

APPLICATIONS, APPROVALS, PERMITS & LICENCES

Description of Fee, Charge, Penalty plus conditions	Unit	2022/23 Rate Including GST	GST	Cost Recovery Fee	Legislation & Section	LGA S97 Paragraph
APPLICATIONS, PERMITS, APPROVALS AND LICENCES						
GENERAL NOTES						
Approvals, permits and licences that can be transferred require an application to be made to Council.						
Refunds						
Food Licences, Accommodation Approvals and Environmental & Public Health Licences - A non-refundable Administration Fee applies for applications where assessment by an officer has not occurred. - Temporary Food and Market Food Stall Applications are non-refundable. - Refused applications are non refundable. - Approvals, permits & licences are subject to a refund based on a pro-rata amount less the Administration Fee. - Refunds are not applicable after 75% of the approval, permit or licence term.						
Other Applications, Permits, Approvals and Licences - Application /Transfer Fees are non-refundable. - Approvals and permits are subject to a refund based on a pro-rata calculation. - Refunds are not applicable after 75% of the approval/permit term.						
All refunds are subject to approval by a Manager or Team Leader.						
Pro-Rata Fees						
Food Licences, Accommodation Approvals and Environmental & Public Health Licences Approval and licence period: 1 July - 30 June. New annual application fees may be calculated on a pro-rata basis.						
Other Applications, Permits, Approvals and Licences Pro-rata calculations do not apply to Application/Transfer fees. Additional annual fees such as Area Use, Annual Approval, Impact of Activity fees etc may be calculated on a pro-rata basis.						
Local Charitable and Not for Profit Organisations and Schools Fee Exemptions						
Not for profit organisations and schools located within the Douglas Shire that can demonstrate that the event/activity is beneficial to the community and is operated directly by the organisation are exempt of fees listed in this section.						
Fee exemption applies to one-off/temporary events/activities only. Eligible applicants must submit a Charity Certificate, Certificate of Incorporation and other evidence to demonstrate fee exemption criteria. A Statutory Declaration may be required.						

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GENERAL FEES						
Security Bonds						
A refundable Security Bond may be payable for events and activities conducted on Council Controlled Areas and Roads and in accordance with risk level at the discretion of an Authorised officer. * Upon forfeiture of bond this amount will be treated as GST inclusive.						
Security Bond - Low Risk	Bond	500.00	0.00			S97(2)(a)
Security Bond - Medium Risk	Bond	1,000.00	0.00			S97(2)(a)
Security Bond - High Risk	Bond	1,500.00	0.00			S97(2)(a)
Additional Assessment & Inspection Fees						
Additional assessment and inspection fees may apply if an application requires a high level of assessment and/or additional inspections. This fee may be charged if an application is incomplete and requires a high level of administrative support including a report to Council. This fee will apply to all approvals, permits and licences unless specifically stated elsewhere in the fees.						
Additional Assessment Fee	Assessment	159.00	0.00	Y	PHA2003	S97(2)(a)
Additional Inspection Fee - Local Law Approvals	Inspection	159.00	0.00	Y	PHA2003	S97(2)(a)
Additional Inspection - Environmental Health - Low Risk/Minor	Inspection	159.00	0.00	Y	PHA2003	S97(2)(a)
Additional Inspection - Environmental Health - Med/High Risk /Major	Inspection	285.00	0.00	Y	PHA2003	S97(2)(a)
Amendments/Modifications to Approvals, Permits and Licences						
These fees apply to all approvals, permits and licences unless specifically stated elsewhere in the fees.						
Minor Amendment Fee (Administrative changes)	Application	NO CHARGE	0.00	Y	LL1	S97(2)(a)
Major Amendment/Modification Fee (Changes to approved activities, operational changes, conditions etc)	Application	83.00	0.00	Y	LL1	S97(2)(a)
Major Amendment to Food Safety Program (e.g. changes resulting from new, changed or modified food operations and/or documentation)	Application	238.00	0.00	Y	FA2006	S97(2)(a)

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TEMPORARY EVENT AND ACTIVITY APPROVALS						
Weddings and Other Ceremonies						
Weddings and Other Ceremonies: 2 Hour Blocks only - Little Cove Fee includes Application and Area Use Fees/Booking fee (non-refundable)	Application 2 Hours	105.00	0.00	Y		
Wedding and Other Ceremonies: 2 Hour Blocks only -Other parks, reserves and foreshores Fee includes Application and Area Use Fees/Booking fee (non-refundable) (Rex Smeal Park not available for 2 hourly blocks)	Application 2 Hours	65.00	0.00	Y		
Rex Smeal Park Quick Calculation Guide For wedding receptions and other small events (not festivals, concerts etc) This fee is a calculation of Application fee, Impact fee and Area Use Fee.						
Rex Smeal Park (Non-Exclusive Use) - SECTION OF PARK - Daily Date (Up to 200 people) Wedding receptions and small/medium events with no fencing	Day	588.00	53.45			
Rex Smeal Park (Exclusive Use) - SECTION OF PARK - Daily Date (200 - <500 people) Wedding receptions and small/medium events with no fencing.	Day	752.00	68.36			
Rex Smeal Park (Exclusive Use) - ENTIRE PARK - Daily Date (>1000 people) Festivals and large events when the park is fenced.	Day	1,880.00	170.91			
Temporary Event and Activity Approvals						
Temporary Event and Activity Approval fees are made up Application Fee, Area Use Fee (if applicable) and Impact of Activity Fee (if applicable).						
Busking Application Fee	Application 3mth approval	31.00	0.00	Y	LL1 (Schd 6) S10	S97(2)(a)
Fireworks on Public Land Application Fee	Application	159.00	0.00	Y	LL1 (Schd 6) S10	S97(2)(a)
Helicopter/Parachute/Aircraft Landings (One-Off Landing) Application Fee	Application	159.00	0.00	Y	LL1 (Schd 6) S10	S97(2)(a)
Temporary Low Impact Activities/Events Application Fee	Application	NO CHARGE	0.00	Y	LL1 (Schd 6) S10	S97(2)(a)
Temporary Commercial, Recreational Activities/Events (Medium & High Impact) Application Fee Temporary entertainment event (festival, concert, circus, community event etc), wedding receptions, corporate events, social events, sporting events, touting & soliciting etc	Application	159.00	0.00	Y	LL1 (Schd 6) S10	S97(2)(a)
Film and Television Activities - Low Impact Application Fee	Application	NO CHARGE	0.00	Y	LL1 (Schd 6) S10	S97(2)(a)
Film and Television Activities - Medium/High Impact Application Fee	Application	159.00	0.00	Y	LL1 (Schd 6) S10	S97(2)(a)
Temporary Activity to Conduct Work or Deposit Goods Application Fee Deposit shipping container/skip bin, hoarding, gantry, scaffolding, deposit equipment & materials on public land etc.	Application	159.00	0.00	Y	LL1 (Schd 6) S10	S97(2)(a)

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Area Use Fees: Parks, Reserves and Foreshores						
Application fee and Impact fee (if applicable) are in addition to Area Use Fees.						
Rex Smeal Park (Non-Exclusive Use) - SECTION OF PARK - Hourly Rate	Hour	65.00	5.91			
Rex Smeal Park (Non-Exclusive Use) - SECTION OF PARK - Daily Rate	Day	320.00	29.09			
Rex Smeal Park (Exclusive Use) - ENTIRE PARK - Daily Date	Day	1,175.00	106.82			
Other Parks, Reserves and Foreshores (Non-Exclusive Use) - SECTION OF PARK - Hourly Rate	Hour	38.00	3.45			
Other Parks, Reserves and Foreshores (Non-Exclusive Use) - SECTION OF PARK - Daily Rate	Day	190.00	17.27			
Other Parks, Reserves and Foreshores (Exclusive Use) - ENTIRE PARK - Daily Rate	Day	320.00	29.09			
Area Use Fees: Roads and Footpaths						
Application fee and Impact fee (if applicable) are in addition to Area Use Fees.						
A - Macrossan Street, Port Douglas and Front St, Mossman						
- per day	Day /m ²	2.20	0.20			
- per week	Week /m ²	4.50	0.41			
- per month	Month /m ²	8.50	0.77			
- per parking space per day	Parking Bay	20.00	1.82			
B - Port Douglas and Mossman Other						
- per day	Day /m ²	1.50	0.14			
- per week	Week /m ²	3.00	0.27			
- per month	Month /m ²	5.50	0.50			
- per parking space per day	Parking Bay	15.00	1.36			
C - All other areas		0.00	0.00			
- per day	Day /m ²	1.00	0.09			
- per week	Week /m ²	2.00	0.18			
- per month	Month /m ²	3.50	0.32			
- per parking space per day	Parking Bay	10.00	0.91			

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Impact of Activity Fee						
Application fee and Area Use fee are in addition to Impact Fees (if applicable).						
No. of guests/customers/participants:						
<200	Event	109.00	0.00	Y	LL1	S97(2)(a)
> 200 - <500	Event	273.00	0.00	Y	LL1	S97(2)(a)
> 500 - <1000	Event	382.00	0.00	Y	LL1	S97(2)(a)
> 1000	Event	546.00	0.00	Y	LL1	S97(2)(a)
ANNUAL COMMERCIAL FOOTPATH APPROVALS						
Outdoor Dining Approvals						
New Application/Transfer Fee	Application	159.00	0.00	Y	LL1	S97(2)(a)
Annual Approval Fee	Annual	159.00	0.00	Y	LL1	S97(2)(a)
Per Square Metre Fee						
A - Port Douglas, Macrossan St ONLY	Annual /m ²	122.00	0.00	Y		S97(2)(a)
B - Port Douglas Other	Annual /m ²	71.00	0.00	Y	LL1	S97(2)(a)
C - Mossman, Front Street ONLY	Annual /m ²	26.00	0.00	Y	LL1	S97(2)(a)
D - All Other	Annual /m ²	17.00	0.00	Y	LL1	S97(2)(a)
Goods on Footpath Approvals						
New Application/Transfer Fee	Application	159.00	0.00	Y	LL1	S97(2)(a)
Annual Approval Fee	Annual	159.00	0.00	Y	LL1	S97(2)(a)
Per Square Metre Fee			0			
A - Port Douglas, Macrossan St ONLY	Annual /m ²	56.00	0.00	Y	LL1	S97(2)(a)
B - Port Douglas Other AND Mossman, Front St ONLY	Annual /m ²	48.00	0.00	Y	LL1	S97(2)(a)
C - Mossman Other	Annual /m ²	26.00	0.00	Y	LL1	S97(2)(a)
D - All Other	Annual /m ²	17.00	0.00	Y	LL1	S97(2)(a)

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Portable Advertising Approvals						
If a fee is paid for Outdoor Dining or Goods on Footpath, no further fee is required for a Portable Advertisement where portable advertisement is displayed within the approved area.						
New Application/Transfer Fee	Application	91.00	0.00	Y	LL1	S97(2)(a)
Annual Approval/Location Fee						
A - Port Douglas, Macrossan St ONLY	Annual	125.00	0.00	Y	LL1	S97(2)(a)
B - Port Douglas Other, Front Street Mossman	Annual	96.00	0.00	Y	LL1	S97(2)(a)
C - Mossman Other	Annual	59.00	0.00	Y	LL1	S97(2)(a)
D - All Other	Annual	33.00	0.00	Y	LL1	S97(2)(a)
ANNUAL COMMERCIAL ACTIVITY APPROVALS						
Commercial business utilising Council controlled areas and roads to conduct business, including Beach Hire, fitness classes, tours, itinerant and roadside vending, etc.						
New Application/Transfer Fee	Application	159.00	0.00	Y	LL1	S97(2)(a)
Annual Approval Fee	Annual	159.00	0.00	Y	LL1	S97(2)(a)
Annual Exclusive Activity Area Use Fee						
A - Macrossan Street, Port Douglas	Annual /m ²	56.00	0.00	Y	LL1	S97(2)(a)
B - Four Mile Beach and Esplanade, Port Douglas	Annual /m ²	48.00	0.00	Y	LL1	S97(2)(a)
C - Port Douglas - Other	Annual /m ²	26.00	0.00	Y	LL1	S97(2)(a)
D - All Other	Annual /m ²	17.00	0.00	Y	LL1	S97(2)(a)
Mobile/Itinerant Activity Fee						
Port Douglas	Annual	1,901.00	0.00	Y	LL1	S97(2)(a)
Other	Annual	1,267.00	0.00	Y	LL1	S97(2)(a)
Impact of Activity Fee - Number of customers per year:						
0 - 1000	Annual	496.00	0.00	Y	LL1	S97(2)(a)
1001 - 2000	Annual	990.00	0.00	Y	LL1	S97(2)(a)
> 2000	Annual	1,979.00	0.00	Y	LL1	S97(2)(a)

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PILE MOORING APPROVALS						
A "high risk" refundable Security Bond will be required for pile mooring approval holders. The bond is fully refundable provided an authorised person determines the condition of the pile mooring is acceptable, and once any outstanding fees and charges are paid in full.						
New Application - Pile Mooring Waiting List	Application	NO CHARGE	0.00	Y	LL1	S97(2)(a)
New Application/Transfer Fee	Application	NO CHARGE	0.00	Y	LL1	S97(2)(a)
Annual Approval Fee	Annual	NO CHARGE	0.00	Y	LL1	S97(2)(a)
PD Boat Harbour Pile Mooring-Long Term						
< 14 metres	Annual	1,297.00	117.91			
> 14 metres and < 17 metres	Annual	1,657.00	150.64			
> 17 metres and < 25 metres	Annual	1,825.00	165.91			
> 25 metres	Annual	2,024.00	184.00			
PD Boat Harbour Pile Mooring-Casual -Daily	Full day	22.00	2.00			
PD Boat Harbour Pile Mooring-Casual -Weekly	Week	113.00	10.27			
Temporary Berthing Permit: Daintree River Pontoon	Annual	1,288.00	117.09			
OPERATION OF PUBLIC SWIMMING POOL APPROVALS						
Operation of Public Swimming Pool Approval is not required if premises have a current Accommodation Approval.						
New Application/Transfer Fee Includes 1 pool	Application	159.00	0.00	Y	LL1	S97(2)(a)
Annual Approval Fee Includes 1 pool	Annual	159.00	0.00	Y	LL1	S97(2)(a)
- per Additional Pools Capped at 4 pools	Per pool	104.00	0.00	Y	LL1(Sch16)S11	S97(2)(a)

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ACCOMMODATION APPROVALS						
Accommodation Approvals for premises with pools will not require an approval for the Operation of a Public Swimming Pool.						
Plan Approval						
For Modifications and amendment fees for Plan Approvals, see section titled "Amendments/Modifications to Approvals, Permits and Licences".						
Processing of Plans - Minor Small accommodation/shared facility businesses	Application	295.00	0.00	Y	LL1	S97(2)(a)
Processing of Plans - Major Large accommodation/shared facility business i.e. backpacker, hostel	Application	446.00	0.00	Y	LL1	S97(2)(a)
Accommodation Approvals						
Operation of Shared Facility Accommodation Approval	Annual	341.00	0.00	Y	LL1(Sch17)S11	S97(2)(a)
Plus per maximum persons accommodated	Person	5.00	0.00	Y	LL1(Sch17)S11	S97(2)(a)
Camping Grounds/Caravan Parks Approval	Annual	341.00	0.00	Y	LL1(Sch12)S11/ LL1(Sch14)S11	S97(2)(a)
Plus per site (as per approved plan)	Site	5.00	0.00	Y	LL1(Sch12)S11/ LL1(Sch14)S11	S97(2)(a)
Plus per Permanent Structure (e.g. cabins, safari tents, train carriages) (as per approved plan)	Cabin	16.00	0.00	Y	LL1(Sch12)S11/ LL1(Sch14)S11	S97(2)(a)
Transfer of Approval (Accommodation Premises)	Transfer	159.00	0.00	Y	LL1(Sch12)S11 & LL1 (Sch 17) S11	S97(2)(a)
Standard Administration Fee Only applicable to refunds (non-refundable portion of fee)	Application	159.00	0.00	Y		S97(2)(a)

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FOOD BUSINESS LICENCES						
Plan Approval						
Processing of Plans: High & Medium Risk Food Businesses	Application	460.00	0.00	Y	FA2006	S97(2)(a)
PLUS Additional area exceeding 100m2	100m2	380.00	0.00	Y	FA2006	S97(2)(a)
Processing of Plans: Other (minor/low risk food premises , vessels & non-licensable businesses) and Minor Changes to existing plans approvals	Application	305.00	0.00	Y	FA2006/LL1	S97(2)(a)
Food Licences						
Low Risk Food Premises- Application/Renewal Fee	Annual	408.00	0.00	Y	FA2006	S97(2)(a)
Medium Risk Food Premises-Application/Renewal Fee	Annual	648.00	0.00	Y	FA2006	S97(2)(a)
High Risk Food Premises-Application/Renewal Fee	Annual	676.00	0.00	Y	FA2006	S97(2)(a)
Market Food Stall Licence - Application/Renewal Fee	Annual	160.00	0.00	Y	FA2006	S97(2)(a)
Market Food Stall Licence-Taste Testing food stall - Application/Renewal Fee	Annual	72.00	0.00	Y	FA2006	S97(2)(a)
Bed & Breakfast Food Licence - Application/Renewal Fee	Annual	420.00	0.00	Y	FA2006	S97(2)(a)
Not For Profit Community, Sporting or Service Organisations- Application/Renewal Fee Exemptions apply as per Section 48 Food Act 2006 (i.e. Community Sporting or Service organisations preparing meals on less than 12 days per financial year are exempt from requiring a food business licence.	Annual	420.00	0.00	Y	FA2006	S97(2)(a)
Minor Preparation Licence - Application/Renewal Fee Less than 2 employees/low risk market foods only	Annual	272.00	0.00	Y	FA2006	S97(2)(a)
Restoration of Licence Restoration fee will apply one (1) month after renewal due date expires	Licence	114.00	0.00	Y	FA2006	S97(2)(a)
Standard Administration Fee Only applicable to refunds (non-refundable portion of fee)	Application	159.00	0.00	Y		S97(2)(a)
Temporary Food Licences						
Temporary Food Licence Application Fee - Per Event Multi day event that may be more than one location (e.g. Carnivale, Mossman Show) (base fee (first event), 2nd event is 50% of first, 3rd event and over at 25%	Application	130.00	0.00	Y	FA2006	S97(2)(a)
Taste Testing food stall - per event	Application	72.00	0.00	Y	FA2006	S97(2)(a)

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Food Safety Program						
Application for Accreditation of Food Safety Program	Application	538.00	0.00	Y	FA2006	S97(2)(a)
Application for Accreditation of Food Safety Program if Notice of Written Advice received from external auditor	Application	348.00	0.00	Y	FA2006	S97(2)(a)
2nd Party Audit Fee for Food Safety Program (Based on application for Audit and an average 6 hours EHO time)	Audit	708.00	0.00	Y	FA2006	S97(2)(a)
2nd Party Non-Conformance Audit Fee for Food Safety Program	Audit	355.00	0.00	Y	FA2006	S97(2)(a)
ENVIRONMENTAL AND PUBLIC HEALTH LICENCES						
Public Health Licenses						
Public Health (Infection Control for Personal Appearance Services) Act 2003						
Plan approval for new higher risk premises	Application	305.00	0.00	Y	PHA2003	S97(2)(a)
Public Health Licence Application/Renewal Fee	Application	414.00	0.00	Y	PHA2003	S97(2)(a)
Transfer of Licence Fee	Application	174.00	0.00	Y	PHA2003	S97(2)(a)
Standard Administration Fee Only applicable to refunds (non-refundable portion of fee)	Application	159.00	0.00	Y		S97(2)(a)
Environmentally Relevant Activities Annual Fees						
Annual Fees for ERA's are prescribed under Chapter 9 and Schedule 15 of the Environmental Protection Regulation 2019						
Asphalt manufacturing Plastic product manufacturing Metal forming Surface coating (anodising, electroplating, enamelling or galvanising)	Licence	As per legislation	0.00	Y	EP Regulation	S97(2)(a)
Boat maintenance or repair	Licence	As per legislation	0.00	Y	EP Regulation	S97(2)(a)

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MISCELLANEOUS FEES						
Return of Confiscated Goods						
Release / Administration Fee (plus actual cost)	Goods	213.00	0.00	Y	LL1	S97(2)(a)
Abandoned Vehicles						
Fee Calculation = Release /Administration Fee + Actual Cost of Towing						
Release / Administration Fee (plus actual cost)	Vehicle	213.00	19.36			
Overgrown Allotments (Enter & Clear)						
Fee Calculation = Inspection/Administration Fee + Actual Cost of Mowing						
Inspection / Administration Fee (plus actual cost)	Allotment	340.00	30.91			
Cattle Grids						
New Application Fee	Application	370.00	0.00	Y	LL1	S97(2)(a)
Annual Approval Fee	Annual	56.00	0.00	Y	LL1	S97(2)(a)
Transfer of Approval (Change of Ownership)	Application	56.00	0.00	Y	LL1	S97(2)(a)
Bringing or Drive Quad Bike and UTV (Wonga Beach only)						
New Application	Annual	NO CHARGE	0.00	Y	LL1	S97(2)(a)
Annual Renewal Fee	Annual	NO CHARGE	0.00	Y	LL2	S97(2)(a)
Establishment or Occupation of a Temporary Home			0.00			
Application Fee	Application	159.00	0.00	Y	LL1	S97(2)(a)
Other Prescribed/Restricted Activities (not otherwise specified)			0.00			
Other Prescribed/Restricted Activities Application Fee	Application	159.00	0.00	Y	LL1	S97(2)(a)
Blue Directional Sign Application						
Community or volunteer organisations or tourist attractions can apply for blue directional street signage in accordance with Dept of Transport and Main Roads conditions.						
Application Fee	Sign with Pole	93.00	0.00	Y		S97(2)(a)
Blue Directional Sign Supply and Installation Fee <i>with Pole</i> Fee will be charged if application is approved.	Sign with Pole	610.00	0.00	Y		S97(2)(a)
Blue Directional Sign Supply and Installation Fee for <i>without Pole</i> Fee will be charged if application is approved.	Sign w/out Pole	486.00	0.00	Y		S97(2)(a)