

User Guide 41 Planning Permit Application Fees

Purpose of this User Guide

The purpose of this User Guide is to provide assistance to applicants and Responsible Authorities about the payment of planning permit application fees.

Who should read this?

Primary audience: **Applicants**

For information: **Responsible Authorities and referral authorities**

Introduction

SPEAR provides online payment functionality for all planning permit and certification statutory fees, and any other fee which needs to be paid to the Responsible Authority during the life of the application. Fee payments to referral authorities are not handled within SPEAR; contact the relevant referral authority for information on how to pay fees and charges levied by those authorities.

The function is initiated when the Applicant Contact selects:

- 'Submit Application & Pay Fee' from the Submit Application screen, or
- 'Pay Fee to Responsible Authority' from the optional actions on the Details tab, or
- 'Calculate Statutory Fees' from the optional actions on the Details tab, or
- When a guest to an application selects the optional action to 'Pay Fee to a Responsible Authority'.

NOTE: Not all Responsible Authorities accept online payments.

Responsible Authorities offering online payments can select from two different online payment methods:

1. The Responsible Authority accepts online credit card payments from within SPEAR via the Westpac Quickweb system. The SPEAR and Westpac screens will be displayed.
2. The Responsible Authority accepts online payments via another website. A Pay Fee to Responsible Authority Introduction screen is displayed, with a link to the Responsible Authority's payment website, which opens in a new window.

Screen images within this User Guide are of the SPEAR and Westpac payment screens. If the Responsible Authority you are lodging with uses another website for payments, or does not accept online fee payments, the screens will differ from those pictured in this User Guide.

41.1 Submitting an application to a Responsible Authority

When an applicant selects 'Submit application' they will be presented with the following two options:

1. 'Lodge your application and pay the applicable statutory fee' - The system will invoke the relevant payment function immediately after submission of the application.
2. 'Lodge your application without paying the fee' – The application is submitted, and payment can be made within SPEAR or outside of SPEAR at a later date. This will also allow a guest to make a payment. See User Guide 39 for details on Guest access to SPEAR applications.

Submit Application

i You are about to submit this Planning Permit and Certification application to Casey City Council.

Lodge your application and pay the applicable statutory fee.
 Lodge your application without paying the fee.

Note: You will need to make alternative arrangements to pay the fee or choose to pay the fee from SPEAR later via the 'Pay Fee to Responsible Authority' optional action.

41.2 Pay fee on submission of application

If electing to submit the application with fee, the Pay Fee to Responsible Authority screen is displayed. The Applicant Contact (or guest) will need to complete the fields on this screen to confirm the amount and the type of the fee payment, and then click 'next'.

If council has elected to set a surcharge on their payments, it will also be shown on this screen.

Pay Fee to Responsible Authority

i Application submitted.

Please note that payment from SPEAR is currently only available using a credit or debit card.
* Indicates a mandatory field
Check that the following details are correct before continuing.

Responsible Authority:	Casey City Council
SPEAR Ref No:	S503851A
Fee Type:*	Statutory ▼ \$ 1,456.60
Surcharge Applied (0.2% set by Casey City Council)	\$ 2.91
Amount to Pay:*	\$ 1,459.51

Additional information for Responsible Authority

Select 'next' to process your payment OR
Select 'cancel' to return to the previous screen.

The Westpac Payment Details screen is then displayed. Enter the relevant credit card details and click 'Next' to proceed.

Payment Details

Enter your payment details below. Fields marked with an asterisk (*) are mandatory.

Amount \$100.00 AUD

Payment Reference SPR_S080150V_01_STA_238502

* Cardholder Name

* Credit Card Number

* Expiry Date (mm/yy) /

* Card Verification Number (CVN) [What is the CVN?](#)

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After entering your credit card details a confirmation screen will appear. Click on 'Confirm' to proceed with the payment.

Confirmation

Please confirm your payment details. Fields marked with an asterisk (*) are mandatory.

Total Amount \$100.00 AUD

Payment Reference SPR_S080150V_02_STA_238502

Cardholder Name Malcolm Turnbull

Credit Card Number 444433...111

Expiry Date 01/18

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Once completed, the applicant will be returned to SPEAR and a record of the payment will appear as a document in the Applicant Contact section of the Details screen. There is no limit to the number of payments that can be processed within a SPEAR application.

NOTE: If the Responsible Authority is using another website to process online fee payments, a new window will appear for that service instead. Payments made through a non-SPEAR service will not be recorded in SPEAR, and the user should contact the Responsible Authority to notify them of the payment.

41.3 Pay fee at a later date

If the payment is to be made at a later date, the Applicant Contact can select either of two optional actions to process an online payment within SPEAR:

1. Select the optional action 'Calculate Statutory Fees' and click 'go' to invoke the Fee Calculator. This will display the statutory fees payable. The applicant can then click the [online now](#) link to be directed to the fee payment screen shown in 41.2, above.

Calculate Fees

Total Fees Payable

Planning Permit	- Subdivision land: 2 (Class 13)	\$386.00
	Total	\$386.00

Please note that these fees represent those described under State Government planning regulations. Your Responsible Authority may have other fees associated with your specific application, and you should check these prior to making a payment.

Please also note that the calculated fees may change if you subsequently change the Estimated Cost of the development or if you or the Responsible Authority change the Proposal Description.

You can pay your fees [online now](#) (or later via an optional action), or by cheque (made payable to the Responsible Authority), or by post or over the counter at your Responsibility Authority Office. (You can obtain the Responsible Authority address from the Contacts tab)

[return](#)

2. Alternatively, select the optional action 'Pay Fee to Responsible Authority' and click 'go' to move directly to the fee payment screens shown in 41.2, above. This option can also be used to pay subsequent fees, such as advertising or inspection fees.

41.4 Guest payment of a fee

A guest user can pay fees to a Responsible Authority accepting online payments. From the Details tab within an application, select 'Pay Fee to Responsible Authority' from the Other Actions drop-down list and click 'go'. The fee payment screens will be displayed, as shown in 41.2 above.

▶ Applicant Contact - Oberon Surveys Pty Ltd has no actions required ([show](#))

▶ Responsible Authority - Casey City Council has actions required ([show](#))

▶ Referral Authorities - No actions required ([show](#))

▶ Objectors - No objections ([show](#))

▼ Guests ([hide](#))

Actions

[go](#)

[Pay Fee to Responsible Authority](#)

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See User Guide 39 for details on Guest access to SPEAR applications.

41.5 Who to contact with payment issues

- If there is a problem with the SPEAR Payments system, contact the SPEAR Service Desk on 9194 0612.
- If there is a problem with the Responsible Authority payment system or the fee payable, contact the Responsible Authority (This information is available from the Contacts tab).
- If there is a problem with SPEAR contact the SPEAR Service Desk.

Need more information?

Further information on this topic can be found by:

- Visiting the SPEAR website www.spear.land.vic.gov.au/SPEAR
- Contacting the SPEAR Service Desk on 9194 0612 or email spear.info@delwp.vic.gov.au
- Selecting the Help link in the relevant area of the system.