge on all other fees) – (ii) each subsequent document	<i>Nil</i>	Nil
Search of Records – Building, Electrical and Plumbing - photocopying – (i) plain documents A4 size or less, per sheet	<i>Nil</i>	Nil

Schedule

Column 1 Description of Matter for which fee is payable	Column 2 Fee Payable \$ 2017-18	Column 3 Fee Payable \$ 2018-19
Search of Records – Building, Electrical and Plumbing photocopying – (ii) plain documents A3 size, per sheet **	<i>Nil</i>	Nil
Search of Records – Building, Electrical and Plumbing photocopying – (iii) coloured copies and all documents over A3 size, per sheet **	<i>Nil</i>	Nil
Survey Data - BM Level control mark co-ords **	<i>Nil</i>	Nil
Survey Data - BM Level first **	<i>Nil</i>	Nil
Survey Data - BM Level subsequent **	<i>Nil</i>	Nil

Schedule

Column 1	Column 2	Column 3
Description of Matter for which fee is payable	Fee Payable \$ 2017-18	Fee Payable \$ 2018-19
Consent transfer a lease submitted for completeness check		
Initial lodgement	<i>Nil</i>	Nil
First failure of the completeness check	<i>62.00</i>	64.00
Second failure of the completeness check	<i>123.00</i>	126.00
Third failure of the completeness check	<i>202.00</i>	207.00
Fourth and subsequent failure of the completeness check	<i>403.00</i>	413.00
 To make an administrative change to a lease, by lease variation (AVCL) only, that does not include any of the following: Changes to the purpose clause; or Changes to development rights; or Changes to easements; or Removing restrictions on transfer; or Removing a prohibition on lease variation and the proposed change is either required by the Territory or in response to changes in Territory requirement	 <i>Nil</i>	 Nil
Occupational licence completeness check		
Initial lodgement	<i>Nil</i>	Nil
First failure notice issued	<i>15% of licence application fee</i>	15% of licence application fee
Second failure notice issued	<i>20% of licence application fee</i>	20% of licence application fee
Additional notice issued	<i>25% of licence application fee</i>	25% of licence application fee
Development approval lodgement completeness check		
Initial lodgement	<i>Nil</i>	Nil
First failure notice issued	<i>187.00</i>	192.00
Second failure notice issued	<i>558.00</i>	572.00
Third failure notice issued	<i>1,304.00</i>	1,337.00
Fourth failure notice issued	<i>2,791.00</i>	2,861.00
Each additional notice	<i>1,482.00</i>	1,519.00
Building approval lodgement completeness check		
Initial lodgement	<i>Nil</i>	Nil

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Description of Matter for which fee is payable	Fee Payable \$ 2017-18	Fee Payable \$ 2018-19
First failure notice issued	<i>180.00</i>	184.00
Second failure notice issued	<i>540.00</i>	553.00
Third failure notice issued	<i>1,261.00</i>	1,293.00
Fourth failure notice issued	<i>2,701.00</i>	2,769.00
Each additional notice	<i>1,433.00</i>	1,469.00
Processing of late lodgement of building approval documents required under section 28A(4) of the Building Act	<i>61.00</i>	63.00
Processing of late lodgement of building approval documents required under section 33(3) of the Building Act	<i>61.00</i>	63.00
Parks and Conservation		
Provision of Spatial Data and mapping services – per hour**	<i>154.00</i>	158.00
Provision of Scientific and related research services- per hour**	<i>154.00</i>	158.00
Provision of Ecological advice – per hour**	<i>154.00</i>	158.00
Campground Fees – Community/Non-profit groups all areas – per person, per night**	<i>5.20</i>	5.30
Campground Fees –High level facilities – per person, per night**	<i>15.00</i>	15.40
Campground Fees –Medium level facilities – per person, per night**	<i>10.00</i>	10.30
Campground Fees –Standard level facilities – per person, per night**	<i>6.20</i>	6.40
Campground Fees –High level facilities – per concession card holder, per night**	<i>10.00</i>	10.30
Campground Fees –Medium level facilities – per concession card holder , per night**	<i>6.70</i>	6.90
Campground Fees –Standard level facilities – per concession card holder, per night**	<i>4.10</i>	4.20

Schedule

Column 1	Column 2	Column 3
Description of Matter for which fee is payable	Fee Payable \$ 2017-18	Fee Payable \$ 2018-19
Campground Fees –High level facilities – per senior card holder, per night**	12.40	12.70
Campground Fees –Medium level facilities – per senior card holder, per night**	8.30	8.50
Campground Fees –Standard level facilities – per senior card holder, per night**	5.20	5.30
Campground Fees – Children under 15, per person, per night **	0.00	0.00
Camping Fees- bush camping outside formal campgrounds-organised groups (e.g Outward Bound, Duke of Edinburgh, Scouts, Schools)- per person, per night**	3.10	3.20
Blue Range Hut – includes up to 6 persons, per night**	60.60	62.00
Blue Range Hut and camping area- Exclusive use (6 persons, per night)** (Plus medium level facility campground fee per person, per night > 6 people)	69.20	71.00
Kowen Old Homestead – Exclusive Use – (6 persons per night)** (Plus medium level facility campground fee per person, per night>6 people)	70.00	72.00
Ready Cut Cottage – Namadgi National Park Accommodation overnight, per night**	224.00	230.00
Ready Cut Cottage – Namadgi National Park Day use, per day**	153.00	157.00
Canberra Nature Park Vehicle Access permit Fee**	72.00	74.00
Canberra Nature Park Vehicle Access Permit Renewal Fee**	36.00	37.00
Canberra Nature Park Vehicle Access Security Deposit (Minor Works)	72.00	74.00
Canberra Nature Park Vehicle Access Security	714.00	732.00

Schedule

Column 1	Column 2	Column 3
Description of Matter for which fee is payable	Fee Payable \$ 2017-18	Fee Payable \$ 2018-19
Deposit (Medium Works)		
Canberra Nature Park Vehicle Access Security Deposit (Major Works)	3,570.00	3,660.00
Nil Desperandum homestead at Tidbinbilla overnight stay per night**	149.00	153.00
Nil Desperandum homestead at Tidbinbilla – Refundable key deposit	102.00	105.00
Nil Desperandum homestead at Tidbinbilla – Refundable Management & Maintenance (Security) Deposit	373.00	382.00
Nil Desperandum homestead at Tidbinbilla Cancellation fee**		
- Event cancelled 0 to 7 days before the event date - 100% of the hire fee will be forfeited	<i>100% of hire fee</i>	100% of hire fee
- Event cancelled over 7 to 14 days before the event date - 50% of the hire fee will be forfeited	<i>50% of hire fee</i>	50% of hire fee
- Event cancelled 14+ days before event date - 0% of the hire fee will be forfeited	<i>NIL</i>	NIL
School Holiday Program and/or Ranger Guided Activities – cost for consumables, per head, per activity**	6.00	6.00
Standard Ranger Guided Tours by arrangement, per tour – business hours**	102.00	104.00
Specialised Ranger Guided Tours by arrangement per hour – business hours**	204.00	208.00
Specialised Ranger Guided Tours by arrangement per hour – outside business hours**	204.00	208.00

Schedule

Column 1	Column 2	Column 3
Description of Matter for which fee is payable	Fee Payable \$ 2017-18	Fee Payable \$ 2018-19
Security Bonds may be included in the condition of a permit to cover the estimated cost to the Territory associated with any reinstatement or repair of facilities (as and when required in accordance with the estimated risk and cost).	<i>Determined during the application process</i>	Determined during the application process
Agistment (grazing fee per stock unit)**	0.175	0.180
Issue and record emergency NLIS devices	22.00	23.00