

IP&R Framework

Fees and Charges

2024 to 2025



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



PORT STEPHENS
COUNCIL

Table Of Contents

Port Stephens Council	6
Engineering & Works	6
Subdivision Certificate Fees	6
Application Fees.....	6
Other Fees.....	6
Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees	7
Works Quality and Outstanding Works Bonds Fees	11
Flooding Information	11
Drainage Works (Section 307 of the Water Management Act 2000)	12
Approvals/Inspections	12
Kerb & Guttering	13
Pipe & Gravel Access	13
Private Utility Installation	13
Public Roads/Places	13
Restorations	14
Roads, Footpaths, Associated Access, Drainage.....	14
Bituminous Surfaces	14
Concrete – Footpaths & Domestic Driveways.....	14
Concrete – Roads & Commercial Driveways.....	14
Kerb & Gutter	14
Other	14
Roads Works (Section 138 of Roads Act 1993)	15
Approvals/Inspections	15
Driveway Crossings	15
New Roads	16
Permits	16
Road Closures	17
Close/Purchase	17
Temporary	17
Rural Address Post.....	18
Traffic	18
Survey & Land Services	18
Workshop	19

Table Of Contents [continued]

Services/Inspections..... 19

Civil Works..... 20

Coastal Hazard Information..... 20

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.

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.

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.

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 23/24	Year 24/25		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Port Stephens Council

Engineering & Works

Subdivision Certificate Fees

Application Fees

Subdivision Certificate					\$385.00 plus \$150.00 per lot	Per lot	Market pricing
Strata Certificate					\$385.00 plus \$100.00 per lot	Per lot	Market pricing

Other Fees

Release / vary / modify restrictions as to user, covenants/caveats, rights of carriageway, easements and the like	Per covenant / easement / etc. Includes up to 4hrs of investigation and assessment work. Additional charge of \$260 per hour for any work incurred in excess of 4hrs	\$365.00	\$385.00	\$0.00	\$385.00	Per covenant	Market pricing
Endorsement of new restriction as to user, covenant/caveat, right of carriageway, easement or the like	Per endorsement. Includes up to 4hrs of investigation and assessment work. Additional charge of \$260 per hour for any work incurred in excess of 4hrs	\$365.00	\$385.00	\$0.00	\$385.00	Per endorsement	Market pricing
Termination of Strata Plan		\$365.00	\$385.00	\$0.00	\$385.00	Per covenant	Market pricing
Resigning of subdivision certificate, strata certificate, deposited plan, 88b instrument or the like		\$365.00	\$385.00	\$0.00	\$385.00	Per document	Market pricing

Name	Description	Year 23/24	Year 24/25		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees

Additional Assessment and/or Reinspection	Includes but is not limited to: review of additional documentation, providing revised certificate, failed inspection where re-inspection is required, any additional inspections requested by applicant, any combination of above. Minimum 1 hour			\$260.00 per hour Minimum 1 hour			Market pricing
Drainage not part of road construction – Application Fee	Includes but is not limited to: Interallotment drainage, additional pipes outside of road construction, etc. Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$260.00 per hour.			\$11.50 per metre Min. Fee: \$1,040.00			Market pricing
Drainage not part of road construction – Inspection/PCA Fee	Includes but is not limited to: Interallotment drainage, additional pipes outside of road construction, etc.			\$23.00 per metre Min. Fee: \$1,040.00			Market pricing
Formal Engineering Advice				\$260.00 per hour Minimum 1 hour	Per hour or part thereof		Market pricing

Name	Description	Year 23/24	Year 24/25		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees [continued]

Engineering Information Certificate	All Development Engineering Information (excluding specific flooding information – see 'Flood Certificate') that should be considered prior to submitting an application.	\$275.00	\$260.00	\$26.00	\$286.00	Per lot	Market pricing
Miscellaneous Works - Application Fee	Includes but is not limited to: industrial/commercial driveways, car parks, bulk earthworks, footpaths, cycleways, kerb and gutter, etc. Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$260.00 per hour.			2% of the cost of works Min. Fee: \$1,040.00			Market pricing
Miscellaneous Works - Inspection/PCA Fee	Includes but not limited to: industrial/commercial driveways, car parks, bulk earthworks, footpaths, cycleways, kerb and gutter, etc.			2% of the cost of works Min. Fee: \$1,040.00			Market pricing

Name	Description	Year 23/24	Year 24/25		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees [continued]

Engineering Certification - Application fee	Where the following works are requested to be assessed by Council: private road and drainage design compliance, private road and drainage construction compliance, private storm water management facilities design compliance, private storm water management facilities construction compliance. Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$260.00 per hour.		Minimum is based on fee unit applicable 2% cost of works or hourly rate or any other fee as applicable in the schedule Min. Fee: \$1,040.00				Market pricing
Principal Certifying Authority fee	Where private Accredited Certifier has been appointed		2% cost of works or hourly rate or any other fee as applicable in the schedule. Min. Fee: \$1,040.00				Market pricing
Rural Road Construction - Application Fee	Includes but is not limited to: construction of road in rural areas, turning lanes, slip road, extension, widening, etc. Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$260.00 per hour.			\$15.00 per metre Min. Fee: \$1,040.00			Market pricing

Name	Description	Year 23/24	Year 24/25		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees [continued]

Rural Road Construction - Inspection/PCA Fee	Includes but is not limited to: construction of road in rural areas, turning lanes, slip road, extension, widening, etc.			\$30.00 per metre Min. Fee: \$1,040.00			Market pricing
Urban, Industrial, Commercial and Residential Road Construction - Application Fee	Includes but is not limited to: construction of roads in urban, industrial, commercial and residential areas, turning lanes, slip road, extension widening, etc. Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$260.00 per hour.			\$21.00 per metre Min. Fee: \$1,040.00			Market pricing
Urban, Industrial, Commercial and Rural Residential Road Construction - Inspection/PCA Fee	Includes but is not limited to: construction of roads in urban, industrial, commercial and rural residential areas.			\$42.00 per metre Min. Fee: \$1,040.00			Market pricing
Stormwater quality and/or quantity improvement structure - Application fee	Includes but is not limited to: detention basins, nutrient ponds, gross pollutant traps, rain gardens, etc. Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$260.00 per hour.			\$1,040.00 per structure			Market pricing

Name	Description	Year 23/24	Year 24/25		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees [continued]

Stormwater quality and/or quantity improvement structure - Inspection/PCA fee	Includes but is not limited to: detention basins, nutrient ponds, gross pollutant traps, rain gardens, etc.			\$1,040.00 per structure			Market pricing
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Works Quality and Outstanding Works Bonds Fees

Outstanding works bond	Where Council accepts to bond works not completed. Includes administration/management			200% cost of works Min. Fee: \$6,300.00			Market pricing
Works Quality Bond	Where Council accepts completed works as satisfactory and requires a bond for a period of 12 months to ensure quality of works.			5% cost of works (works excluding water and sewer) Min. Fee: \$6,300.00			Market pricing

Flooding Information

Flood Certificate – single lot, standard request	Flood level information			\$305.00 per lot	Per lot		Market pricing
Flood Certificate – multiple adjoining Lots – standard request	Flood level information			\$240.00 per lot	Per lot		Market pricing
Flood Certificate – single lot – urgent request	Flood level information			\$610.00 per lot	Per lot		Market pricing
Flood Certificate – multiple adjoining Lots – urgent request	Flood level information			\$480.00 per lot	Per lot		Market pricing

Name	Description	Year 23/24	Year 24/25		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Drainage Works (Section 307 of the Water Management Act 2000)

Approvals/Inspections

Additional Assessment and/or Reinspection	Includes but is not limited to: review of additional documentation, providing revised certificate, failed inspection where re-inspection is required, any additional inspections required by applicant, any combination of the above. Minimum 1 hour			\$240.00 per hour Minimum 1 hour	Per hour or part thereof		Market pricing
Connect to public system	Includes but is not limited to: Pipes that connect to public stormwater system, pipes that eventually flow to public stormwater system (even if not directly connected), pipes that flow into catchments or wetlands, etc.			\$240.00 per connection	Per connection		Market pricing
Public drainage line	Includes but is not limited to: Construction of public drainage line within the road reserve before connection to public system, etc.			\$26.00 per metre Min. Fee: \$960 (GST not applicable)	Per metre of drainage		Market pricing
Stormwater quality and/ or quantity improvement structure approval	Includes but is not limited to: detention basins, nutrient ponds, Gross Pollutant Traps, rain gardens, etc.			\$960.00 per structure	Per structure		Market pricing

Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Kerb & Guttering

Corner Lots		\$55.00	\$52.73	\$5.27	\$58.00	Per lineal metre		Partial cost pricing	
Frontage (other than corner lots)		\$80.50	\$77.27	\$7.73	\$85.00	Per lineal metre		Partial cost pricing	
Rear boundaries		\$42.50	\$40.91	\$4.09	\$45.00	Per lineal metre		Partial cost pricing	
Gutter crossing	Layback kerb	By quotation – inclusive of GST. Quotation will be based on an estimated cost of labour, plant, materials and organisational overheads							Full cost pricing

Pipe & Gravel Access

Pipe & Gravel Access Fee		By quotation – inclusive of GST. Quotation will be based on an estimated cost of labour, plant, materials, organisational overheads and allowance for profit to complete the works							Full cost pricing
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Private Utility Installation

Public Roads/Places

Category 1 installation – Initial Fee	Up to 50mm diameter and up to 10m length	\$877.00	\$840.91	\$84.09	\$925.00	Each		Market pricing
Subsequent Fee per metre	Up to 50mm diameter and over 10m length	\$172.00	\$165.00	\$16.50	\$181.50	Per km		Market pricing
Category 2 installation – Initial Fee	Over 50mm diameter and up to 10m length	\$4,015.00	\$3,850.00	\$385.00	\$4,235.00	Each		Market pricing
Category 2 installation – Subsequent Fee per metre	Over 50mm diameter and 10m length	\$832.00	\$797.27	\$79.73	\$877.00	Per km		Market pricing

Name	Description	Year 23/24 Fee (incl. GST)	Year 24/25 Fee GST Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Restorations

Roads, Footpaths, Associated Access, Drainage

Bituminous Surfaces

All surfaces	Square metre charge Minimum fee is \$930.00		\$210.00 per square metre			Full cost pricing
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Concrete – Footpaths & Domestic Driveways

Footpaths & Domestic Driveways			\$200.00 per square metre Min. Fee: \$909.09			Full cost pricing
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Concrete – Roads & Commercial Driveways

Roads & Commercial Driveways			\$546.00 per square metre Min. Fee: \$1,077.27			Full cost pricing
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Kerb & Gutter

Kerb & Gutter Fee			\$650.00 per lineal metre Min. Fee: \$1,181.82			Full cost pricing
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Other

All restorations			By quotation - Several openings made simultaneously within 45 metres may be grouped as one			Full cost pricing
All restorations – Separate restoration costs for openings			By quotation - Separate restoration costs for openings over five square metres to be estimated by Council			Full cost pricing
Earth, gravel and all other classes of unsealed pavements or shoulders			Full recovery of all costs to Council - Quote to be provided upon request			Full cost pricing

Name	Description	Year 23/24	Year 24/25		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Roads Works (Section 138 of Roads Act 1993)

Approvals/Inspections

Additional Assessment and/or Reinspection	Includes but is not limited to: review of additional documentation, providing revised certificate, failed inspection where re-inspection is required, any additional inspections required by applicant, any combination of the above.			\$240.00 per hour Minimum 1 hour			Market pricing
Miscellaneous Works	Includes but is not limited to: construction of footpaths and shared paths, kerb and gutter, industrial/commercial driveways, etc.			4% of cost of works Min. Fee: \$960 (GST not applicable)			Market pricing
Rural Road Construction	Includes but is not limited to: construction of road in rural areas, turning areas, slip roads, extensions, widening, etc.			\$38.00 per metre Min. Fee: \$960 (GST not applicable)			Market pricing
Urban, Industrial, Commercial & Rural Residential Road Construction	Includes but is not limited to: construction of roads in urban, industrial, commercial and rural residential areas, etc			\$58.00 per metre Min. Fee: \$960 (GST not applicable)			Market pricing

Driveway Crossings

Driveway Crossing Application (Section 138 of Roads Act 1993)				\$300.00 per driveway crossing	Per driveway/crossing		Market pricing
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Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

New Roads

New Road Naming Application	Fee for one road naming. Provides for 2 options for road naming	\$797.00	\$841.00	\$0.00	\$841.00	Per road		Full cost pricing
Requested appeals	Additional appeal costs	\$150.00	\$150.00	\$0.00	\$150.00			Full cost pricing

Permits

Additional Assessment and/or Reinspection	Includes but is not limited to: review of additional documentation, providing revised certificate, failed inspection where re-inspection is required, any additional inspections required by applicant, any combination of the above.				\$240.00 per hour Minimum 1 hour	Per hour or part thereof		Full cost pricing
Heavy Vehicle Permit Application	Over Size Over Mass HML PBS (Heavy Vehicle National Law (NSW) (2013 No42a) Section 740)	\$78.00	\$83.00	\$0.00	\$83.00	Per permit		Statutory pricing

Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Permits [continued]

Footpath Occupation Permit	Includes but is not limited to: the installation of infrastructure, road opening, occupation by crane or skip bin, occupation of footpath, enclosure by hoarding, swinging or hoisting over a public space, any other related activities/ works, any combination of the above		\$275.00 per week for first 3 weeks \$180.00 per additional week thereafter			Per week		Full cost pricing
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Road Closures

Close/Purchase

Road closure and purchase application	Permanent Road Closure Application Initial fee before Council Resolution stage non-refundable	\$850.00	\$896.00	\$0.00	\$896.00		Roads Act 1993 Section 138	Rate of Return pricing
Road closure and purchase application	Subsequent fee after Council resolution				Land Value plus costs			Rate of Return pricing

Temporary

Temporary Lane Closure – Construction Works (Section 138 of Roads Act 1993)	Permit to implement traffic control within a public road	\$220.00	\$240.00	\$0.00	\$240.00	Per Month		Full cost pricing
Temporary Road/Footpath Closures – Anzac Day (Section 138 of Roads Act 1993)	Council will waive the fee for this event	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)

Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Temporary [continued]

Permit to occupy on-street parking (Section 138 of Roads Act 1993)	Permit to occupy on-street parking during construction of development or other works					Per 6 months per car space Minimum fee is \$2,350	Per 6 months per parking space	Full cost pricing
Temporary Road/Footpath Closures/Events (Section 138 of Roads Act 1993)	Administration and advertising fee	\$425.00	\$480.00	\$0.00	\$480.00		Per application	Full cost pricing
Temporary Road/Footpath Closures/Events (Section 138 of Roads Act 1993)	Inspection fee					\$240.00 per hour Minimum 1 hour	Per hour or part thereof	Full cost pricing

Rural Address Post

Rural address post installed	Issue & installation / replacement	\$226.00	\$216.82	\$21.68	\$238.50		Per address	Full cost pricing
Rural address post supplied	Supply of post only	\$110.00	\$105.45	\$10.55	\$116.00			Full cost pricing

Traffic

Traffic Information Search	Search and provision of existing data					\$260.00 per hour Minimum 1 hour	Per hour or part thereof	Full cost pricing
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Survey & Land Services

Surveyor	Do and charge	\$163.00	\$156.36	\$15.64	\$172.00		Per hour	Market pricing
Registered Surveyor		By quotation - inclusive of GST. Quotation will be based on an estimated cost of labour, plant, materials and organisational overheads'.						Full cost pricing

Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Workshop

Services/Inspections

Mechanical servicing, fabrication and repair of vehicles – Emergency Service Vehicles Only	Appointment necessary	\$106.00	\$102.00	\$0.00	\$102.00			Rate of Return pricing
Mechanical servicing/repair of vehicles	Appointment necessary	\$140.00	\$134.55	\$13.45	\$148.00			Rate of Return pricing
Pink Slips – Light Vehicles	Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing
Pink Slips – Motor Cycles	Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing
Pink Slips – Trailer with brakes	Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing
Pink Slips – Trailer without brakes	Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing

Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Services/Inspections [continued]

Safety Check only	Rigid truck over 4.5 tonne GVM but not over 5 tonne tare (not prime movers) Buses over 2.5 tonne tare but not over 5 tonne tare. Tow trucks not over 5 tonne tare. Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing
Safety Check only	Trailers over 2 tonne GTM including tow truck trailers. Any trailer fitted with breakaway brakes. Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing

Civil Works

Construction of civil works on non-council owned or managed land		By Quotation - inclusive of GST. Quotation will be based on an estimated cost of labour, plant, materials and organisational overheads'.						Full cost pricing
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Coastal Hazard Information

Coastal Hazard Certificate – multiple adjoining Lots – standard request	Coastal hazard and level information	\$0.00	\$102.27	\$10.23	\$112.50	Per lot		Market pricing
Coastal Hazard Certificate – multiple adjoining Lots – urgent request	Coastal hazard and level information	\$0.00	\$204.55	\$20.45	\$225.00	Per lot		Market pricing
Coastal Hazard Certificate – single lot – urgent request	Coastal hazard and level information	\$0.00	\$263.64	\$26.36	\$290.00	Per lot		Market pricing

Name	Description	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (excl. GST)	Year 24/25 GST	Year 24/25 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Coastal Hazard Information [continued]

Coastal Hazard Certificate – single lot, standard request	Coastal hazard and level information	\$0.00	\$131.82	\$13.18	\$145.00	Per lot		Market pricing
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