

**CHARGE SHEET**  
PLANNING GUIDANCE UNIT

**Applicant:** ..... **File No:** .....

**Address of Service:** .....

.....

.....

.....

**Time Taken**

**Officer 1** .....

	Date	Work Undertaken	Hours
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Day 6			
Day 7			
Day 8			
Day 9			
Day 10			
<b>Total Hours</b>			<u>          </u>

**Officer 2** .....

Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Day 6			
Day 7			
Day 8			
Day 9			
Day 10			
<b>Total Hours</b>			<u>          </u>

**Time Cost**

	Hours	Rate	Overheads Charge Per hour	Cost
Officer 1			\$20.32	\$
Officer 2			\$20.32	\$
Management			\$20.32	\$
Administration			\$20.32	\$
<b>Labour Total</b>				<u>          </u>

## Other Costs

Item	Details	Cost (ex. GST)
Newspaper Advertising		\$
Typing (Admin Unit)		\$
Landscaping Advice		\$
Legal		\$
Consultant	Invoice No:	\$
Consultant	Invoice No:	\$
Consultant	Invoice No:	\$
Consultant	Invoice No:	\$
Consultant	Invoice No:	\$
Photocopying	No. Pages A4: (x \$0.20)      No. Pages A3: (x \$0.50)	\$
Public Notice: .... signs	Preparation: \$ 10.80      Non-return: \$30.00	\$
Hearing Fee	\$445	\$
ASC Fee	\$165	\$
<b>Other Costs Total</b>		<b>\$</b>

### Summary of Charges

Labour Total	\$
Add Other Costs Total	\$
SUBTOTAL 1	\$
Subtract Initial Fee (ex. GST)	\$
SUBTOTAL 2	\$
Add GST (x .125)	\$
BALANCE DUE	<u>\$</u>

Invoice/Receipt No:

Date:

Invoice Posted on:

### NOTES

**NB:** USAGE: This charge sheet is used for all application processing where charges are actual cost rather than a fixed amount only.