

IP&R Framework

Fees and Charges

2026 to 2027



Council charges and recovers approved fees for any services it provides — all fees are outlined in our schedule of fees and charges.

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Pricing Policy

Sections 608-610 of the Local Government Act 1993 authorise Council to charge and recover fees for any service it provides apart from services for which the charging of a fee is prohibited. Council may waive all or part of a fee unless it is a fee regulated directly by the State Government. In determining whether a fee should be charged for a service Council will consider a number of principles, firstly, whether the service provides a public benefit or a private benefit.

A 'public' service is one where there is a general benefit to the community and where there is limited opportunity of collecting a fee, for example, roads and parks.

A 'private' service is one which provides a discernible private benefit to persons and which offers an opportunity of collecting a fee, for example processing a rezoning application. Where a service generates a private benefit then recovery of costs through a fee is appropriate.

Pricing Methods

Fees and charges made by Council will be classified according to the pricing structures as outlined below. Full cost pricing will apply to all of Council's fees and charges, except in the circumstances outlined in the alternative pricing structures.

Full cost pricing

Council will recover all direct and indirect costs of the service (including on-costs, overheads and depreciation of assets employed).

Partial cost pricing

Council will recover less than the full cost (as defined above).

Partial cost pricing may be used if shared benefits are derived from the provision of the service that accrue to the community as a whole as well as to individual users. It may also be applied where charging full cost recovery pricing will result in widespread evasion.

The price structure may also be used to stimulate demand for a service in the short term, although foregoing full cost recovery must be for a defined term only.

Statutory pricing

The price of this service is determined by legislation and dependent on that price, Council may or may not recover its full costs, but has no discretion to do so.

Statutory fees and charges are not required to follow the same approval process as other fees and charges as Council is not responsible for setting the price.

The release date for statutory fees and charges varies dependent on the governing body and often does not align with Council's time frame for releasing its fees and charges each year, in this instance Council will endeavor to update the fee or charge once pricing for the relevant period is made available.

DISCLAIMER: Where a fee (or charge) is a statutory one and where the amount is set outside of Council, then the actual statutory fee (or charge) shall prevail if it is different to the fee (or charge) contained within this schedule.

Pricing Methods (continued)

Market pricing

The price of the service is determined by examining alternative prices of surrounding service providers (this also may or may not recover the full cost of the service).

This pricing structure should apply in cases where the service is in competition with that provided by another council, agency or commercial provider and there is consequent pressure to set a price that will attract adequate usage of the service.

Market pricing should also apply where a service is predominantly provided for Council's in- house use, but sale to external markets will defray costs.

Free (zero priced)

Some services may be provided free of charge and the whole cost determined as a community service obligation and may fall within the class of a public good. This price structure may be used where the services provide a broad community benefit; and/or it is impractical or inconceivable to charge for the service on a user basis.

This price structure may also apply where the service is a minor part of the overall operation of Council and the potential for revenue is minimal.

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Port Stephens Council

Administration Services

Advertising Spaces

Bus Shelter Panels

Installation or removal of advertising	Installation or removal of the advertising panel/s on the bus shelter to be completed by Council staff only	\$428.00	\$401.82	\$40.18	\$442.00	Per Panel		Full cost pricing
Economy Panel 1-2 panels	An advertising space that provides a combination of low exposure panels along lower trafficked roads. Best suited to the marketer on a tight budget.	\$100.50	\$94.55	\$9.45	\$104.00	Monthly per panel		Full cost pricing
Economy Panel 3+ panels	Discounted rate for multiple panels	\$90.50	\$85.00	\$8.50	\$93.50	Monthly per panel		Full cost pricing
Premium Panel 1-2 panels	A mix of panel exposures affixed to shelters on an assortment of trafficked roads. A popular choice amongst many advertisers.	\$120.50	\$113.18	\$11.32	\$124.50	Monthly per panel		Full cost pricing
Premium Panel 3+ panels	Discounted rate for multiple panels	\$108.00	\$101.36	\$10.14	\$111.50	Monthly per panel		Full cost pricing
Platinum Panel 1-2 panels	Our highest exposure panels on roads that receive moderate to very high traffic volumes. For those looking to make a substantial marketing impact.	\$140.50	\$131.82	\$13.18	\$145.00	Monthly per panel		Full cost pricing

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Bus Shelter Panels [continued]

Platinum Panel 3+ panels	Discounted rate for multiple panels.	\$127.50	\$120.00	\$12.00	\$132.00	Monthly per panel		Full cost pricing
Not for profit organisation	Advertising panel space where panel is vacant. Maximum one panel per suburb concurrently. Not for profit organisations only	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)

Financial Management

Tenders

Expression of Interest	Minimum fee Available free on web	\$74.00	\$77.00	\$0.00	\$77.00	Per tender		Full cost pricing
Tenders (Normal/Select)	Minimum fee Available free on web	\$74.00	\$77.00	\$0.00	\$77.00	Per tender		Full cost pricing
Complex Tenders	Minimum fee Available free on web	\$101.00	\$105.00	\$0.00	\$105.00	Per tender		Full cost pricing

Payment Processing

Credit Card Fees	Applicable to payments made by credit card GST applies to the fee if the original item/ service supplied is taxable	Up to 1% of transaction value					Reserve Bank of Australia Standard No. 2, Merchant Pricing for Credit Card Purchases	Full cost pricing
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Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Government Information Public Access

Formal Application

Formal application fee – individual	Application fee by a natural person about their personal affairs or other person Subject to 50% reduction for financial hardship and public interest reasons	\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
Formal application fee – corporation		\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
Formal application processing fee	Processing charge payable by a natural person about their personal affairs Charged per hour after first 20 hours for an individual, or if about another person or body, the fee is per hour. Subject to 50% reduction for financial hardship and public interest reasons	\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
Formal application: Internal Review – application fee	No additional processing fee applies after receipt Subject to 50% reduction for financial hardship and public interest reasons	\$40.00	\$40.00	\$0.00	\$40.00	Per review	Government Information (Public Access) Act 2009	Statutory pricing

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Informal Request

Informal Request Fee	No processing fee applies. Note: Photocopying charges may apply.	\$0.00	\$0.00	\$0.00	\$0.00		Government Information (Public Access) Act 2009	Statutory pricing
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Property Development Enquiries and Property Information Packages

Pre 1 July 2010

Commercial - Property development enquiry for applications pre 1 July 2010	Relating to multi dwelling housing, units, duplexs, residential flat buildings, commercial premises, manufactured home estates, businesses, industrial premises, over 55's, caravan parks or any other form of development outside of dwellings, vacant land or dual occupancies.	\$0.00	\$80.00	\$0.00	\$80.00	Per application, per property		Partial cost pricing
Property Information Package for applications pre 1 July 2010 - Consents	Processing fee to provide a copies of consents for the relevant property.	\$0.00	\$15.00	\$0.00	\$15.00	Per application, per property		Partial cost pricing
Property Information Package for applications pre 1 July 2010 - Construction Certificates	Processing fee to provide a copies of construction certificates for the relevant property.	\$0.00	\$15.00	\$0.00	\$15.00	Per application, per property		Partial cost pricing
Property Information Package for applications pre 1 July 2010 - Occupation Certificates	Processing fee to provide a copies of consents for the relevant property.	\$0.00	\$15.00	\$0.00	\$15.00	Per application, per property		Partial cost pricing
Property Information Package for applications pre 1 July 2010 - Town planner assessment report	Processing fee to provide a copies of consents for the relevant property.	\$0.00	\$15.00	\$0.00	\$15.00	Per application, per property		Partial cost pricing

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Pre 1 July 2010 [continued]

Residential - Property development enquiry for applications pre 1 July 2010	Relating only to dwellings, vacant land or dual occupancies.	\$0.00	\$50.00	\$0.00	\$50.00	Per application, per property		Partial cost pricing
Urgency Fee for commercial property development enquiry applications pre 1 July 2010	Urgency fee payable in addition to the processing fee to guarantee a 10 business day turnaround.	\$0.00	\$150.00	\$0.00	\$150.00	Per application, per property		Partial cost pricing
Urgency Fee for residential property development enquiry applications pre 1 July 2010	Urgency fee payable in addition to the processing fee to guarantee a 10 business day turnaround.	\$0.00	\$100.00	\$0.00	\$100.00	Per application, per property		Partial cost pricing

Post 1 July 2010 Only

Commercial - Property development enquiries for applications post 1 July 2010 only	Relating to multi dwelling housing, units, duplexs, residential flat buildings, commercial premises, manufactured home estates, businesses, industrial premises, over 55's, caravan parks or any other form of development outside of dwellings, vacant land or dual occupancies.	\$0.00	\$0.00	\$0.00	\$0.00	Per application, per property		Free (zero priced)
Property Information Package for applications post 1 July 2010 only - Consents		\$0.00	\$0.00	\$0.00	\$0.00	Per application, per property		Free (zero priced)
Property Information Package for applications post 1 July 2010 only - Construction Certificates		\$0.00	\$0.00	\$0.00	\$0.00	Per application, per property		Free (zero priced)
Property Information Package for applications post 1 July 2010 only - Occupation Certificates		\$0.00	\$0.00	\$0.00	\$0.00	Per application, per property		Free (zero priced)

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Post 1 July 2010 Only [continued]

Property Information Package for applications post 1 July 2010 only - Town planner assessment report		\$0.00	\$0.00	\$0.00	\$0.00	Per application, per property		Free (zero priced)
Residential - Property development enquiries for applications post 1 July 2010 only	Relating only to dwellings, vacant land or dual occupancies.	\$0.00	\$0.00	\$0.00	\$0.00	Per application, per property		Free (zero priced)

Information Privacy

Applications

Amendment of records		\$0.00	\$0.00	\$0.00	\$0.00		Privacy and Personal Information Protection Act 1998	Statutory pricing
Application fee for private information – not related to health records	Photocopy charges will apply	\$0.00	\$0.00	\$0.00	\$0.00		Privacy and Personal Information Protection Act 1998	Free (zero priced)

Leases/Licenses

Property Leases / Licenses

Key Bond	One off fee charged upon the commencement of the lease/licence, refundable upon the return of the key(s) at the end of the lease/licence agreement	\$50.00	\$50.00	\$0.00	\$50.00			Market pricing
Additional or replacement key	As required	\$50.00	\$50.00	\$0.00	\$50.00	Per key		Market pricing

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Property Leases / Licenses [continued]

Lease / Licence Administration fee – commercial/corporate	Applicable once per term. Payable upfront and non-refundable for the preparation of new lease/licence agreements (new and existing tenants). Exclusive of rent/licence fees which are subject to market assessment.	\$971.00	\$1,005.00	\$0.00	\$1,005.00			Market pricing
Lease/ Licence Amendment Fee - Commercial agreements	Applicable once per term. Payable upfront and non-refundable for the preparation of existing lease/licence renewals. Exclusive of rent/licence fees which are subject to market assessment.	\$550.00	\$550.00	\$0.00	\$550.00			Market pricing
Licence Fee - Annually	Fee payable annually for licence term	Commercial fee subject to market assessment				Per year		Market pricing

Part B Commercial Stratum Structure Licence

Awnings supported by posts at ground level and like structures at stratum level over Council land, roads and road reserves	Fee applicable annually Required to have Port Stephens Council noted in the certificate of currency	\$3,890.00	\$4,015.00	\$0.00	\$4,015.00	Per year		Market pricing
Balcony utilised for commercial activities e.g. seating/ entertainment areas of restaurant	Required to have Port Stephens Council noted in the certificate of currency	Commercial fee subject to market assessment						Market pricing
Cantilevered Awnings and like structures at stratum level over Council land, roads and road reserves	Fee applicable once per licence Required to have Port Stephens Council noted in the certificate of currency	\$3,890.00	\$4,015.00	\$0.00	\$4,015.00			Market pricing

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Legal Services

Subpoena

DISCLAIMER: Where a fee (or charge) is a statutory one and where the amount is set outside of Council, then the actual statutory fee (or charge) shall prevail if it is different to the fee (or charge) contained within this schedule.

Subpoena to give evidence		Ordinary salary of Council Officer and any additional expenses associated with attendance at Court may be required to be paid						Full cost pricing
Subpoena to produce documents	Conduct money – includes first hour processing	\$140.25	\$144.50	\$0.00	\$144.50			Full cost pricing
Subpoena to produce documents	Late fee - less than 7 workings days before production required (charged in addition to conduct money)	\$140.00	\$144.50	\$0.00	\$144.50			Full cost pricing
Subpoena to produce documents	Hourly fee for processing - Non-legally qualified staff	\$64.00	\$66.50	\$0.00	\$66.50	Per hour	Local Government Act 1993 Sections 608-610	Full cost pricing
Subpoena to produce documents	Hourly fee for processing - Legally qualified staff	\$125.75	\$130.80	\$0.00	\$130.80	Per hour	Local Government Act 1993 Sections 608-610	Full cost pricing
Subpoena to produce documents	Photocopying	Refer to charges under photocopying						Full cost pricing
Subpoena to produce documents	Provision of documents saved to electronic media, i.e. CD/DVD/USB (per 8GB)	\$11.80	\$12.20	\$0.00	\$12.20			Full cost pricing
Subpoena to produce documents	Provision of documents electronically via email or drop box (when possible)	Photocopying charges for documents where printing is required before saving electronically for production. Balance of documentation which does not require printing – nil charge only time spent						Full cost pricing

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Property Licences

Community Leasing

Licence Fee. Community or Crown Land	Minimum Fee for Community Groups or Crown Land Licenses.	\$770.00	\$770.00	\$0.00	\$770.00			Market pricing
Lease Fee. Community or Crown Land		Fee determined upon application.						Market pricing
Licence Administration - Community Licences	Minimum Administration Fee for establishment and management of licence.	\$251.00	\$259.50	\$0.00	\$259.50			Market pricing

Outdoor Trading

Application for permit or right to place advertising sign or alfresco street dining on part of footway adjacent to the shop	No fee – due to council resolution	\$0.00	\$0.00	\$0.00	\$0.00	Per application		Full cost pricing
Annual rental for permit or right to place advertising sign or clothes rack etc. on part of footway adjacent to the shop	No fee – due to council resolution	\$0.00	\$0.00	\$0.00	\$0.00	Per year or part thereof		Full cost pricing
Additional space	No fee – due to council resolution	\$0.00	\$0.00	\$0.00	\$0.00	Per square metre		Full cost pricing

Commercial Operator's Licence – Water Based / Beach Activities - Premiere Sites

Premiere Site Location examples: Port Stephens Council Managed Holiday Parks, Nelson Bay Marina & Foreshore area, Fingal Bay Beach, One Mile Beach, Little Beach Nelson Bay, Shoal Bay Beach & Foreshore, Soldiers Point, Patrolled Beaches and heavily populated areas.

These locations are suitable for example for Catamarans, Paddle Boarding, Surf Schools, Kayaking and other tourism and adventure activities.

Administration fee	Establishment and management of licence Payable once at the commencement or recommencement of a licence	\$918.00	\$259.00	\$0.00	\$259.00	Per licence		Market pricing
Licence fee	Annual fee	\$3,790.00	\$4,395.00	\$0.00	\$4,395.00	Per licence / Per site		Market pricing

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Commercial Operator's Licence – Water Based / Beach Activities - Tier 1

Tier 1 Location examples: Birubi Beach - Anna Bay, Dutchmans Beach Reserve - Nelson Bay, Fly Point Reserve - Nelson Bay, George's Reserve - Salamander Bay, Joe Redman Reserve - Salamander Bay, Roy Wood Reserve - Salamander Bay, Western end of Shoal Bay Beach (west of Government Road, Shoal Bay), Eastern end of Shoal Bay Beach (east of public boat ramp, Shoal Bay), Taylors Beach Foreshore - Taylors Beach.

These locations are suitable for example for Catamarans, Paddle Boarding, Dive Sites, Surf Schools, Kayaking, other tourism and adventure activities.

Administration fee	Establishment and management of licence Payable one at the commencement or recommencement of a licence	\$918.00	\$249.00	\$0.00	\$249.00	Per licence	Market pricing
Licence fee	Annual fee	\$2,570.00	\$3,285.00	\$0.00	\$3,285.00	Per licence / Per site	Market pricing

Commercial Operator's Licence – Water Based / Beach Activities - Tier 2

Tier 2 Location examples: Robinson Reserve - Anna Bay, Boat Harbour Beach Reserve - Boat Harbour, Bagnall's Beach Reserve - Corlette, Caswell Reserve - Mallabula, Foster Park - Tanilba Bay, Peace Park - Tanilba Bay

These locations are suitable for example for Catamarans, Paddle Boarding, Kayaking, other tourism and adventure activities.

Administration fee	Establishment and management of licence Payable once at the commencement or recommencement of a licence	\$918.00	\$249.00	\$0.00	\$249.00	Per licence	Market pricing
Licence fee	Annual fee	\$1,965.00	\$2,233.00	\$0.00	\$2,233.00	Per licence / Per site	Market pricing

Commercial Operator's Licence - Water Based / Beach Activities - Tier 3

Tier 3 Location examples: Fisherman's Bay Foreshore Reserve, Longworth Park - Karuah, Memorial Park Boat Ramp - Karuah, Fitzgerald Bridge Boat Ramp - Raymond Terrace

These locations are suitable for example for Catamarans, Paddle Boarding, Kayaking, other tourism and adventure activities.

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Commercial Operator's Licence - Water Based / Beach Activities - Tier 3 [continued]

Administration fee	Establishment and management of licence payable once at the commencement or recommencement of a licence	\$0.00	\$249.00	\$0.00	\$249.00	Per licence		Market pricing
Licence fee	Annual fee	\$0.00	\$1,983.00	\$0.00	\$1,983.00	Per licence / Per site		Market pricing

Commercial Operator's Licence – Land-based Activities

Examples for land based commercial operators licence include Boot Camps, Personal Training, Tai Chi, Pilates, and other fitness activities

Administration fee	Establishment and management of licence Payable once at the commencement or recommencement of a licence	\$251.00	\$259.50	\$0.00	\$259.50	Per licence		Market pricing
Licence fee	Annual fee	\$841.00	\$946.00	\$0.00	\$946.00	Per licence / Per site		Market pricing
Sports Council Usage Fee	Sports Council Membership Fee costs for use of Sports Council grounds including football fields, courts, etc	\$0.00	\$127.00	\$0.00	\$127.00	Per year		Market pricing

Commercial Operator's Market Licence – Commercial Markets Operating More Than 4 Times Per Year

Administration fee	Establishment and management of licence – Markets Payable once, at the commencement or recommencement of a licence	\$251.00	\$259.50	\$0.00	\$259.50	Per licence		Market pricing
Licence fee	Annual fee	\$3,790.00	\$4,145.00	\$0.00	\$4,145.00	Per licence		Market pricing

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Commercial Operator's Market Licence – Commercial Markets Operating More Than 4 Times Per Year [continued]

Sports Council Usage Fee	Sports Council Membership Fee costs for use of Sports Council grounds including football fields, courts, etc	\$0.00	\$127.00	\$0.00	\$127.00	Per year		Market pricing
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Commercial Operator's - Mobile Food / Retail Licence

Premiere Sites: Port Stephens Council Managed Holiday Parks, Roy Wood Reserve - Corlette, Conroy Park - Corlette, Dutchmans Beach Reserve - Corlette, Apex Park - Nelson Bay, Neil Carroll Park - Nelson Bay, Nelson Bay Foreshore - Nelson Bay, Tomaree Sports Complex - Nelson Bay, Tom O'Dwyer Oval - Nelson Bay, Yacaaba St Reserve - Nelson Bay, One Mile Beach - Anna Bay, Bagnalls Beach Reserve - Salamander Bay, George's Reserve - Salamander Bay, Korora Oval - Salamander Bay, Roy Wood Reserve - Salamander Bay, Salamander Sports Complex - Salamander Bay, Shoal Bay Foreshore - Shoal Bay, Marrungbangbaa Reserve - Shoal Bay

Tier 1 Sites: Robinson Reserve - Anna Bay, Boat Harbour Beach Reserve - Boat Harbour, Bagnalls Beach Reserve - Corlette, Fingal Bay Sports Oval - Fingal Bay, Aliceton Park Reserve - Karuah, Kooindah Park Reserve - Lemon Tree Passage, Caswell Reserve - Mallabulla, Ferodale Sports Ground - Medowie, Kindlebark Oval - Medowie, Yulong Oval - Medowie, Lakeside Sports Grounds - Raymond Terrace, Riverside Park - Raymond Terrace, Vi Barnett Oval - Raymond Terrace, Everitt Park - Solders Point, Foster Park - Tanilba Bay, Peace Park - Tanilba Bay, Taylors Beach Foreshore - Taylors Beach

Tier 2 Sites: Fishermans Bay Park - Fishermans Bay, Hinton Foreshore Reserve - Hinton, Stuarts Park - Hinton, Lionel Morton Oval - Karuah, Longworth Park - Karuah, Memorial Park Boat Ramp - Karuah, Mallabulla Sports Ground - Mallabulla, Boyd Oval - Medowie, Coachwood Drive Reserve - Medowie, Alton Park Reserve - Raymond Terrace, Boomerang Park Reserve - Raymond Terrace, Bettles Park Reserve - Raymond Terrace, Fitzgerald Boat Ramp & Reserve - Raymond Terrace, King Park Sportsground - Raymond Terrace, Ross Walbridge Reserve - Raymond Terrace, Brandon Park - Seaham, Seaham Park - Seaham, Bowthorne Park - Wallalong

Tier 3 Sites: Other approved sites not listed above

Administration Fee	Mobile food/retail operators under licence agreement	\$251.00	\$259.50	\$0.00	\$259.50	Per licence		Market pricing
Premiere Site - Annual Licence Fee	Port Stephens Council Managed Holiday Parks, Commercial districts that have a high density of both businesses and residents	\$841.00	\$1,171.00	\$0.00	\$1,171.00	Per licence / Per site		Market pricing
Tier 1 - Annual Licence Fee		\$0.00	\$946.00	\$0.00	\$946.00	Per licence / Per site		Market pricing

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Commercial Operator's - Mobile Food / Retail Licence [continued]

Tier 2 - Annual Licence Fee		\$0.00	\$846.00	\$0.00	\$846.00	Per licence / Per site		Market pricing
Tier 3 - Annual Licence Fee		\$0.00	\$780.00	\$0.00	\$780.00	Per licence / Per site		Market pricing

Commercial Operator's - Additional Fees

Electrical Usage Charge

Ongoing use of Council Supplied Power for Commercial Benefit

Electrical Inspection Charge		\$370.00	\$336.36	\$33.64	\$370.00	Per Inspection		Market pricing
Electrical Usage Charge Tier 1	Everyday use of Council Power Source	\$982.00	\$922.73	\$92.27	\$1,015.00	Per Year		Market pricing
Electrical Usage Charge Tier 2	Weekly use of Council Power Source	\$522.67	\$490.37	\$49.04	\$539.40	Per Year		Market pricing
Electrical Usage Charge Tier 3	Monthly use of Council Power Source	\$299.63	\$281.11	\$28.11	\$309.22	Per Year		Market pricing
Electrical Usage Charge Tier 4	Sporadic or once off use of Council Power Source	\$75.04	\$70.40	\$7.04	\$77.44	Per Year		Market pricing

Liquor Licences

Liquor Licence Application Search Fee		\$143.00	\$148.00	\$0.00	\$148.00	Per search		Market pricing
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Parking

Smart Parking Meters

15 Minutes Park Free	Parking sessions 15 minutes or less are free	\$0.00	\$0.00	\$0.00	\$0.00		Road Transport Act 2013	Market pricing
Parking meter relocation/removal	Parking meter relocation/removal	\$2,018.25	\$2,272.72	\$227.27	\$2,500.00	Per meter		Market pricing
Parking meter replacement		Full recovery of all costs to Council - Quote to be provided upon request				Per meter		Full cost pricing

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Smart Parking Meters [continued]

Smart Parking Meter Fee	No fee for holders of Smart Parking Permit.	\$5.00	\$5.00	\$0.50	\$5.50	Per Hour	Road Transport Act 2013	Market pricing
Smart Parking Permit	All ratepayers and residents of Port Stephens Local Government Area, and employees of business within the metered parking scheme zone are eligible.	\$0.00	\$0.00	\$0.00	\$0.00		Road Transport Act 2013	Free (zero priced)
Smart Parking Permit - Non-LGA Visitors Permit – 14 days	For residents located outside Port Stephens Council Local Government Area who regularly visit in and around metered parking scheme zones	\$200.00	\$200.00	\$20.00	\$220.00	Per vehicle per fortnight		Market pricing
Temporary closure of paid parking space to accommodate events	Temporary closure of paid parking space to accommodate events. Does not apply to Council ran events.	\$27.00	\$27.28	\$2.73	\$30.00	per paid parking space per day, or part of		Market pricing

Payments Management

Cheque Dishonour (cheque paid directly to Council)	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$33.50	\$35.00	\$0.00	\$35.00	Per occurrence	Local Government Act 1993 Section 608	Full cost pricing
Cheque Dishonour (cheque paid via collection agent)	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$33.50	\$35.00	\$0.00	\$35.00	Per occurrence	Local Government Act 1993 Section 608	Full cost pricing

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Payments Management [continued]

Direct Debit Dishonour	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$33.50	\$35.00	\$0.00	\$35.00	Per occurrence	Local Government Act 1993 Section 608	Full cost pricing
Refund Fee	GST applies to the fee if the original item/ service supplied is taxable.	\$32.00	\$33.50	\$0.00	\$33.50	Per refund	Local Government Act 1993 Section 608	Full cost pricing

Port Stephens Council Internal Staff Catering

Banana Bread		\$0.00	\$4.09	\$0.41	\$4.50	Each		Market pricing
Breakfast Cup		\$0.00	\$7.27	\$0.73	\$8.00	Each		Market pricing
Canned Drinks & Water			Price between \$2.50 to \$3.00			Each		Market pricing
Fruit Salad		\$0.00	\$5.00	\$0.50	\$5.50	Each		Market pricing
Hash Brown		\$0.00	\$2.27	\$0.23	\$2.50	Each		Market pricing
Muffin		\$0.00	\$4.45	\$0.45	\$4.90	Each		Market pricing
Omelette					\$10.00 (add meat +\$2.00)	Each		Market pricing
Raisin Toast		\$0.00	\$4.55	\$0.45	\$5.00	Each		Market pricing
Sandwiches	Subject to filling		Price between \$8.00 to \$12.00			Each		Market pricing
Scallops		\$0.00	\$1.82	\$0.18	\$2.00	Each		Market pricing
Side Chicken			Side (add to meal): +\$3.00			Each		Market pricing
Side Chips			Side (add to meal): +\$3.00 Small: \$7.00 Large: \$10.00			Each		Market pricing

Name	Description	Year 25/26		Year 26/27		Unit	Legislation	Pricing Policy
		Fee	Fee	Fee	Fee			
		(incl. GST)	(excl. GST)	GST	(incl. GST)			

Port Stephens Council Internal Staff Catering [continued]

Side Wedges		Side (add to meal): +\$3.00 Small: \$8.00 Large: \$11.00				Each		Market pricing
Take Home Meals		Small: Price from \$12.00 to \$14.00 Medium: Price from \$18.00 to \$20.00 Large: Price from \$23.00 to \$25.00				Each		Market pricing
Toasted Sandwiches	Subject to filling	Price between \$8.00 to \$12.00						Market pricing
Various snacks		Price between \$4.50 to \$5.50				Each		Market pricing
Discount for BYO cup		\$0.20	\$0.18	\$0.02	\$0.20			Market pricing
Coffee	Small – Speciality milk & syrups extra \$0.50 including GST	\$4.70	\$4.45	\$0.45	\$4.90	Each		Market pricing
Coffee	Regular – Speciality milk and syrup extra \$0.50 including GST	\$5.20	\$4.91	\$0.49	\$5.40	Each		Market pricing
Coffee	Large – Speciality milk and syrups extra \$0.50 including GST	\$5.40	\$5.09	\$0.51	\$5.60	Each		Market pricing
Coffee Loyalty Card	Buy 9 coffees receive 10th free	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)
Milkshakes		\$6.00	\$5.64	\$0.56	\$6.20	Each		Market pricing
Lunch Specials		Price subject to daily specials between \$10.50 to \$15.00 including GST						Market pricing
Soup with Bread Roll		\$9.40	\$9.55	\$0.95	\$10.50	Each		Market pricing
Quiche with Salad		\$12.20	\$11.45	\$1.15	\$12.60	Each		Market pricing
Toast – various varieties (white, wholemeal, grain, gluten free*)	Two (2) slices with butter, vegemite, jam. peanut butter, etc. *Gluten free bread \$0.60 extra	\$4.20	\$4.00	\$0.40	\$4.40	Each		Market pricing
Egg & Bacon Roll/Wrap		\$8.30	\$7.82	\$0.78	\$8.60	Each		Market pricing

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Port Stephens Council Internal Staff Catering [continued]

Lunch Loyalty Card			Buy 9 lunches receive 10th half price					Partial cost pricing
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Production Services

Printing / Photocopying	A4 - First photocopy of Council owned and controlled documents is GST free if not produced for commercial purposes	\$1.30	\$1.40	\$0.00	\$1.40	Per page		Market pricing
Printing / Photocopying	A3 - First photocopy of Council owned and controlled documents is GST free if not produced for commercial purposes	\$2.00	\$2.10	\$0.00	\$2.10	Per page		Market pricing

Property Administration

Duplicate Rate Notice, Invoice, Account etc. (not for receipting purposes)		\$10.20	\$10.60	\$0.00	\$10.60	Per copy	Local Government Act 1993 Section 608	Full cost pricing
Rates Certificate	Provides details of any outstanding rates on a property. Issued within 5 business days of receipt of request	\$100.00	\$105.00	\$0.00	\$105.00	Per item	Local Government Act 1993 Section 603	Statutory pricing

Property Services

Administration Costs

Acquisition of Council land	Administration costs	\$1,690.00	\$1,586.36	\$158.64	\$1,745.00	Per application		Full cost pricing
Other Charges	Eg. survey, legal, valuation, advertising fees, etc.				at cost	Per application		Full cost pricing

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Property Information

Property Enquiry	Not applicable to own property	\$20.50	\$21.50	\$0.00	\$21.50	Per property		Full cost pricing
Search fee – property information	Fee plus any archive costs for retrieval and return. Not applicable to own property.	\$100.50	\$104.00	\$0.00	\$104.00	Per hour or part thereof		Full cost pricing

Publications

Development Plans

Contribution Plans

Available free on web

Port Stephens Local Infrastructure Contributions Plan		\$107.50	\$111.00	\$0.00	\$111.00	Each		Full cost pricing
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Control Plans

Available free on web

Port Stephens Development Control Plan		\$107.50	\$111.00	\$0.00	\$111.00	Each		Full cost pricing
Port Stephens Local Environmental Plan (Text)		\$107.50	\$111.00	\$0.00	\$111.00	Each		Full cost pricing
Port Stephens Local Environmental Plan (Text and Maps)		\$377.00	\$390.00	\$0.00	\$390.00	Each		Full cost pricing
Strategies & Studies		\$107.50	\$111.00	\$0.00	\$111.00	Each		Full cost pricing

Spatial Services

Maps/Plans

GIS Electronic Files

pdf or jpg format

Standard - AO (1189mm x 841mm)		\$26.50	\$27.50	\$0.00	\$27.50	Per print		Full cost pricing
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Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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GIS Electronic Files [continued]

Standard – A1 (841mm x 594mm)		\$23.00	\$24.00	\$0.00	\$24.00	Per file		Full cost pricing
Standard - A2 (594mm x 420mm)		\$21.50	\$22.50	\$0.00	\$22.50	Per file		Full cost pricing
Standard - A3 (420mm x 297mm)		\$16.60	\$17.20	\$0.00	\$17.20	Per file		Full cost pricing
Standard – A4 (210mm x 297mm)		\$16.20	\$16.80	\$0.00	\$16.80	Per file		Full cost pricing
Standard with aerial photograph – AO (1189mm x 841mm)		\$33.00	\$34.50	\$0.00	\$34.50	Per file		Full cost pricing
Standard with aerial photograph - A1 (841mm x 594mm)		\$28.50	\$29.50	\$0.00	\$29.50	Per file		Full cost pricing
Standard with aerial photograph – A2 (594mm x 420mm)		\$27.50	\$28.50	\$0.00	\$28.50	Per file		Full cost pricing
Standard with aerial photograph – A3 (420mm x 297mm)		\$20.50	\$21.50	\$0.00	\$21.50	Per file		Full cost pricing
Standard with aerial photograph – A4 (210mm x 297mm)		\$20.00	\$21.00	\$0.00	\$21.00	Per file		Full cost pricing

GIS Maps Hard Copies

Standard – AO (1189mm x 841mm)		\$43.00	\$44.50	\$0.00	\$44.50	Per print		Full cost pricing
Standard – A1 (841mm x 594mm)		\$37.50	\$39.00	\$0.00	\$39.00	Per print		Full cost pricing
Standard – A2 (594mm x 420mm)		\$36.00	\$37.50	\$0.00	\$37.50	Per print		Full cost pricing
Standard – A3 (420mm x 297mm)		\$28.00	\$29.00	\$0.00	\$29.00	Per print		Full cost pricing
Standard – A4 (210mm x 297mm)		\$16.20	\$16.80	\$0.00	\$16.80	Per print		Full cost pricing
Standard with aerial photograph – AO (1189mm x 841mm)		\$53.00	\$55.00	\$0.00	\$55.00	Per print		Full cost pricing
Standard with aerial photograph – A1 (841mm x 594mm)		\$47.50	\$49.50	\$0.00	\$49.50	Per print		Full cost pricing
Standard with aerial photograph – A2 (594mm x 420mm)		\$45.00	\$46.50	\$0.00	\$46.50	Per print		Full cost pricing

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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GIS Maps Hard Copies [continued]

Standard with aerial photograph – A3 (420mm x 297mm)		\$34.50	\$36.00	\$0.00	\$36.00	Per print		Full cost pricing
Standard with aerial photograph – A4 (210mm x 297mm)		\$20.00	\$21.00	\$0.00	\$21.00	Per print		Full cost pricing

Miscellaneous

Seniors, students, registered charities		50% of scheduled fee, subject to production of proof of status						Partial cost pricing
Spatial services	All prices include 15 minutes labour cost	Maps requiring additional customisation will be charged at \$10 per 15 minutes after the initial 15 minutes, and per 15 minutes thereafter						Full cost pricing



PORT STEPHENS
COUNCIL

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