

Background

During the assessment of the development application additional fees may need to be invoiced, for example when an additional external referral is required, then the referral fee must be invoiced to the 'primary contact' for the development application for payment.

Before you begin

The applicable **Consent Development Application** screen is showing.

1. Click on the **Fees** tab.
2. Click on **Determine Additional Fees** action.

3. Click on the 'fee type' required, e.g. public notification or sign on land.

Information

The **Referral Body** fee option is only visible when an additional external referral has been added within the **Referrals** tab.

- Click on **Submit** to generate the 'fee advice' and communications to the applicant.

Description	Statutory Amount	Actual	GST Included	Reason for variation
Public Notification	\$250.00	\$250.00	\$0.00	Reason for variation (from \$250.00)
Sign on Land i	Set By RA	\$150.00	\$0.00	set by the council
Total Payable Fees		\$400.00	\$0.00	

CANCEL SUBMIT

Tip to refresh changed information

Click on the **F5** key or within the browser tab.

- Expand the **Assessment Fee Advice** at 'Awaiting Payment' to show the fee advice details.
- Click on the 'fee advice' **Invoice Download** to download the fee advice (as required).

Fees raised for this Consent

Lodgement Fee Advice - Planning Consent - 3248 - Paid on 05/03/2021 >

Assessment Fee Advice - Planning Consent - 3343 (Varied) - Awaiting payment

[Cancel Fee Advice](#)

Payment Reference Number 3343

Consent ID

Invoice download [Fee Advice - Application 21001978 - Planning Consent - 3343.pdf](#)

Verified by Sascha Woods

Verified on 10 Mar 2021 9:33 AM

Fees

Description	Statutory Amount	Actual	GST Included	Reason for variation
Public Notification	\$250.00	\$250.00	\$0.00	
Sign on Land i	Set By RA	\$150.00	\$0.00	set by the council
Total Payable Fees		\$400.00	\$0.00	

- Click on the **Fee Advice download** located at the footer of the page to show on screen and print (as required).

Total Payable Fees

Fee Advice - Appli....pdf ^