



POLICY ON LEVYING OF FEES FOR APPLICATIONS & APPEALS

- a. Charges be levied in accordance with a schedule of fees approved by the Council and submitted for approval by other authorities as required.
- b. The schedule be reviewed annually.
- c. At the discretion of the CEO all or part of a fee may be waived for non-corporate and non-governmental organisations and real persons (ie: individuals) upon written request and on the basis of hardship or other inability to afford charges and subject to the following guidelines:
 - The cost of the fee relative to the value of the work proposed.
 - Of the work proposed is being undertaken on a voluntary or charitable basis.
 - The location of the site and/or place of residence of the applicant, ie: consideration of the economic situation of the neighbourhood in which the site is located/ in which the applicant resides.
 - Charitable nature of NGO/CBO applicants other than religious institutions.
 - Other evidence in the application indicating the applicant's economic status, eg: use of consultants, etc.
- d. Reimbursement of an application fee may be permitted in instances where it is proven an application fee was paid in error.
- e. Fees are levied from national and provincial departments of government. This also applies to public entities, state corporations, educational institutions, municipalities, etc.
- f. If an application is not received within 30 days of the issuing of a case number, the case concerned will be closed and any fee paid forfeited to HWC.
- g. A system for the payment of fees is to be set out by the CEO and made available to clients of HWC.