

Description of Fee, Charge, Penalty plus conditions	Unit	2025/26 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						
<b>Food Licences, Accommodation Approvals and Environmental &amp; Public Health Licences</b> <ul style="list-style-type: none"><li>- A non-refundable Administration Fee may apply for applications where assessment by an officer has not occurred.</li><li>- Temporary Food and Market Food Stall Applications are non-refundable.</li><li>- Refused applications are non refundable.</li><li>- Approvals, permits &amp; licences are subject to a refund based on a pro-rata amount less the Administration Fee.</li><li>- Refunds are not applicable after 75% of the approval, permit or licence term.</li></ul> <b>Other Applications, Permits, Approvals and Licences</b> <ul style="list-style-type: none"><li>- Application /Transfer Fees are non-refundable.</li><li>- Approvals and permits are subject to a refund based on a pro-rata calculation.</li><li>- Refunds are not applicable after 75% of the approval/permit term.</li></ul> <b>All refunds are subject to approval by a Manager.</b>						
Pro-Rata Fees						
<b>Food Licences, Accommodation Approvals and Environmental &amp; Public Health Licences</b> <p>Approval and licence period: 1 July - 30 June.</p> <p>New <u>annual</u> application fees may be calculated on a pro-rata basis, administration component of the application fee non-refundable.</p> <b>Other Applications, Permits, Approvals and Licences</b> <p>Pro-rata calculations do not apply to Application/Transfer fees. Additional <u>annual</u> fees such as Area Use, Annual Approval, Impact of Activity fees etc may be calculated on a pro-rata basis.</p>						
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.						
<b>Fee exemption applies to one-off/temporary events/activities only.</b> 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 person. * 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	173.00	0.00	Y	PHA2003	S97(2)(a)
Additional Inspection Fee - Local Law Approvals	Inspection	173.00	0.00	Y	PHA2003	S97(2)(a)
Additional Inspection - Environmental Health - Low Risk/Minor	Inspection	173.00	0.00	Y	PHA2003	S97(2)(a)
Additional Inspection - Environmental Health - Med/High Risk /Major	Inspection	309.00	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	NO CHARGE	Y	LL1	S97(2)(a)
Major Amendment/Modification Fee (Changes to approved activities, operational changes, conditions etc)	Application	91.00	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	258.00	0.00	Y	FA2006	S97(2)(a)

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<b>TEMPORARY EVENT AND ACTIVITY APPROVALS</b>						
<b>Temporary Event and Activity Approvals</b>						
Temporary Event and Activity Approval fees are made up of Application Fee, Area Use Fee (if applicable) and Impact of Activity Fee (if applicable).						
<b>Temporary Entertainment, Commercial, Recreational Events Application Fee</b> Temporary entertainment event (festival, concert, circus, community event etc), wedding receptions, corporate events, social events, sporting events, touting & soliciting etc	Application	173.00	0.00	Y	LL1 (Schd 6) S10	S97(2)(a)
<b>Temporary Low Impact Activities/Events Application Fee</b>	Application	NO CHARGE	NO CHARGE	Y	LL1 (Schd 6) S10	S97(2)(a)
<b>Busking Application Fee</b>	Application 3mth approval	35.00	0.00	Y	LL1 (Schd 6) S10	S97(2)(a)
<b>Fireworks on Public Land Application Fee</b>	Application	173.00	0.00	Y	LL1 (Schd 6) S10	S97(2)(a)
<b>Fireworks application for Annual Approval Holders (per event)</b>	Application	85.00	0.00	Y	LL1 (Schd 6) S10	S97(2)(a)
<b>Helicopter/Parachute/Aircraft Landings (One-Off Landing) Application Fee</b>	Application	173.00	0.00	Y	LL1 (Schd 6) S10	S97(2)(a)
<b>Film and Television Activities - Low Impact Application Fee</b>	Application	NO CHARGE	NO CHARGE	Y	LL1 (Schd 6) S10	S97(2)(a)
<b>Film and Television Activities - Medium/High Impact Application Fee</b>	Application	173.00	0.00	Y	LL1 (Schd 6) S10	S97(2)(a)
<b>Temporary Activity to Conduct Work or Deposit Goods Application Fee</b> Hoarding, gantry, scaffolding, deposit equipment & materials on public land, operating equipment on public land etc.	Application	173.00	0.00	Y	LL1 (Schd 6) S10	S97(2)(a)
<b>Temporary Placement of Skip Bin or Shipping Container Application Fee (under 7 days)</b> Temporary placement of shipping container/skip bins on public land over 7 days and not using designated parking places.	Application	0.00	0.00	Y	LL1 (Schd 6) S10	S97(2)(a)
<b>Temporary Placement of Skip Bin or Shipping Container Application Fee (&gt; 7 days and &lt; 28 days)</b> Temporary placement of shipping container/skip bins on public land over 7 days and up to 28 days and not using designated parking places. Over 28 days: refer to Temporary Activity to Conduct Work or Deposit Goods section and related area use fees.	Application	35.00	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	71.00	6.45	Y	LL1	S97(2)(a)
Rex Smeal Park (Non-Exclusive Use) - SECTION OF PARK - Daily Rate	Day	346.00	31.45	Y	LL1	S97(2)(a)
Rex Smeal Park (Exclusive Use) - ENTIRE PARK - Daily Date	Day	1,269.00	115.36	Y	LL1	S97(2)(a)
Other Parks, Reserves and Foreshores (Non-Exclusive Use) - SECTION OF PARK - Hourly Rate	Hour	42.00	3.82	Y	LL1	S97(2)(a)
Other Parks, Reserves and Foreshores (Non-Exclusive Use) - SECTION OF PARK - Daily Rate	Day	206.00	18.73	Y	LL1	S97(2)(a)
Other Parks, Reserves and Foreshores (Exclusive Use) - ENTIRE PARK - Daily Rate	Day	346.00	31.45	Y	LL1	S97(2)(a)
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 month	Month /m <sup>2</sup>	4.50	0.41	Y	LL1	S97(2)(a)
- per designated parking space per day	Parking Bay	10.00	0.91	Y	LL1	S97(2)(a)
B - Port Douglas and Mossman Other			0.00			
- per month	Month /m <sup>2</sup>	3.00	0.27	Y	LL1	S97(2)(a)
- per parking space per day	Parking Bay	7.00	0.64	Y	LL1	S97(2)(a)
C - All other areas						
- per month	Month /m <sup>2</sup>	2.00	0.18	Y	LL1	S97(2)(a)
- per parking space per day	Parking Bay	5.00	0.45	Y	LL1	S97(2)(a)
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	119.00	0.00	Y	LL1	S97(2)(a)
> 200 - <500	Event	296.00	0.00	Y	LL1	S97(2)(a)
> 500 - <1000	Event	413.00	0.00	Y	LL1	S97(2)(a)
> 1000	Event	591.00	0.00	Y	LL1	S97(2)(a)

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ANNUAL COMMERCIAL FOOTPATH APPROVALS						
Outdoor Dining Approvals						
New Application/Transfer Fee	Application	173.00	0.00	Y	LL1	S97(2)(a)
Annual Approval Fee	Annual	173.00	0.00	Y	LL1	S97(2)(a)
Per Square Metre Fee						
A - Port Douglas, Macrossan St ONLY	Annual /m <sup>2</sup>	132.00	0.00	Y		S97(2)(a)
B - Port Douglas Other	Annual /m <sup>2</sup>	77.00	0.00	Y	LL1	S97(2)(a)
C - Mossman, Front St ONLY	Annual /m <sup>2</sup>	30.00	0.00	Y	LL1	S97(2)(a)
D - All Other	Annual /m <sup>2</sup>	19.00	0.00	Y	LL1	S97(2)(a)
Goods on Footpath Approvals						
New Application/Transfer Fee	Application	173.00	0.00	Y	LL1	S97(2)(a)
Annual Approval Fee	Annual	173.00	0.00	Y	LL1	S97(2)(a)
Per Square Metre Fee						
A - Port Douglas, Macrossan St ONLY	Annual /m <sup>2</sup>	62.00	0.00	Y	LL1	S97(2)(a)
B - Port Douglas Other AND Mossman, Front St ONLY	Annual /m <sup>2</sup>	52.00	0.00	Y	LL1	S97(2)(a)
C - Mossman Other	Annual /m <sup>2</sup>	30.00	0.00	Y	LL1	S97(2)(a)
D - All Other	Annual /m <sup>2</sup>	19.00	0.00	Y	LL1	S97(2)(a)
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	99.00	0.00	Y	LL1	S97(2)(a)
Annual Approval/Location Fee		0.00	0.00			
A - Port Douglas, Macrossan St ONLY	Annual	136.00	0.00	Y	LL1	S97(2)(a)
B - Port Douglas Other, Front St Mossman	Annual	104.00	0.00	Y	LL1	S97(2)(a)
C - Mossman Other	Annual	65.00	0.00	Y	LL1	S97(2)(a)
D - All Other	Annual	37.00	0.00	Y	LL1	S97(2)(a)

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<b>ANNUAL COMMERCIAL ACTIVITY APPROVALS</b>						
Commercial business utilising Council controlled areas and roads to conduct business, including small to medium wedding events and other ceremonies, Beach Hire, fitness classes, tours, itinerant and roadside vending, etc.						
New Application/Transfer Fee	Application	173.00	0.00	Y	LL1	S97(2)(a)
Annual Approval Fee	Annual	173.00	0.00	Y	LL1	S97(2)(a)
Annual Exclusive Activity Area Use Fee						
A - Macrossan Street, Port Douglas	Annual /m <sup>2</sup>	62.00	0.00	Y	LL1	S97(2)(a)
B - Four Mile Beach and Esplanade, Port Douglas	Annual /m <sup>2</sup>	52.00	0.00	Y	LL1	S97(2)(a)
C - Port Douglas - Other	Annual /m <sup>2</sup>	30.00	0.00	Y	LL1	S97(2)(a)
D - All Other	Annual /m <sup>2</sup>	19.00	0.00	Y	LL1	S97(2)(a)
Mobile/Itinerant Activity Fee						
Port Douglas	Annual	2,054.00	0.00	Y	LL1	S97(2)(a)
Other	Annual	1,369.00	0.00	Y	LL1	S97(2)(a)
Impact of Activity Fee - Number of customers per year:						
0 - 1000	Annual	537.00	0.00	Y	LL1	S97(2)(a)
1001 - 2000	Annual	1,070.00	0.00	Y	LL1	S97(2)(a)
> 2000	Annual	2,138.00	0.00	Y	LL1	S97(2)(a)
<b>Commercial Wedding Event/Small Ceremonies Approval Holders</b>						
Fee applicable for commercial business who hold a Local Laws approval for standard wedding ceremonies, small/medium wedding receptions and memorial ceremonies. Common fees are listed below. Refer to Temporary Event Approval fees above for additional applicable fees.						
2 Hour Blocks only - Little Cove (non-refundable)	Application 2 Hours	115.00	0.00	Y	LL1	S97(2)(a)
2 Hour Blocks only -Other parks, reserves and foreshores (non-refundable)	Application 2 Hours	73.00	0.00	Y	LL1	S97(2)(a)
Rex Smeal Park (Non-Exclusive Use) - SECTION OF PARK - Daily Rate (Up to 200 people) Wedding receptions and small/medium events with no fencing.	Day	463.00	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	NO CHARGE	Y	LL1	S97(2)(a)
New Application/Transfer Fee	Application	NO CHARGE	NO CHARGE	Y	LL1	S97(2)(a)
Annual Approval Fee	Annual	NO CHARGE	NO CHARGE	Y	LL1	S97(2)(a)
PD Boat Harbour Pile Mooring-Long Term						
< 14 metres	Annual	1,401.00	127.36	Y	LL1	S97(2)(a)
> 14 metres and < 17 metres	Annual	1,790.00	162.73	Y	LL1	S97(2)(a)
> 17 metres and < 25 metres	Annual	1,973.00	179.36	Y	LL1	S97(2)(a)
> 25 metres	Annual	2,187.00	198.82	Y	LL1	S97(2)(a)
PD Boat Harbour Pile Mooring-Casual -Daily	Full day	24.00	2.18	Y	LL1	S97(2)(a)
PD Boat Harbour Pile Mooring-Casual -Weekly	Week	123.00	11.18	Y	LL1	S97(2)(a)
Temporary Berthing Permit: Daintree River Pontoon	Annual	1,393.00	126.64	Y	LL1	S97(2)(a)

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<b>OPERATION OF PUBLIC SWIMMING POOL APPROVALS</b>						
Operation of Public Swimming Pool Approval is not required if premises have a current Accommodation Approval.						
<b>New Application/Transfer Fee</b> Includes 1 pool	Application	173.00	0.00	Y	LL1	S97(2)(a)
<b>Annual Approval Fee</b> Includes 1 pool	Annual	173.00	0.00	Y	LL1	S97(2)(a)
<b>- per Additional Pools</b> Capped at 4 pools	Per pool	114.00	0.00	Y	LL1(Sch16)S11	S97(2)(a)
<b>ACCOMMODATION APPROVALS</b>						
Accommodation Approvals for premises with pools will not require an approval for the Operation of a Public Swimming Pool.						
<b>Plan Approval</b>						
For Modifications and amendment fees for Plan Approvals, see section titled "Amendments/Modifications to Approvals, Permits and Licences".						
<b>Accommodation Plan Approval - Minor</b> Small accommodation/shared facility businesses	Application	319.00	0.00	Y	LL1	S97(2)(a)
<b>Accommodation Plan Approval - Major</b> Large accommodation/shared facility business i.e. backpacker, hostel	Application	483.00	0.00	Y	LL1	S97(2)(a)
<b>Accommodation Approvals</b>						
<b>Operation of Shared Facility Accommodation Approval</b>	Annual	551.00	0.00	Y	LL1(Sch17)S11	S97(2)(a)
<b>Camping Grounds/Caravan Parks Approval (1-49 sites)</b>	Annual	416.00	0.00	Y	LL1(Sch12)S11/ LL1(Sch14)S11	S97(2)(a)
<b>Camping Grounds/Caravan Parks Approval (50+ sites)</b>	Annual	624.00	0.00	Y	LL1(Sch12)S11/ LL1(Sch14)S11	S97(2)(a)
<b>Transfer of Approval (Accommodation Premises)</b>	Transfer	173.00	0.00	Y	LL1(Sch12)S11 & LL1 (Sch 17) S11	S97(2)(a)
<b>Standard Administration Fee</b> Only applicable to refunds (non-refundable portion of fee)	Application	173.00	0.00	Y	LL1	S97(2)(a)



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<b>FOOD BUSINESS LICENCES</b>						
<b>Food Licences - Category 1</b>						
<b>Fit-Out Application - Category 1</b>	Application	497.00	0.00	Y	FA2006	S97(2)(a)
<b>New food licence application - Category 1</b>	Application	701.00	0.00	Y	FA2006	S97(2)(a)
<b>Food Licences - Category 2</b>						
<b>Fit-Out Application - Category 2</b>	Application	330.00	0.00	Y	FA2006/LL1	S97(2)(a)
<b>Food Licence Annual Licence Fee - Category 2</b>	Annual	441.00	0.00	Y	FA2006	S97(2)(a)
<b>Other Food Licences</b>						
<b>Market Food Stall Licence - Application/Renewal Fee</b>	Annual	174.00	0.00	Y	FA2006	S97(2)(a)
<b>Not For Profit Community, Sporting or Service Organisations- Application/Renewal Fee</b> 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	455.00	0.00	Y	FA2006	S97(2)(a)
<b>Minor Preparation Licence/Bed and Breakfast - Application/Renewal Fee</b> Less than 2 employees/low risk market foods only	Annual	295.00	0.00	Y	FA2006	S97(2)(a)
<b>Restoration of Licence</b> Restoration fee will apply one (1) month after renewal due date expires for all food licence categories	Licence	124.00	0.00	Y	FA2006	S97(2)(a)
<b>Standard Administration Fee</b> Only applicable to refunds (non-refundable portion of fee)	Application	260.00	0.00	Y	FA2006	S97(2)(a)
<b>Temporary Food Licences</b>						
<b>Temporary Food Licence Application Fee - Per Event</b> Single and multi day events of a similar set up (no fee for second/third day for multi day events)	Application	142.00	0.00	Y	FA2006	S97(2)(a)
<b>Taste Testing food stall - Per Event</b>	Application	78.00	0.00	Y	FA2006	S97(2)(a)

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Food Safety Program						
Application for Accreditation of Food Safety Program	Application	581.00	0.00	Y	FA2006	S97(2)(a)
Application for Accreditation of Food Safety Program if Notice of Written Advice received from external auditor	Application	377.00	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	765.00	0.00	Y	FA2006	S97(2)(a)
2nd Party Non-Conformance Audit Fee for Food Safety Program	Audit	384.00	0.00	Y	FA2006	S97(2)(a)
ENVIRONMENTAL AND PUBLIC HEALTH LICENCES						
Public Health Licences						
Public Health (Infection Control for Personal Appearance Services) Act 2003						
Plan approval for new higher risk premises	Application	330.00	0.00	Y	PHA2003	S97(2)(a)
Public Health Licence Application/Renewal Fee	Application	448.00	0.00	Y	PHA2003	S97(2)(a)
Transfer of Licence Fee	Application	189.00	0.00	Y	PHA2003	S97(2)(a)
Standard Administration Fee Only applicable to refunds (non-refundable portion of fee)	Application	173.00	0.00	Y	PHA2003	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	As per legislation	Y	EP Regulation	S97(2)(a)
Boat maintenance or repair	Licence	1,902.00	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	231.00	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	231.00	21.00			
Overgrown Allotments (Enter & Clear)						
Fee Calculation = Inspection/Administration Fee + Actual Cost of Mowing						
Inspection / Administration Fee (plus actual cost)	Allotment	368.00	33.45			
Cattle Grids						
New Application Fee	Application	401.00	0.00	Y	LL1	S97(2)(a)
Annual Approval Fee	Annual	62.00	0.00	Y	LL1	S97(2)(a)
Transfer of Approval (Change of Ownership)	Application	62.00	0.00	Y	LL1	S97(2)(a)
Bringing or Drive Quad Bike and UTV (Wonga Beach only)						
New Application	Annual	NO CHARGE	NO CHARGE	Y	LL1	S97(2)(a)
Annual Renewal Fee	Annual	NO CHARGE	NO CHARGE	Y	LL2	S97(2)(a)
Establishment or Occupation of a Temporary Home						
Application Fee	Application	173.00	0.00	Y	LL1	S97(2)(a)
Other Prescribed/Restricted Activities (not otherwise specified)						
Other Prescribed/Restricted Activities Application Fee	Application	173.00	0.00	Y	LL1	S97(2)(a)

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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	101.00	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	659.00	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	525.00	0.00	Y		S97(2)(a)