

**Mayor and Councillors**  
COUNCIL

25 MAY 2017

Meeting Status: **Public**

Purpose of Report: For Decision

## **ADOPTION OF 2017/18 FEES AND CHARGES FOR REGULATORY SERVICES**

### **PURPOSE OF REPORT**

1. This report proposes that the Council formally resolve to adopt the fees and charges for Regulatory Services, as consulted on in the 2017/18 Draft Annual Plan. Adopting these fees in late May fits within Council's Open for Business framework.

### **DELEGATION**

2. The Council has not delegated this authority to any Committee of the Council.

### **BACKGROUND**

3. As part of the Council's Open for Business initiative to improve Customer Service, the Council has approved the fees and charges in late May or early June over the last three years to allow for these to be invoiced in the June prior to the start of the financial year.
4. The early approval of the fees and charges in Regulatory Services has resulted in benefits for both customers and the Council. Early communication of fees provides flexibility for customers and the ability to make early payment arrangements before the invoice due date.
5. The proposed fees and charges generally reflect the current fee and charges structure with a cost of living increase of 1.9% where the fees are not set by other legislation with the following exceptions:
6. Environmental Health and Food:
  - 6.1 Expanded fee categories due to further understanding of the administration requirements of the Food Act 2014.
  - 6.2 Registration fees for a Food Control Plan (FCP) or National Programme (NP) are now the same, as there is no difference between time spent on these activities.
  - 6.3 Reduced verification fee, but setting a maximum time of four hours for verification activities. The ability to charge an hourly rate if the verification activity exceeds or takes less time than expected.
  - 6.4 Introducing a new mentoring/advice fee to enable fees to be charged for these activities in the future.
  - 6.5 Introducing a generic fee for services currently not specified due to fluctuation of transitional state of Food Control Act 2014.

7. Compliance:
  - 7.1 Introducing a per hour fee (150.00) for inspections and administration associated with residential pool fencing requirements under new Building (Pools) Amendment Act 2017.
  - 7.2 Introducing an abandoned vehicle towage fee based on cost recovery plus 20%.
  - 7.3 Adjustment to daily vehicle storage fee to reflect actual cost.
  - 7.4 Introducing a litter fee based on cost recovery plus 20%.
  - 7.5 Introducing actual cost associated with towage of vehicle in reference to noise control (vehicle) seizure fee of \$230.00.
  - 7.6 Introducing an annual \$150.00 Commercial Outdoor Dining License.
  - 7.7 Introducing a \$150 per hour fee for inspecting and processing an application for commercial Trading in Public Places licence.
8. Animal Management:
  - 8.1 Introducing a cheaper registration fee across all categories for dog owners over 65 years of age.
  - 8.2 Introducing an impound seizure fee for unregistered dogs because of increased associated cost.
  - 8.3 Change to sustenance fee to keep at 2016/17 levels.
  - 8.4 Reduction of relinquishment fee from \$122 to \$65.
  - 8.5 Reduce euthanasia fee to actual cost plus 10% with a minimum fee of \$45.00
9. Building Control:
  - 9.1 An amendment to the Building Act due to commence from 1 July 2017 introduces new activities that the Council needs to provide associated with the upgrading earthquake prone buildings.
  - 9.2 Two new fees are proposed to cover granting exemptions from the requirement to carry out seismic work, and giving extensions of time to complete seismic work for heritage buildings
10. Resource Management:
  - 10.1 Consolidation of some fees to simplify the fee schedule.
  - 10.2 New fee to provide lower deposit for straightforward 2-lot subdivisions.
  - 10.3 New fee to reduce deposit required for change of conditions/consent notices.
11. Fees are sometimes prescribed by Central Government, through enactment of legislation, so there is no requirement for local government to consult on these. For example, the fees for alcohol licensing are set by the Sale and Supply of Alcohol (Fees) Regulations 2013 and as such are not included in this report for approval; however they are included for reference purposes.
12. From an organisational perspective early adoption of Regulatory Fees and Charges has seen higher compliance rates for dog registrations and a reduced number of penalties

imposed as a result. It also reduces administrative pressure meaning Council Staff are able to maintain service levels through the dog registration period.

13. It should be noted that during the next three years, food businesses will gradually transition into operating under the Food Act 2014. This means that until June 2019 fees for food activities will be set under two separate regulatory frameworks (the Local Government Act 2002 and the Food Act 2014). Food premises fees will be applied according to the regime the premises is operating under. The proposed fees and charges take into account the different roles that Council Staff undertake under the two regulatory frameworks.

## ISSUES AND OPTIONS

14. Of the submissions received on the Draft Annual Plan, ten related to the proposed fees and charges in the Regulatory Services Area.
  - 14.1 There were four submissions directly supportive of the proposed fees.
  - 14.2 Four additional submissions were supportive of user pays underpinning the councils approach to fees, and another one wanted to see additional revenue from fees.
  - 14.3 One submission was not supportive of fee increases in response to the Food Act.
  - 14.4 One submission sought greater transparency of how the council is performing particularly in the resource consents area. It is noted that this information is reported to the Operations and Finance committee quarterly.
  - 14.5 One submission sought more information to analyse before being able to form a position on whether to support or oppose the fees.
15. Collectively these submissions indicate general support for the proposed fees. No changes to the fees are suggested having considered the submissions.

## CONSIDERATIONS

### Policy considerations

16. There are no further policy requirements in relation to the proposed changes.

### Legal considerations

17. The fees and charges for approval are attached as Appendix 1. The following sets out the legislative basis for these fees, and any requirements imposed through associated legislation.
18. As discussed in this paper, the fees and charges meet the requirements of the Local Government Act 2002 and any other relevant legislation.

#### Local Government Act 2002

19. The Local Government Act 2002 (LGA) allows fees and charges to be imposed by a local authority as long as:
  - 19.1 the fees are prescribed using the special consultative procedure (Section 150(3)(b) of LGA) – Note: the consultation process undertaken on the draft 2016/17 Annual Plan met these requirements; and

- 19.2 another enactment does not specifically prescribe the rate of fee or require the service to be free (Section 150(1)(b) of the LGA).
20. The following fees are authorised by Section 150 and Section 175 of the Local Government Act 2002:
- Environmental Health and Food Premises Fees
  - Other Fees Related to Food Activity
  - Other Fees Activities – Rest Homes Fees
  - Premises required to be Registered under the Health Act 1956 and associated Regulations
  - Trade Waste Consent Fees, and
  - General Compliance Fees.
21. The Local Government Act 2002 Section 175 allows Council to recover for wilful or negligent behaviour. This includes the cost incurred by the Local Authority by removing the stoppage or obstruction or interference caused by depositing litter, which includes waste and debris.

#### Building Act 2004

22. A Territorial Authority may impose a fee in relation to a building consent and for the performance of any other function or services under the Building Act (Section 219(1)(a)). The fees proposed in line with the Building Act 2004 are:
- Building Consent Fees
  - Project Information Memorandum (PIM) Fees
  - Multi Proof Consent Fees
  - Building Consent Fees – Other Charges
  - Compliance, inspections and administering residential pool barriers

#### Local Government Official Information and Meetings Act 1987

23. A Territorial Authority may impose a fee in relation to Land Information Memorandum (LIMs) and for providing information requested under the Local Government Official Information and Meetings Act 1987. The fees proposed are:
- Land Information Memorandum Fees
  - Fees in relation to providing information requests from the public.

#### Resource Management Act 1991

24. The Resource Management Act 1991(RMA) allows that fees may be fixed using the criteria set out in Section 36 of the Resource Management Act. The following fees meet the criteria of the RMA:
- Resource Management Fees
  - Engineering Fees

#### Food Act 2014

25. The Food Act 2014 (Section 205) allows a Territorial Authority to set fees and outlines the criteria and matters for which fees can be set. The following fees meet the criteria of the Food Act 2014:
- Registration Fees
  - Verification Fees

- Other associated fees under the Food Act 2014.

### Dog Control Act 1996

The Dog Control Act 1996 (Section 37(1)) allows a Territorial Authority to set fees and outlines the matters for which fees can be set. The following fees are made under the Dog Control Act 1996:

- Animal Control Fees
- Animal Control Impoundment Charges
- Other Animal Control Charges

26. In addition, Section 37(6) of the Dog Control Act 1996 requires that any fees be publically notified in a local newspaper at least once during the month preceding the start of every registration year. This will be actioned once these fees have been approved by Council.

### Financial considerations

27. The financial considerations for the Annual Plan have been discussed through consultation and the open workshops. All user charges are indexed to achieve the Council Revenue and Finance Policy.

### Tāngata whenua considerations

28. There are no significant considerations.

## **SIGNIFICANCE AND ENGAGEMENT**

### Degree of significance

29. This matter has a low level of significance under Council policy.

### Consultation already undertaken

30. The Council has complied with the Local Government Act 2002 in respect of consulting on these fees as part of the 2016/17 Draft Annual Plan submission process.

### Engagement planning

31. An engagement plan is not needed to implement this decision.

### Publicity

32. A media release will be prepared about this early adoption of fees. Council customers will receive, as appropriate, an explanation of the new fees and charges as they relate to them.

33. A public notice, as required by section 37(6) of the Dog Control Act 1996, will be published in a local newspaper at least once during the month preceding the start of the 2017/18 registration year.

## **RECOMMENDATIONS**

34. That Council adopts under Section 150 of the Local Government Act 2002 the following 2017/18 fees and charges attached as Appendix 1 to this Report RS-17-208:
- Environmental Health and Food Premises Fees
  - Other Fees Related to Food Activity
  - Premises required to be Registered under the Health Act 1956 and associated Regulations
  - Trade Waste Consent Fees, and
  - General Compliance Fees.
35. That Council adopts under Section 219(1)(a) of the Building Act 2004 the following 2017/18 fees and charges attached as Appendix 1 to this Report RS-17-208:
- Building Consent Fees
  - Project Information Memorandum (PIM) Fees
  - Multi Proof Consent Fees
  - Building Consent Fees – Other Charges
36. That Council adopts under Section 44A(4) of the Local Government Official Information and Meetings Act 1987 the Land Information Memorandum and Official Information fees and charges as detailed in Appendix 1 of this Report RS-17-208.
37. That Council adopts under Section 36 of the Resource Management Act 1991 the following 2017/18 fees and charges attached as Appendix 1 to this Report RS-17-208:
- Resource Management Fees
  - Engineering Fees
38. That Council adopts under Section 205 of the Food Act 2014 the following 2017/18 fees and charges attached as Appendix 1 to this Report RS-17-208:
- Registration Fees
  - Verification Fees
  - Other associated fees under the Food Act 2014
39. That Council adopts under Section 37(1) of the Dog Control Act 1996 the following 2017/18 fees and charges attached as Appendix 1 to this Report RS-17-208:
- Animal Control Fees
  - Animal Control Impoundment Charges
  - Other Animal Control Charges.

<b>Report prepared by</b>	<b>Approved for submission</b>	<b>Approved for submission</b>
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**ATTACHMENT:**

Appendix 1: Regulatory Fees and Charges

# Schedule of user fees and charges

All fees and charges include GST.

## Building consent fees

Applicants are required to pay the full fee for the consent at the time of application.

Under some conditions, applicants may be required to pay additional fees when processing is completed. This will include fees for development levies, additional inspections, and other fees required under the Building Act 2004.

The inspection fee<sup>(1)</sup> is estimated on the number of inspections required for the type of work. If the number of inspections has been over-estimated a refund will be made. If additional inspections are required, they will be charged at the rate applicable at the time they occurred and will need to be paid before we issue a code of compliance certificate.

The fees exclude BRANZ, MBIE levies, refundable deposits.

The building consent fees in the following table include a digital storage charge of \$44.

### <sup>(1)</sup> Inspection fee

This fee includes inspection on site, travel and review of documentation in office.

If the project is in a remote area or has difficult access, additional travel time will be charged.

<b>Minor work</b> (This includes one or two inspections as indicated. Additional inspections will be charged at \$150 per hour)	
Solid fuel heater (includes 1 inspection)	\$250
Solid fuel heater with wetback (includes 2 inspections)	\$365
Minor building work <\$5,000 (includes 1 inspection) e.g. sheds	\$300
Solar water heating (includes 1 inspection)	\$245
Plumbing and/or drainage work (includes 2 inspections)	\$420
Minor building work < \$10,000 retaining walls/carports decks/swimming/spa pools/conservatories/pergolas (includes 2 inspections)	\$750
Marquees (includes 1 inspection)	\$420
Residential demolition (includes 1 inspection)	\$510 plus \$578 refundable deposit
Commercial demolition (includes 1 inspection)	\$1,335 plus \$1,145 refundable deposit



## Building consent fees continued

Processing of residential building consents	
Residential new building /alterations: \$10,001-\$20,000	\$725
Residential new building /alterations: \$20,001-\$50,000	\$1,025
Residential new building /alterations: \$50,001-\$100,000	\$1,320
Residential new building /alterations: \$100,001-\$250,000	\$1,620
Residential new building /alterations: \$250,001-\$500,000	\$1,920
Residential new building /alterations: \$500,001 upwards	\$1,920 plus \$150 for each \$100,000 or part thereof
New garage or farm building	\$875

Processing of commercial/industrial consents	
Commercial/offices/retail buildings: < \$20,000	\$1,175
Commercial/offices/retail buildings: \$20,001-\$50,000	\$1,920
Commercial/offices/retail buildings: \$50,001-\$100,000	\$2,670
Commercial/offices/retail buildings: \$100,001-\$250,000	\$3,120
Commercial/offices/retail buildings: \$250,001-\$500,000	\$3,565
Commercial/offices/retail buildings: \$500,001-\$1,000,000	\$4,165
Commercial/offices/retail buildings: >\$1,000,001	\$4,165 plus \$192 per additional \$100,000 value
Inspection fees <sup>(1)</sup>	
Standard inspection fee	\$112 per inspection
Final inspection fee	\$150

## Project information memorandum (PIM) fees

Applicants are required to pay the full fee for the PIM at the time of application.

Residential new dwellings (PIM portion of consent)	
PIM – Residential	\$430
Additions and alterations (residential – PIM portion of consent)	
PIM – Multi-residential and commercial	\$745

## Multi-proof consent fees

Applicants are required to pay the full fee for the consent at the time of application.

Under some conditions you may be required to pay additional fees when processing is completed. This will include fees for development levies, additional inspections and other fees required under the Building Act 2004.

If the number of inspections has been over-estimated a refund will be made.

The multi-proof consent fees below include a digital storage charge of \$44.

The fees exclude *BRANZ, MBIE levies (these are not set by the Council), refundable deposits.*

Multi-proof consents	
Multi-use consent	\$720 (3 hours processing), additional hours charged at \$150 per hour

## Building consent fees – other charges

BRANZ and MBIE levies are not set by the council. They apply to all work valued at \$20,000 or more.

Levies	
BRANZ levy per \$1,000 (of project value over \$20,000)	\$1
MBIE levy per \$1,000 (of project value over \$20,000)	\$2.01
Accreditation levy	\$1.00 per \$1000 of project value over \$20,000
<i>For staged projects the levies are to be assessed on the total project value</i>	
Other charges	
Plan vetting	\$150 per hour
Unscheduled building, plumbing and drainage inspections	Time charge based on \$150 per hour
Registration of Section 72 certificate (as at January 2017 the disbursements are \$260 per registration)	\$140 plus disbursements (includes registration at Land Information New Zealand)
Administration staff (per hour)	\$100 per hour
Administration fee on refunds	\$84

Other charges	
Registration of Section 77(1) certificate (as at June 2015 the disbursements are \$260 per registration)	\$220 plus disbursements (includes registration at Land Information New Zealand)
Digital storage charge (if applicable and not already included in a separate fee)	\$46 per consent additional to above consent fees
Amendment to building consent application	\$230 lodgement fee (includes ½ hour assessment) plus \$150 per hour over and above first ½ hour
Application for discretionary exemption (Schedule 1, Part 1, Section 2, Building Act 2004)	\$230 lodgement fee (includes ½ hour assessment) plus \$150 per hour over and above first ½ hour
Warrant of fitness audit inspections	\$150 per hour
Inspection fees associated with a notice to fix	\$150 per hour
Engineering technical assessment/peer review	Cost plus 10%
New Zealand Fire Service design review	Cost plus 10%
New/amended compliance schedule	\$140

Building consent fees – other charges continued

Other charges	
Application for code of compliance certificate	\$75
Certificate of public use	\$315
Application for certificate of acceptance	\$315 plus building consent fees applicable to project
<i>The building consent fee does not include the cost of any structural engineer assessment which may be required</i>	
Land information memorandum	\$310 payable on application
Land information memorandum with building plans	\$326 payable on application
Certificate of title	\$34 payable on application
Reassessment fee (amended plans)	\$230 lodgement fee (includes ½ hour assessment) plus \$150 per hour over and above first ½ hour
Alternative design/details applications	\$150 per hour
Environmental health/plan vetting	\$150 per hour

Other charges	
<i>Residential damage deposit of \$565 may be applicable, increasing to \$985 if a new vehicle crossing is required</i>	
<i>Commercial damage deposit of \$1,120 may be applicable</i>	
Provision of building files and/or aerial maps via email or on CD	\$16
Access to building files/all copying/printing charges additional to the above services	Black and white: A4–first 20 copies free then 30c per page A3–40c per page
	Colour: A4–\$2.20 per page A3–\$3.50 per page
Building certificate for supply and sale of alcohol	\$130
Building warrant of fitness renewal (1-2 systems) up to .5 hour processing	\$75 (first ½ hour) \$150 per hour thereafter
Building warrant of fitness renewal (3+ systems) up to .75 hour processing	\$150 (first ¾ hour) \$150 per hour thereafter
Removal of Section 72 certificate	\$140 plus disbursements

## Building consent fees – other charges continued

Other charges	
Time extension fee (for consents about to lapse or 24 months after issue)	\$96
List of building consents issued each week (emailed)	\$84 per year
List of building consents issued each month (emailed)	\$42 per year
List of building consents issued each month (posted)	\$52 per year
Receiving third party reports or other information to place on a property file at the owner's request	\$100
Application for exemption from the requirement to carry out seismic work on the building or part	\$230 lodgement fee (includes ½ hour assessment) plus \$150 per hour over and above first ½ hour
Application for heritage building for extension of time to complete seismic work	\$230 lodgement fee (includes ½ hour assessment) plus \$150 per hour over and above first ½ hour

District plan check fee all applications (except minor)	
Building consents with a project value < \$20,000	\$75 (first ½ hour) \$150 per hour thereafter
Building consents with a project value > \$20,001	\$150 (first hour) \$150 per hour thereafter

## Resource management fees

Fees are as set under Section 36 of the Resource Management Act. Initial deposit fees are set under section 36(1) and must be paid before we start processing your application. Further charges will be incurred if additional time is spent processing the request, or if disbursement costs are incurred, which are over and above the allocated time provisions.

If any charge for an application is not paid by the due date, then Kapiti Coast District Council reserves the right under Section 36(7) of the Resource Management Act to stop processing the application. This may include the cancellation of a hearing or the issuing of a decision. If a hearing is cancelled or postponed due to the non-payment of a charge, the applicant will be charged for any costs that may arise from that cancellation or postponement.

Discounts shall be paid on administrative charges for applications for resource consent applications that are not processed within the statutory timeframes. The discounts shall be in accordance with the Regulations to the Resource Management Act 1991.

Notified applications	
Publicly notified applications	\$3000 deposit (covers first 20 hours of processing time, balance to be charged on time and material basis including advertising)
Limited notified applications	\$2,400 deposit (covers first 16 hours of processing time, balance to be charged on time and material basis including advertising)

## Non-notified land use applications (including temporary events)

Permitted activities (including temporary events)	nil
Home occupation – Controlled activities	\$210
Non-notified land use activities – general	\$900 deposit (covers first 6 hours of processing time, \$150 per hour thereafter)
Fixed fee Discretionary activities <sup>(1)</sup> 1. Removal/trimming protected trees causing significant structural damage (as determined by an appropriately delegated, qualified and experienced person, i.e. an ecologist or council staff member) 2. Trimming of protected vegetation to maintain existing farm tracks 3. Earthworks to maintain existing farm tracks.	\$105

<sup>(1)</sup> Discretionary activities: Conditions apply, applications will only be accepted on a case by case basis and assumes adequate information provided.

## Resource management fees continued

<b>Non-notified land use applications</b> (including temporary events)	
Certificate of compliance (certifies land use complies with district plan provisions)	\$750 deposit (covers first 5 hours of processing time, \$150 per hour thereafter)
Existing use rights certificate	\$900 deposit (covers first 6 hours of processing time, \$150 per hour thereafter)
<b>Designations</b>	
Notice of requirement to designate land – non-notified	\$1,200 deposit (covers first 8 hours of processing time, \$150 per hour thereafter)
Notice of requirement to designate land - notified	\$3,000 deposit (covers first 20 hours of processing time, balance to be charged on time and material basis including advertising)
Alteration to designation (non-notified)	\$1,200 deposit (covers first 8 hours of processing time, \$150 per hour thereafter)
Outline plan	\$1,050 deposit (covers first 7 hours of processing time, \$150 per hour thereafter)

<b>Non-notified subdivision applications</b>	
Subdivisions – 2-lot	\$1,500 deposit (covers first 10 hours of processing time, \$150 per hour thereafter)
All subdivisions	\$1,800 deposit (covers first 12 hours of processing time, \$150 per hour thereafter)
Boundary adjustment (as defined by district plan)	\$900 deposit (covers first 6 hours of processing time, \$150 per hour thereafter)
Update existing cross lease	\$210
<b>Subdivision certifications</b>	
Section 223 certificate	\$300 (fixed charge)
Section 224(c) certificate including other certificates	\$1,200 (fixed charge)
Section 224(f)	\$300 (fixed charge)
Section 5(1)(g) / s25(5), s32(2)(a) of Unit Titles Act 2010 (staged unit developments)	\$300 (fixed charge)

## Resource management fees continued

Subdivision certifications	
Section 221 consent notice (when issued as a separate notice)	\$300 (fixed charge)
Section 226 certificate (certify subdivision complies with district plan provisions)	\$750 deposit (covers first 5 hours of processing time, \$150 per hour thereafter)
Miscellaneous applications/certificates	
Surrender of consent in whole or in part	\$300 (fixed charge)
Extensions on time limits	\$750 (fixed charge)
Change or cancellation of conditions/consent notice	\$750 deposit (covers first 5 hours of processing time) \$150 per hour thereafter)
Revocation of easements	\$300 deposit (covers first 2 hours of processing time, \$150 per hour thereafter)
Right of way (ROW) approval	\$900 (fixed charge)
Section 348 (Local Government Act) certificate (ROW certification)	\$750 (fixed charge)
Re-issue certificate (all types)	\$190 (fixed charge)
Transfer instruments and other miscellaneous legal documents	\$300 deposit (covers first 2 hours of processing time, \$150 per hour thereafter)

Subdivision certifications	
Reserves valuation calculation (land <\$150,000)	At cost
Other	
Private plan change	\$6000 deposit (covers first 40 hours of processing time, balance to be charged on time and material basis including advertising)
Transfer of resource consent	\$300
Objection to development contributions – note, fee to be refunded in part or in full depending on level of objection upheld by independent hearing commissioners	\$750 deposit (covers first 5 hours of processing time, \$150 per hour thereafter)
Encroachment licence (buildings/structures only)	\$900 deposit (covers first 6 hours of processing time, \$150 per hour thereafter)



## Resource management fees continued

Other	
Re-issue encroachment license (new owner)	\$185 (fixed charge)
Planning certificate – alcohol licensing	\$150
Cost recovery charge for inspection of confirmed breach of district plan provisions	\$150 per hour
Cancellation of building line restriction	\$570 (fixed charge)
Hourly charge out rates and disbursements	
Staff:	
- Planner/engineer (all levels)	\$150 per hour
- Planning manager, asset manager	\$180 per hour
- Environmental protection staff (all levels)	\$150 per hour
Administration staff	\$100 per hour

Hourly charge out rates and disbursements	
Elected member commissioner costs per hour for any hearing:	\$200 per hour (or part thereof)
Sitting collectively without an independent commissioner: (chairperson, hearing commissioners)	\$100 per hour per elected member as chair and
Sitting with an independent commissioner	\$80 per hour per elected on a committee up to collective total of \$200 per hour (or part thereof).
Independent commissioners	At cost
Postage and stationery	At cost
Consultant's fees (The use of consultants/peer review will be undertaken in consultation with the applicant)	At cost
Copying and printing	Black and white: A4–first 20 copies free then 30c per page
	Black and white: A3–40c per page
	Colour: A4–\$2.20 per page A3–\$3.50 per page

## Engineering fees

Note these fees apply in addition to the resource consent deposit fees on the proceeding pages. All consents will be subject to compliance monitoring which will be charging on an actual time basis at \$150 per hour.

Notified land use consents		
Notified	Application deposit	Application fee plus \$900 (includes the first 6 hours, balance charged on time and material basis)
Non-notified land use consents		
Development of multiple units per lot	Application deposit: - Up to 6 units	\$750 per application (includes the first 5 hours, balance charged on time and material basis)
	- 7 or more units	\$900 per application (includes the first 6 hours, balance charged on time and material basis)
Commercial/ industrial development or infrastructure development	Application deposit	\$900 per application
	Compliance monitoring administration fee	\$300 (includes the first 2 hours, \$150 per hour thereafter)

Non-notified land use consents		
Commercial/ industrial development or infrastructure development	Engineering drawing approval	\$1,350 (includes 3 submissions of engineering drawings, beyond this will be charged at \$150 per plan)
	Engineering construction supervision	Determined as 2% of the total estimated value of services (water, sanitary, drainage and road), including engineering and contingency fees (minimum of \$10,050)
All other non-notified land use consents	Application deposit per application	\$300 (includes the first 2 hours, \$150 per hour thereafter)
Subdivisions		
Fee simple	Application deposit	\$750 plus \$35 per lot (includes the first 5 hours, \$150 per hour thereafter)
Unit title	Application deposit: - Up to 6 unit titles	\$750 per application (includes the first 5 hours, \$150 per hour thereafter)

## Engineering fees continued

Subdivisions		
Unit title	- 7 or more unit titles	\$900 per application (includes the first 6 hours, \$150 per hour thereafter)
Notified subdivisions		
Up to 6 lots or unit titles	Subdivision application deposit	Application fee plus \$975 (includes the first 6 ½ hours, balance charged on time and material basis)
7 to 12 lots or unit titles	Subdivision application deposit	Application fee plus \$1,200 (includes the first 8 hours, balance charged on time and material basis)
13 to 20 lots or unit titles	Subdivision application deposit	Application fee plus \$1,500 (includes the first 10 hours, balance charged on time and material basis)
More than 20 lots or unit titles	Subdivision application deposit	Application fee plus \$1,800 (includes the first 12 hours, balance charged on time and material basis)

Monitoring		
All compliance monitoring is to be charged at an hourly basis for staff time		\$150 per hour
Other subdivisions		
Boundary adjustments (including cross lease variation)	Application deposit per application	\$300
Second stage cross lease or conversion of cross lease to freehold	Application deposit per application	\$300
Right-of-way applications	Application deposit per application	\$300 (includes the first 2 hours, \$150 per hour thereafter)
Other		
Objection to decision		\$150 per hour
Variation to consent conditions		\$150 per hour
Encroachment licenses		\$150 per hour
Plan change applications		\$150 per hour
Easement – new/cancellation	Application deposit per application	\$300 (includes the first 2 hours, \$150 per hour thereafter)
Specialist consultants		At cost

## Animal management fees

Registration Entire dog		
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 July 2017
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$65	\$97
Working dogs (3rd and subsequent (Bdisc))	\$39	\$58
Standard dog (C)	\$178	\$267
Approved owner (D)	\$153	\$229
Registration Fee for Dog Owner - Over 65	\$153	\$229
Dogs classified as dangerous dogs (H)	\$267	\$400
Owner current member of NZ Kennel Club (G)	\$153	\$229

Registration Neuter/spay		
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 July 2017
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$65	\$97
Working dogs - 3rd and subsequent (Bdisc)	\$39	\$58
Standard dog (E)	\$93	\$139
Approved owner (F)	\$65	\$97
Registration fee for Dog Owner Over 65	\$65	\$97
Dogs classified as dangerous dogs (I)	\$139	\$208

## Animal management impoundment charges

These fees are also set so they're in line with the local government cost index and have increased by 1.9% for the 2017/18 financial year.

Impounding has occurred when a dog is confined to a dog control officer's vehicle or impounded.

Seizure has occurred when a notice of seizure has been served on the dog owner or placed at the dog owner's property.

No dog or stock will be released without payment of all impounding fees unless in exceptional circumstances.

Item	First impound or seizure	Second impound or seizure in any two year period	Third and subsequent impound or seizure in any two year period
Impounded/seized – dog (must be registered and micro chipped to release)	\$50	\$160	\$290
Impounded - Unregistered	90		
Sustenance – dog (per day)	\$12	\$12	\$12
Micro chipping – dog	\$49	\$49	\$49

Item	First impound or seizure	Second impound or seizure in any two year period	Third and subsequent impound or seizure in any two year period
Prearranged after hours release (two officers) – all	\$150 / Officer (1 hour of time, additional time at \$100 per hour)	\$150 / Officer (1 hour of time, additional time at \$100 per hour)	\$150 / Officer (1 hour of time, additional time at \$100 per hour)
Impounding – sheep and goats	\$34 per head plus any costs incurred in transporting stock	\$60 per head plus any costs incurred in transporting stock	\$123 per head plus any costs incurred in transporting stock
Impounding – cattle and horses	\$60 per head plus any costs incurred in transporting stock	\$123 per head plus any costs incurred in transporting stock	\$245 per head plus any costs incurred in transporting stock
Animal control officer hourly charge out rate	\$100 per hour		

## Impoundment charges continued

Item	First impound or seizure	Second impound or seizure in any two year period	Third and subsequent impound or seizure in any two year period
Impounding – cattle and horses	\$60 per head plus any costs incurred in transporting stock	\$123 per head plus any costs incurred in transporting stock	\$245 per head plus any costs incurred in transporting stock
Animal control officer hourly charge out rate	\$100 per hour		
Officer charges relating to impounding of stock	\$100 per hour between 0800-1700 hours, \$150 per hour between 1701-0759 hours	\$100 per hour between 0800-1700 hours, \$150 per hour between 1701-0759 hours	\$100 per hour between 0800-1700 hours, \$149 per hour between 1701-0759 hours
Sustenance – sheep and goats (per day)	6.00 per day	6.00 per day	6.00 per day
Sustenance – cattle and horses (per day)	12.00 per day	12.00 per day	12.00 per day

## Other animal management charges

	Owner current member of NZ Kennel Club	Working	Standard	Approved owner
Permit for three or more dogs (special license)	\$60	N/A	\$60	\$60
Approved owner application		N/A	\$47	\$47
Approved owner re-inspection fee*		N/A	\$25	\$25
Replacement tag	6.00 for first replacement tag 12.00 for any subsequent replacement tag			
Euthanasia	Actual cost plus 10%, but minimum \$45			
Relinquishment fee	\$65 <sup>(5)</sup>			

\* For site visit if:

- an approved owner changes address or;
- re-inspection to check that any required improvements have been made.

<sup>(5)</sup> Provides contribution towards sustenance costs (three days minimum and administration and/or euthanasia costs).

## Environmental health fees

### Food Businesses operating under the grading system prior to 1 March 2016.

Note: when a food business operating under the grading system changes ownership the business must operate under the Food Act 2014, see the fees below.

#### Fee structure related to grading system

The fee structure for food premises in the 2017/18 financial year is weighted towards premises achieving an A Grade. It reflects the council goal to get all premises on an A Grade for the betterment of the district, to achieve the highest standards and to strive towards a more sustainable food safety future.

The amounts relate to fees effective from 1 July 2017 and uses Risk Factor 'C' figures.

#### A Grade premises: pay \$550 for registration.

This grading includes an allowance for one inspection (at no additional cost from last year except for indexing). The indexed fee change essentially rewards an operator for achieving the A Grade rating under the Kapiti Coast District Council Food Safety Bylaw 2006.

#### B Grade premises: pay \$67980 for registration.

This includes an allowance for two programmed inspections. Advice will also be targeted to a B Grade operator to assist them to achieve an A Grade rating under the Kapiti Coast District Council Food Safety Bylaw 2006.

#### D Grade premises: pay \$810 for registration.

This includes an allowance for three programmed inspections during the year with ongoing advice and support from the council, as provided with the higher grades.

#### E Grade Premises: The Food Safety Bylaw 2006 has this category available and the fee is \$940.

This fee is based on four programmed inspections. This type of premises will not be tolerated within the district. Officers will use all powers under the Kapiti Coast District Council Food Safety Bylaw 2006 to either increase the grade or close the premises if they fall into this category. Once closed, a premises will only be authorised to reopen once the required work is complete and a monitoring programme is put in place.

**There are no fees for new food businesses under the grading system. All new businesses or businesses changing ownership must register a Food Control Plan or National programme under the Food Act 2014, see fees below.**

Inspection rating	Number of inspections	Grade				
Risk Factor			A	B	C	D
17-20	1	A	\$320	\$435	\$550	\$935
12-16	2	B	\$445	\$570	\$680	\$1,065
6-11	3	D	\$575	\$700	\$810	\$1,195
1-5	4+	E	\$705	\$835	\$940	\$1,330

## Other food activities

Other food activity under the grading system	
Additional inspection fee	\$150 per hour
Re-grading fee	\$150 per hour

Rest home premises are not required to be registered under the Food Hygiene Regulations 1974, yet are required to comply with the requirements of the Regulations. To ensure compliance an inspection is required and costs are charged.

All rest homes are required to meet the same standards as the food premises. The fee is in line with a Risk Factor C Grade A food premises.

Rest home	
Rest home	\$550



## Food Act 2014 Fees

Registration and verification fees provide for a set time provision. Any additional time may be subject to the hourly rate of \$150.

Registration fees	
New Food Control Plans (FCP) or National Programme (NP) (2 hours)	\$300
Renewal for FCP and NP	\$150
New Registration Multi site business (FCP or NP)	\$300, plus \$150 for each additional site
Renewel of Registration Multi site business	\$150, plus \$50 for each additional site
Amendment to Registration	\$150/hr
Significant Amendment to Registration	\$300

Verification fees	
These fees include preparation, travel [within the district] reporting and administration time, if the activity exceeds the maximum hours set then an extra charge of \$150 per hour will be charged.	
Food Control Plan (FCP) (4 hours)	\$600
National Programme 1 (NP1) (2 hours)	\$300
National Programme 2 (NP2) (2.5 hours)	\$375
National Programme 3 (NP3) (3 hours)	\$450
Deemed(FCP) (4 hours)	\$550
Verification multisite business	See FCP or NP charges for first site plus \$150 per hour for any other site requiring verification
Unscheduled verification	\$150 per hour
Verification outside the district -FCP or NP	See cost for Verification and add any extra time, actual travel and accommodation costs

Other associated fees under Food Act 2014	
Verification follow up or Corrective Action Request (CAR) follow up	\$150 per hour
Investigation resulting in improvement notice	\$150 per hour
Follow up in relation to an improvement notice	\$150 per hour
Application for review of Improvement Notice	\$150 per hour
Monitoring of food safety and suitability	\$150 per hour
Cancelled verification (less than 24 hours' notice)	\$50
Failure to attend or facilitate a scheduled verification	\$150
Enforcement activity related to registration or complaints	150 per hour
Mentoring and advice or pre-verifications related to implementing a FCP or NP	\$150 per hour
Service for which a fee may have not been set under the Food Act 2014	\$150 per hour

**Premises required to be registered under the Health Act 1956 and associated Regulations – current fees**

Other Health Act	
Hairdressers (home occupation)	\$205
Hairdressers (commercial premises)	\$245
Funeral directors	\$320
Camping grounds	\$320

## Alcohol licensing fees

The application fee applies to applications for new licences, renewals of licences and variations to licences. Application fees are payable on date of application.

In the case of a new licence, the annual fee must be paid prior to the issue of the licence and subsequently must be paid on the anniversary of the date the licence was issued.

In the case of an existing licence, the annual fee is payable on the most recent of the following:

- the date on which the licence was issued
- the date on which the licence renewed
- the date on which a variation of the licence was granted.

Pursuant to Regulation 6(4) of the Sale and Supply of Alcohol (Fees) Regulations 2013 the Council may, in its discretion and in response to particular circumstances, assign a fees category to premises that is one level lower than the fees category determined.

### Alcohol licensing fees –enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013

Very low	Application fee \$368 and annual fee \$161
Low	Application fee \$609.50 and annual fee \$391
Medium	Application fee \$816.50 and annual fee \$632.50
High	Application fee \$1,023.50 and annual fee \$1,035
Very high	Application fee \$1,207.50 and annual fee \$1,437.50

The Sale and Supply of Alcohol Act 2012 (the Act) was fully enacted on 19 December 2013

The Sale and Supply of Alcohol (Fees) Regulations 2013 associated with the Act include a fee regime for licensed premises and other types of licensing applications. In addition it includes a risk based fee structure for licensed premises which includes both an application and annual fee component.

Dependent on changes to the operation of the premises or enforcement actions undertaken against a licensee or manager, the fees may change each year. The fee categories represent a risk rating for types of premises, their trading hours and if they have had enforcement actions taken against them. They are calculated in accordance with Regulation 4 to 8 of the Sale and Supply of Alcohol (Fees) Regulations 2013

## Alcohol licensing fees continued

Special licences – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013	
<b>Class 1</b> – 1 large event or more than 3 medium events or more than 12 small events	\$575
<b>Class 2</b> – 1-3 medium events or 3-12 small events	\$207
<b>Class 3</b> – 1 or 2 small events	\$63.25

Definitions of an event which the Territorial Authority believes on reasonable grounds will have patronage of:

- Large event – more than 400 people
- Medium event – between 100 and 400 people
- Small event – fewer than 100 people.

Pursuant to Regulation 10(2) of the Sale and Supply of Alcohol (fees) Regulations 2013, the Territorial Authority may, in its discretion and in response to particular circumstances, charge a fee for a special licence that is one class below the class of licence that is issued.

Fees payable for other applications – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013	
Manager's certificate application or renewal	\$316.25
Temporary authority	\$296.70
Temporary licence	\$296.70
Extract of register (ARLA or DLC)	\$57.50

## Trade waste consent fees

Trade waste consents	
Discharge less than 1,245m <sup>3</sup> (registered) consent fee	No charge
Discharge less than 1,245m <sup>3</sup> (permitted) consent fee	\$175
Discharge less than 1,245m <sup>3</sup> (permitted) re-inspection fee for non-compliance	\$90
Discharge greater than 1,245m <sup>3</sup> (conditional) consent fee	\$345
Discharge greater than 1,245m <sup>3</sup> (conditional) re-inspection fee for non-compliance	\$90

## Residential Pool Fencing – Building (Pools) Amendment Act 2016

Residential Pool Fencing	
Compliance inspection and administration fee	\$150 per hour

## General compliance fees

General compliance	
Extraordinary activities – bylaw permits	\$150 per hour
Litter Removal	Cost incurred for removal of litter plus 20%
Noise control – seizure fee (noise making equipment)	\$230 plus \$33 each additional callout plus any additional towage fee related to seizure of a vehicle
Noise control – alarm deactivation fee	Cost of service plus 20%
Amusement devices*	1 x 11.50 2 x 13.80 3 x \$16.10 4 x \$18.40
Environmental protection officer hourly rate	150
Environmental protection administration hourly rate	\$100
Return of non-compliant signs	\$50
Commercial Outdoor Dining Licence	\$150 per annum

## General compliance

Commercial Trading in Public Places Licence (includes temporary, mobile and fixed shops, stalls and mobile traders commercially operating on Council owned and managed land)	\$150 per hour
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\*Amusement devices: Fee set by the Ministry of Business, Innovation and Employment (MBIE)

## Abandoned vehicles

Towage and recovery cost	Cost plus 20%
Daily storage fee	\$5.00 daily charge