



CONTEXT

These Procedures are to be read in conjunction with the Affordable Housing Policy (the Parent Policy).

STATEMENT OF PROCEDURES

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For procedures for Development Contribution waivers please refer to the Wollongong City-wide Development Contributions Plan or West Dapto Development Contributions Plan.

For procedures for Affordable Housing Development Contributions please refer to the Wollongong Affordable Housing Development Contributions Plan.

REVIEW

The Procedures are to be reviewed every term of Council in line with the review of the Parent Policy.

PROCEDURE 1 – DEVELOPMENT APPLICATION FEE WAIVERS – COMMUNITY HOUSING PROVIDERS

To encourage the provision of Affordable Rental Housing, development application fees for applications lodged by or on behalf of Tier 1 and 2 Community Housing Providers, may be waived in accordance with the following procedure.

Notes –

- For mixed use or mixed tenure development applications only the portion of the development application fee associated with the Affordable Rental Housing will be waived.
- This same procedure applies to requests to waive development application fees for Emergency Housing and Accessible Housing developments.
- This procedure does not apply to Social Housing development applications lodged by Homes NSW.

Procedure -

- 1 Development Application lodged on NSW Planning Portal.
- 2 NSW Planning Portal refers Development Application to Council for checking and fee quote.
- 3 The Manager Development Assessment and Certification (DAC) or DAC Middle Managers with the appropriate delegation assess the fee waiver request -
 - Lodged by or on behalf of a Tier 1 or 2 Community Housing Provider, for an Affordable Rental Housing development (owner's consent)
 - 100% Affordable Rental Housing development – no DA fee required
 - Where the Affordable Rental Housing component is a portion of the development, the fee waiver is to be the relevant portion of the floor space of the development. ie if 50% of the floor space is for Affordable Housing, the fee waiver is 50% of the total development application fee.
- 4 Calculated development application fee recorded in Planning Portal.
- 5 If during the assessment process, the nature of the development application changes (for example the percent of Affordable Housing floor space), the development application fee should also be varied.

PROCEDURE 2 – AFFORDABLE HOUSING DWELLINGS

To facilitate the delivery of Affordable Rental Housing dwellings from 2026 residential flat buildings, shop-top housing and multi-unit housing developments with more than 20 dwellings will be required to contain the following percentage of affordable dwellings.

The following developments are excluded: Social Housing provided by Homes NSW, Student accommodation, Affordable Housing developments provided by a registered Community Housing Provider.

The number of Affordable dwellings required will be determined by the percentage of residential floor space.

The size of Affordable dwellings is to be consistent with the other dwellings in the development. The mix of Affordable dwelling sizes is to be consistent with the mix of dwelling sizes in the development.

Development Application Lodgement Acceptance Date	% Affordable Residential Floor Space
1/7/2026 – 30/6/2027	3 percent
1/7/2027 – 30/6/2028	4 percent
1/7/2028 – 30/6/2029	5 percent
1/7/2029 – 30/6/2030	6 percent
1/7/2030 – 30/6/2031	7 percent
1/7/2031 – 30/6/2032	8 percent
1/7/2032 – 30/6/2033	9 percent
1/7/2033 – onwards	10 percent

In circumstances where Affordable Housing dwellings cannot be provided on site, or for part dwellings (ie the floor space is less than a dwelling size), a monetary contribution is to be made to Council based on the residential sales price value of the m2 floor space of a new residential unit dwelling in that suburb.

The Affordable Housing contribution is in addition to any section 7.11, section 7.12 development contribution fees or planning agreement.

Procedure 3 details how Council will manage financial contributions.

PROCEDURE 3 – MANAGING FINANCIAL CONTRIBUTIONS

Council is to manage financial contributions received in lieu of the provision of affordable rental housing dwellings in the following manner.

- 1 Contributions are to be placed in a Restricted Asset account.
- 2 Any interest earned on contributions is to be placed in the Restricted Asset account.
- 3 The annual Financial Statement should specify the amount being held in the account.
- 4 When the account reaches \$5 million, Council will seek expressions of interest from registered Community Housing Providers for the use of the funds for the provision of Affordable Rental Housing.
 - Note – it may take a number of years for the funds in the account to reach \$5 million.
- 5 The expressions of interest and allocation of the funds is to be reported to Council for determination.
- 6 Steps 4 and 5 will be repeated each time the account reaches \$5 million.
- 7 The funds may be pooled with contributions received under the Affordable Housing Development Contributions Plan.

The expression of interest process will be managed by a panel and overseen by an independent Council division such as Community Cultural and Engagement Division where practicable.

Notes -

- A financial contribution is not required where the required Affordable Rental dwellings are provided on site.
- A financial contribution to Council is not required where Affordable Housing dwellings, or a contribution for the provision of Affordable Housing has been provided to the State through a development assessment under a State Environmental Planning Policy.
- A financial contribution is not required where a Planning Agreement has been executed that includes the provision of Affordable Rental Housing.

PROCEDURE 4 – DEVELOPMENT APPLICATION FEE WAIVERS – OTHER DEVELOPERS

To encourage the provision of Affordable Rental Housing, development application fees for applications lodged which include a greater percentage of Affordable Rental Housing than required under State or Council policy, may be waived in accordance with the following procedure.

Notes –

- For mixed use or mixed tenure development applications only the portion of the development application fee associated with the additional Affordable Rental Housing will be waived.
- This procedure applies to development applications which propose a percentage of Affordable Rental Housing greater than that required under Council or State policy.
- This procedure does not apply to Social Housing development applications lodged by Homes NSW.
- This procedure does apply to Development Applications lodged under SEPP (Housing) 2021 proposing more than the minimum 15% Affordable Housing to achieve a 30% height and/or floor space bonuses, and the 2% Transport Oriented Development.

Procedure -

- 1 Development Application lodged on NSW Planning Portal.
- 2 NSW Planning Portal refers Development Application to Council for checking and fee quote.
- 3 The Manager Development Assessment and Certification (DAC) or DAC Middle Managers with the appropriate delegation assess the fee waiver request -
 - Lodged with written support from a Tier 1 or 2 Community Housing Provider, for an Affordable Rental Housing development
 - 100% Affordable Rental Housing development – no DA fee required
 - Where the Affordable Rental Housing component is a portion of the development, the fee waiver is to be the relevant portion of the additional floor space of the development greater than the required contribution ie if the legislation proposes 15% Affordable Rental Housing, and the development application proposes 20%, then the fee waiver applies to the additional 5% floor space proposed for Affordable Rental Housing.
- 4 Calculated development application fee recorded in Planning Portal.
- 5 If during the assessment process, the nature of the development application changes (for example the percent of Affordable Housing floor space), the development application fee should also be varied.

APPROVAL AND REVIEW	
Responsible Division	City Strategy
Date adopted	12 August 2024
Date of previous adoptions	N/A
Date of next review	August 2027
Responsible Manager	Land Use Planning Manager
Parent Policy	Affordable Housing Policy