



# User 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, and refundable deposits which are scheduled in the 'other fees' section and are additional to the building consent fees.

The building consent fees in the following table include a digital storage charge.

<b>Minor work</b> (This includes one or two inspections as indicated. Additional inspections will be charged at \$153 per hour.)	
Solid fuel heater (includes one inspection)	\$255
Solid fuel heater with wetback (includes two inspections)	\$372
Minor building work <\$5,000 (includes one inspection) e.g. sheds	\$306
Solar water heating (includes one inspection)	\$250
Plumbing and/or drainage work (includes two inspections)	\$428
Minor building work < \$10,000: retaining walls/carports decks/swimming/spa pools/conservatories/pergolas (includes two inspections)	\$765
Marquees (includes one inspection)	\$428
Residential demolition (includes one inspection)	\$520 plus \$590 refundable deposit
Commercial demolition (includes one inspection)	\$1,362 plus \$1,168 refundable deposit

<sup>1</sup>This fee includes inspection onsite, 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.

### Building consent fees (continued)

Processing of residential building consents	
Residential new building/alterations: \$10,001-\$20,000	\$740
Residential new building/alterations: \$20,001-\$50,000	\$1,045
Residential new building/alterations: \$50,001-\$100,000	\$1,346
Residential new building/alterations: \$100,001-\$250,000	\$1,652
Residential new building/alterations: \$250,001-\$500,000	\$1,958
Residential new building/alterations: \$500,001 upwards	\$1,958 plus \$153 for each \$100,000 (or part thereof) above \$500,000
New garage or farm building	\$893

Processing of commercial/industrial consents	
Commercial/offices/retail buildings: < \$20,000	\$1,200
Commercial/offices/retail buildings: \$20,001-\$50,000	\$1,958
Commercial/offices/retail buildings: \$50,001-\$100,000	\$2,723
Commercial/offices/retail buildings: \$100,001-\$250,000	\$3,182
Commercial/offices/retail buildings: \$250,001-\$500,000	\$3,636
Commercial/offices/retail buildings: \$500,001-\$1,000,000	\$4,248
Commercial/offices/retail buildings: >\$1,000,001	\$4,248 plus \$196 per additional \$100,000 value
Inspection fees <sup>1</sup>	
Standard inspection fee	\$114 per inspection
Final inspection fee	\$153

<sup>1</sup> This fee includes inspection onsite, 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.

### 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 – Residential	\$439
Additions and alterations Multi-residential and commercial	
PIM – Multi-residential and commercial	\$760

### 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 \$46.

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

Multi-proof consents	
Multi-use consent	\$734 (three hours' processing), additional hours charged at \$153 per hour

## Building consent fees – other charges

BRANZ and MBIE levies are not set by the Council.

Levies	
BRANZ levy per \$1,000 or part (of project value over \$20,000)	\$1
MBIE levy per \$1,000 or part (of project value over \$20,444)	\$2.01
Accreditation levy	\$1 per \$1,000 of project value over \$20,000
For staged projects, the levies are to be assessed on the total project value	
Other charges	
Plan vetting (included in building consent fee)	\$153 per hour
Unscheduled building, plumbing and drainage inspections	Time charge based on \$153 per hour
Registration of Section 72 certificate (as at January 2018 the disbursements are \$285 per registration)	\$143 plus disbursements (includes registration at Land Information New Zealand)
Administration staff (per hour)	\$102 per hour
Administration fee on refunds (applicable if building consent application cancelled by applicant)	\$86

Other charges	
Registration of Section 77(1) certificate (as at January 2018 the disbursements are \$285 per registration)	\$224 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	\$235 lodgment fee (includes half-hour assessment) plus \$153 per hour over and above first half-hour
Application for discretionary exemption (Schedule 1, Part 1, Section 2, Building Act 2004)	\$235 lodgment fee (includes half-hour assessment) plus \$153 per hour over and above first half-hour
Warrant of fitness audit inspections	\$153 per hour
Inspection fees associated with a notice to fix	\$153 per hour
Engineering technical assessment/peer review	Cost plus 10%
New/amended compliance schedule	\$143

### Building consent fees – other charges (continued)

Other charges	
Application for code compliance certificate	\$77
Certificate of public use	\$321
Application for certificate of acceptance	\$321 plus building consent fees applicable to project
The building consent fee does not include the cost of any structural engineer assessment which may be required	
Land information memorandum	\$316 payable on application
Land information memorandum with building plans	\$333 payable on application
Certificate of title	\$35 payable on application
Reassessment fee (amended plans)	\$235 lodgment fee (includes half-hour assessment) plus \$153 per hour over and above first half-hour
Alternative design/details applications	\$153 per hour
Environmental health/plan vetting	\$153 per hour

Other charges	
<p>An Infrastructure damage deposit of \$600 will be taken for each new build to ensure that Council's assets in the road reserve are protected, and that if damaged, can be repaired. If no damage is found during inspection and/or the damage has been repaired satisfactorily, the deposit will be refunded less the inspection fee.</p> <p>The deposit is increased to \$1,600 if a new vehicle crossing is required to provide access from a residential building to the legal road.</p> <p>The deposit is increased to \$1,742 if a new commercial vehicle crossing is required to provide access from a commercial building to the legal road</p>	
Provision of building files and/or aerial maps via email or on CD	\$17
Access to building files/all copying/printing charges additional to the above services	Black and white: A4 – first 20 copies free then \$0.30 per page A3 – \$0.40 per page
	Colour: A4 – \$2.20 per page A3 – \$3.60 per page
Building certificate for supply and sale of alcohol	\$133
Building warrant of fitness renewal (one-two systems) up to half an hour processing	\$77 (first half-hour) \$153 per hour thereafter
Building warrant of fitness renewal (three + systems) up to 45 minutes' processing	\$153 (first 45 minutes) \$153 per hour thereafter
Removal of Section 72 certificate	\$143 plus disbursements

**Building consent fees – other charges (continued)**

Other charges	
Time extension fee (for consents about to lapse or 24 months after issue)	\$98
List of building consents issued each week (emailed)	\$86 per year
List of building consents issued each month (emailed)	\$43 per year
List of building consents issued each month (posted)	\$53 per year
Receiving third party reports or other information to place on a property file at the owner’s request	\$102
Application for exemption from the requirement to carry out seismic work on the building or part	\$235 lodgment fee (includes half-hour assessment) plus \$153 per hour over and above first half-hour
Application for extension of time to complete seismic work for heritage building	\$235 lodgment fee (includes half-hour assessment) plus \$153 per hour over and above first half-hour
Application for extension of time to provide seismic assessment	\$235 lodgment fee (includes half-hour assessment) plus \$153 per hour over and above first half-hour

District plan check fee all applications (except minor)	
Building consents with a project value < \$20,000	\$77 (first half-hour) \$153 per hour thereafter
Building consents with a project value > \$20,001	\$153 (first half-hour) \$153 per hour thereafter

## Resource management fees

Fees are as set under Section 36 of the Resource Management Act 1991. 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 Kāpiti Coast District Council reserves the right under Section 36AAB(2) of the Resource Management Act 1991 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	\$4,590 deposit (covers first 30 hours of processing time; balance to be charged on time and material basis including advertising)
Limited notified applications	\$3,978 deposit (covers first 26 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
Trim protected tree (urban area)	nil
Home occupation (Controlled activities)	\$210 fixed fee
Non-notified land use activities – general	\$1,224 deposit (covers first 8 hours of processing time, \$153 per hour thereafter)
Fast track resource consent (Controlled activities)	\$1,148 deposit (covers the first 7.5 hours of processing time, \$153 per hour thereafter)
Fixed fee activities <sup>2</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; and 3. earthworks to maintain existing farm tracks.	\$107

<sup>2</sup> Conditions apply, applications will only be accepted on a case by case basis and assumes adequate information is provided.



## Resource management fees (continued)

Designations	
Notice of requirement to designate land – non-notified	\$1,530 deposit (covers first 10 hours of processing time, \$153 per hour thereafter)
Notice of requirement to designate land – notified	\$3,978 deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)
Alteration to designation (non-notified)	\$1,224 deposit (covers first 8 hours of processing time, \$153 per hour thereafter)
Outline plan approval	\$1,071 deposit (covers first 7 hours of processing time, \$153 per hour thereafter)
Outline Plan Waiver	\$612 deposit (covers the first 4 hours of processing time \$153 per hour thereafter)
Non-notified subdivision applications	
Subdivisions – 2-lot	\$2,448 deposit (covers first 16 hours of processing time, \$153 per hour thereafter)
Subdivisions (between 3 to 19 lots)	\$2,754 deposit (covers first 18 hours of processing time, \$153 per hour thereafter)

Non-notified subdivision applications	
Subdivisions (20 or more lots)	\$4,590 deposit (covers first 30 hours of processing time, \$153 per hour thereafter)
Boundary adjustment (as defined by district plan)	\$1,224 deposit (covers first 8 hours of processing time, \$153 per hour thereafter)
Update existing cross-lease	\$306 fixed fee
Update cross-lease to fee simple title	\$612 fixed fee

Subdivision certifications	
Section 223 certificate	\$306 deposit (covers the first 2 hours of processing time, \$153 per hour thereafter)
Section 224(c) certificate including other certificates	\$1,224 deposit (covers the first 8 hours of processing time, \$153 per hour thereafter)
Section 224(f)	\$306 deposit (covers the first 2 hours of processing time, \$153 per hour thereafter)
Section 5(1)(g) of Unit Titles Act 1972 and s25(5), s32(2)(a) of Unit Titles Act 2010 (staged unit developments)	\$306 deposit (covers the first 2 hours of processing time, \$153 per hour thereafter)

## Resource management fees (continued)

Subdivision certifications	
Section 221 consent notice (when issued as a separate notice)	\$306 (fixed charge)
Section 226 certificate (certify subdivision complies with district plan provisions)	\$765 deposit (covers first 5 hours of processing time, \$153 per hour thereafter)
Reserves valuation calculation	At cost
Miscellaneous applications/certificates	
Boundary activity	\$306 deposit (covers first 2 hours of processing time, \$153 per hours thereafter)
Marginal and temporary exemptions	\$306 deposit (covers first 2 hours of processing time, \$153 per hours thereafter)
Certificate of compliance (certifies land use complies with district plan provisions)	\$918 deposit (covers first 6 hours of processing time, \$153 per hour thereafter)
Existing use rights certificate	\$918 deposit (covers first 6 hours of processing time, \$153 per hour thereafter)
Transfer/surrender of consent in whole or in part	\$306 (fixed charge)
Section 125 extensions of time	\$765 deposit (covers first 5 hours of processing time, \$153 per hour thereafter)
Change or cancellation of conditions/consent notice	\$765 deposit (covers first 5 hours of processing time, \$153 per hour thereafter)

Non-notified subdivision applications	
Revocation of easements	\$306 deposit (covers first 2 hours of processing time, \$153 per hour thereafter)
Right of way (ROW) approval	\$918 deposit (covers first 5 hours of processing time, \$153 per hour thereafter)
Section 348 (Local Government Act 2002) certificate (ROW certification)	\$765 deposit (covers first 5 hours of processing time, \$153 per hour thereafter)
Re-Issue certificate (all types)	\$306 (fixed charge)
Transfer instruments and other miscellaneous legal documents	\$306 deposit (covers first 2 hours of processing time, \$153 per hour thereafter)

Other	
Private plan change	\$6,120 deposit (covers first 40 hours of processing time, balance to be charged on time and material basis including advertising)
Objection to development contributions – note, fee to be refunded in part or in full depending on level of objection upheld by independent hearing commissioners	\$765 deposit (covers first 5 hours of processing time, \$153 per hour thereafter)

## Resource management fees (continued)

Other	
Planning certificate – alcohol licensing	\$153 (fixed charge)
Cost recovery charge for inspection of confirmed breach of district plan provisions	\$153 per hour
Cancellation of building line restriction	\$612 (fixed charge)
Hourly charge out rates and disbursements	
Staff:	
- Planner/engineer (all levels)	\$153 per hour
- Planning manager, asset manager	\$184 per hour
- Environmental protection staff (all levels)	\$153 per hour
Administration staff	\$102 per hour

Hourly charge out rates and disbursements	
Elected member commissioner costs per hour for any hearing:	\$204 per hour (or part thereof)
Sitting collectively without an independent commissioner: (chairperson, hearing commissioners)	\$102 per hour per elected member as chair and \$82 per hour per elected member on a committee up to a collective total of \$204 per hour (or part thereof)
Sitting with an independent commissioner	
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
Provision of resource consent files via email or on CD	\$17 fixed fee
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 – \$3.60 per page

## Engineering fees

Note: these fees apply in addition to the resource consent deposit fees on the preceding pages. All consents will be subject to compliance monitoring which will be charged on an actual time basis at \$153 per hour.

Non-notified land use consents		
Commercial/industrial development or infrastructure development	Application deposit	\$918 per application (includes the first 6 hours, \$153 per hour thereafter)
	Compliance monitoring administration fee	\$306 (includes the first 2 hours, \$153 per hour thereafter)
Commercial/industrial development or infrastructure development	Engineering drawing approval	\$1,377 (includes three submissions of engineering drawings, beyond this will be charged at \$153 per hour thereafter)
	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)

Monitoring		
All compliance monitoring is to be charged at an hourly basis for staff time		\$153 per hour
Subdivision engineering drawing approval and engineering construction supervision		\$612 plus \$300 per lot deposit ((\$153 per hour thereafter)
Other		
Objection to decision		\$153 per hour
Variation to consent conditions		\$153 per hour
Plan change applications		\$153 per hour
Easement – new/cancellation	Application deposit per application	\$306 deposit (includes the first 2 hours, \$153 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 2018
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$66	\$99
Working dogs (third and subsequent (B)	\$40	\$59
Standard dog (C)	\$182	\$272
Approved owner (D)	\$156	\$234
Registration fee for dog owner over 65	\$170	\$255
Dogs classified as dangerous dogs (H)	\$272	\$408
Owner current member of NZ Kennel Club (G) – provide proof of membership annually	\$156	\$234

Registration Neutered/spayed dog		
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 July 2018
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$66	\$99
Working dogs - third and subsequent (B)	\$40	\$59
Standard dog (E)	\$95	\$142
Approved owner (F)	\$66	\$99
Registration fee for dog owner over 65	\$75	\$112
Dogs classified as dangerous dogs (I)	\$142	\$212

## Animal management impoundment charges

These fees are also set so they're in line with the local government cost index and have increased by 2% for the 2018/19 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 in any two year period	Third and subsequent impound in any two year period
Impounded (must be registered and microchipped to release)	\$51	\$166	\$296
Impounded - unregistered	\$92		
Sustenance – dog (per day)	\$12	\$12	\$12
Microchipping – dog	\$40	N/A	N/A
Seizure and take custody fee	\$70	\$70	\$70

Item	First impound or seizure	Second impound in any two year period	Third and subsequent impound in any two year period
Prearranged after-hours release (two officers) – all	\$153 / Officer (one hour of time, additional time at \$102 per hour)	\$153 / Officer (one hour of time, additional time at \$102 per hour)	\$153 / Officer (one hour of time, additional time at \$102 per hour)
Impounding – sheep and goats	\$35 per head plus any costs incurred in transporting stock	\$61 per head plus any costs incurred in transporting stock	\$125 per head plus any costs incurred in transporting stock
Impounding – cattle and horses	\$61 per head plus any costs incurred in transporting stock	\$125 per head plus any costs incurred in transporting stock	\$250 per head plus any costs incurred in transporting stock
Animal control officer hourly charge-out rate	\$102 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
Officer charges relating to impounding of stock	\$102 per hour - 0800-1700 hours \$153 per hour - 1701-0759 hours	\$102 per hour - 0800-1700 hours \$153 per hour - 1701-0759 hours	\$102 per hour - 0800-1700 hours \$153 per hour - 1701-0759 hours
Sustenance – sheep and goats (per day)	\$6 per day	\$6 per day	\$6 per day
Sustenance – cattle and horses (per day)	\$12 per day per unit	\$12 per day	\$12 per day

### Other animal management charges

Item	Owner current member of NZ Kennel Club	Working	Standard	Approved owner
Permit for three or more dogs (special license)	\$61	N/A	\$61	\$61
Approved owner application	Free	N/A	\$48	\$48
Approved owner re-inspection fee*		N/A	\$26	\$26
Replacement tag	\$6 for first replacement tag \$12 for any subsequent replacement tag			
Euthanasia	Actual cost plus 10%, but minimum \$46			
Relinquishment fee	\$66 <sup>3</sup>			

- \* For site visit if:
- an approved owner changes address or;
  - re-inspection to check that any required improvements have been made.

<sup>3</sup> Provides contribution towards sustenance costs (three days minimum and administration and/or euthanasia costs).

## Environmental Health 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 \$153.

Registration fees	
New Food Control Plans (FCP) or National Programme (NP)	\$300
Renewal of FCP and NP	\$150
New registration multisite business (FCP or NP)	\$300, plus \$150 for each additional site
Renewal of registration multisite business	\$150, plus \$50 for each additional site
New FCP or NP (market operator less than 52 time per year)-	\$150
Registered KCDC food business transitioning to a FCP or NP	\$150
Amendment to registration	\$153 per hour
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, there will be an extra charge of \$153 per hour.	
Food Control Plan (FCP)	\$600
FCP (low risk cakes and biscuits only that do not require refrigeration)	\$153 per hour
National Programme 1 (NP1)	\$153 per hour
National Programme 2 (NP2)	\$153 per hour
National Programme 3 (NP3)	\$153 per hour
Deemed (FCP)	\$600
Verification multisite business	See FCP or NP charges for first site plus \$153 per hour for any other site requiring verification
Unscheduled verification	\$153 per hour
Verification outside the district - FCP or NP	See cost for verification and add any extra time, actual travel and accommodation costs

### Note for verification fees

Council is not currently verifying National Programme businesses, so this fee is a placeholder. National programme businesses will be ascertained by third party verifiers, who will set their own charges.



Other associated fees under Food Act 2014	
Corrective Action Request (CAR) follow up	\$153 per hour
Investigation resulting in improvement notice or direction	\$153 per hour
Follow-up in relation to compliance with an improvement notice or direction	\$153 per hour
Processing an application for review of Improvement Notice	\$153 per hour
Monitoring of food safety and suitability	\$153 per hour
Cancelling or rescheduling a verification (less than 48 hours' notice)	\$50
Failure to attend or facilitate a scheduled verification	\$150
Investigation and enforcement activity related to registration or complaint	\$153 per hour
Mentoring and advice or pre-verifications related to implementing a FCP or NP	\$153 per hour
Service for which a fee may not have been set under the Food Act 2014	\$153 per hour
Replacement FCP or NP guidance	\$25
Replacement Licence	\$50
Events – food stall approvals	\$153 per hour

## Environmental health fees

### Food businesses operating under the Food Hygiene Regulations 1974 and grading system prior to 30 November 2018

Note: when a food business operating under the Food Hygiene Regulations 1974 changes ownership, the business must now operate under the Food Act 2014 (refer previous fees).

### Fee structure related to Food Hygiene Regulations 1974 and grading system

There are a small number of food businesses, such as coffee carts, dairies and service stations, as at 1 July 2018 have not yet transitioned to the Food Act 2014. These businesses must register a Food Control Plan (FCP) or National Programme (NP) under the new Act by 30 November 2018.

Given the shortened registration period (five months) and because they will likely only get one inspection in that time, a reduced and flat-rate fee will cover both A and B risk factor premises.

Number of inspections	Grade	Risk Factor	
		A	B
1	Any	\$239	\$357

## Other food activities

### Other food activity under the grading system

Additional inspection fee	\$153 per hour
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### Premises required to be registered under the Health Act 1956 and associated Regulations – current fees

#### Other Health Act

Hairdressers (home occupation)	\$209
Hairdressers (commercial premises)	\$250
Funeral directors	\$326
Camping grounds	\$326

## 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; and
- 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> – one large event or more than three medium events or more than 12 small events	\$575
<b>Class 2</b> – one to three medium events or three to 12 small events	\$207
<b>Class 3</b> – one or two small events	\$63.25

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

- 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 fees

Trade Waste Administrative Charges	
A1: Compliance monitoring	\$153 per hour plus consumables (laboratory testing)
A2: Trade waste application fee (Permitted - Registration only)	No Charge
A2: Trade waste application fee (Permitted)	\$229.50 (includes the first 1.5 hours, \$153 per hour thereafter)
A2: Trade waste application fee (Conditional)	\$382.50 (includes the first 2.5 hours, \$153 per hour thereafter)
A3: Penalty rate for re-inspection for non-compliance	\$229.50
A5: Temporary discharge application and discharge fee	\$153 (includes the first hour, \$153 per hour thereafter based on risk)

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

Residential Pool Fencing	
*Compliance inspection fee	\$153 per hour
Administration Fee	\$102 per hour

\* Each inspection incurs a 30 minute travel component

## General compliance fees – Environmental Protection

General compliance	
Extraordinary activities – bylaw permits, additional officer time	\$153 per hour
Litter Removal	Cost incurred for removal of litter plus 20%
Noise control – seizure fee (noise making equipment)	\$235 plus \$34 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 Compliance Officer hourly rate **	\$153
Compliance administration fee	\$102
Return of non-compliant signs	\$51
Permit renewal fee to use Council land to trade in a public place	\$189 (fixed charge)

\*Amusement devices: Fees are set in the Amusement Device Regulations 1978. The Machinery Act 1950 defines an amusement device

\*\* Includes processing of applications for trading in public places and outdoor dining.

Abandoned vehicles	
Towage and recovery cost	Cost plus 20%
Daily storage fee	\$5.10 daily charge

## Districtwide cemetery charges

The Council has an arrangement with certain funeral homes that provide services within the district to collect fees detailed in these cemetery charges on behalf of the Council. In return, the funeral homes keep 15% of any total fee to cover their administration costs associated with collecting these fees.

Cemetery charges will be reviewed regularly to ensure that they are consistent with the Council's revenue and financing policy.

Purchase of right for burial	Deceased was living in the district	Deceased was living out of the district
Services burial plot	No charge	No charge
Services cremation plot	No charge	No charge
Monumental and lawn area plots	\$1,709	\$3,609
Cremation garden and beam plots	\$951	\$2,753
Infant plots (under 1 year)	\$761	\$761
Natural burial plot	\$2,074	\$3,925
Interment fees		
Burial fee	\$1,094	\$1,094
Burial fee child (under 15 years)	\$547	\$547
Burial fee (Saturday)	\$1,898	\$1,898

Interment fees	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Burial fee child (under 15 years) (Saturday)	\$949	\$949
Burial fee infants (under 1 year)	No charge	No charge
Ashes interment	\$146	\$146
Ashes interment child (under 15 years)	\$72	\$72
Natural burial fee	\$1,094	\$1,094
Natural burial fee child (under 15 years)	\$547	\$547
Oversized casket fee (additional to burial fee)	\$274	\$274
Extra charges		
Monumental permit	\$151	\$151
Hire of lowering device	\$105	\$105
Hire of grass mats	\$105	\$105
Burial disinterment fee	\$1,329	\$1,329
Cremation disinterment fee	\$160	\$160

### Housing for older persons - weekly rental charges

Accommodation category	Address	Weekly rent effective 1 July 2018	Weekly rent tenants pre 30 June 2015
<b>Category A</b> Single bedroom unit built pre-1960	Tahuna Units 1-8 Aotaki/Kirk Street, Ōtaki	112	\$93
<b>Category B</b> Single bedroom unit built post-1970	Oakley Court, Eatwell Avenue, Paraparaumu	\$114	\$103
	Donovan Road, Paraparaumu	\$114	\$101
	Arnold Grove, Paraparaumu	\$114	\$101
	Wellington Road, Paekākāriki	\$114	\$100
	Tahuna Flats, Kirk Street (Units 15 & 16)	\$114	Unit 15 \$93 Unit 16 \$112
<b>Category C</b> Single or double bedroom unit built pre-1970	Kainga Complex, Aotaki Street, Ōtaki	\$114	\$100

- No existing tenants to be charged an increase greater than \$12 per week.

Accommodation category	Address	Weekly rent effective 1 July 2018	Weekly rent tenants pre 30 June 2015
<b>Category D</b> Double bedroom unit post 1970	Paterson Court, Kirk Street, Ōtaki	\$146	\$126
	Tahuna Units 9, 10, 11, 12, 17, 18 Kirk Street, Ōtaki	\$146	\$126
	Hadfield Court, Te Rauparaha Street, Ōtaki	\$146	\$126
	Repo Street, Paraparaumu	\$146	\$128
	Oakley Court Eatwell Avenue, Paraparaumu	\$146	\$128
<b>Category E</b> Superior single bedroom units (Waikanae)	Belvedere Avenue, Waikanae	\$146	\$124



## Swimming pools charges

Swimming pools charges	
Adult per swim <sup>4</sup>	\$5.10
Child per swim <sup>5</sup>	\$3.10
Under 5 years old swim	\$1.60
Adult swimming with child under five years of age	\$1.60
Spectators	Nil
Community services cardholder per swim	\$3.10
Senior citizen (65 years of age and over)	\$3.10
Student <sup>6</sup>	\$3.10
Aquafit Adult per class	\$6.10
Aquafit Senior per class	\$5.60
Hydroslide (Waikanae and Coastlands Aquatic Centre – unlimited use per visit) <sup>7</sup>	\$2.50
Family pass (family of four, minimum of one adult or maximum of two adults). Each extra family member is \$2.60	\$12.20
Family pass plus hydroslide Each extra family member is \$2.60 and extra slide pass is \$2.50	\$19.90

<sup>4</sup> Adult 16 years plus

<sup>5</sup> Child 5-15 years

<sup>6</sup> On supply of a student ID

<sup>7</sup> Adults accompanying an under 8 slide user do not pay the hydroslide fee.

Swimming pools charges		
Group discount adult (10 or more)		\$4.60
Group discount child (10 or more)		\$2.80
Spa and/or sauna (Coastlands Aquatic Centre) in addition to pool entry <sup>8</sup>		\$2
Spa (Waikanae Pool) in addition to pool entry <sup>8</sup>		\$1
Spa and/or sauna (Ōtaki Pool) in addition to pool entry <sup>8</sup>		\$2
10 swim	Adult	\$46
	Child	\$28
	Community Services Cardholder	\$31
	65 years of age and over	\$31
	Aquafit adult Aquafit senior	\$55 \$50.50
20 swim	Adult	\$87
	Child	\$52

<sup>8</sup> Spa and/or sauna only (i.e. no swim) is at applicable pool entry rate.

\*Subject to discretion of pool management depending on availability.

\*\* After 4pm Saturday and Sunday, after 7pm weekdays.

### Swimming pools charges (continued)

Swimming pools charges		
30 swim	Adult	\$122
	Child	\$73
50 swim	Adult	\$191
	Child	\$115
Swimming pool complex hire - Coastlands Aquatic Centre*	\$400 per hour (peak) \$200 per hour (off-peak**)	
Swimming pool complex hire - Ōtaki*	\$100 per hour	
Swimming pool complex hire - Waikanae*	\$300 per hour	
Competitive events	<u>plus</u> per head entry at applicable rate	
Lane hire	\$8 per hour	
School lane hire (Lessons only - not using Kāpiti Coast aquatics instructors)	\$8 per hour	
Commercial lane hire	\$12 per hour <u>plus</u> per head entry at applicable rate	

Swimming pools charges	
Meeting room hire (Coastlands Aquatic Centre only)	Community groups  \$12 per hour \$40 half day use \$70 full day use  Commercial use  \$20 per hour \$70 half day use \$130 full day
	Throughout the year the Council may organise targeted aquatic events/activity programmes. Each programme may involve an actual and reasonable participation fee that will be determined in accordance with the nature of the event or activity. The participation fee will be authorised by the relevant group manager acting under general delegated authority.
Targeted aquatic events/activity programmes	
Learn to swim	\$12.50 per lesson (depends on the number of weeks in the term)

## Sportsgrounds charges (per season)

Fees include access to changing facilities where applicable.

These fees exclude junior sport.

Sports activity (seasonal)	
Cricket (grass)	\$1,378 per block
Cricket (artificial)	\$610 per block
Croquet	\$1,071 per grass court
Netball	\$138 per court
Rugby	\$692 per field
Rugby league	\$692 per field
Football	\$692 per field
Softball	\$692 per field
Tennis	\$207 per court
Touch	\$343 per field
League tag	\$343 per field
Twilight football	\$171 per field

Sports activity (one-off bookings)	
Cricket (grass)	\$193 per block
Cricket (artificial)	\$82 per block
Netball	\$11 per court
Rugby	\$109 per field
Rugby league	\$109 per field
Football	\$109 per field
Softball	\$90 per field
Tennis	\$16 per court
Touch	\$75 per field
League tag	\$75 per field

## Reserve land rentals

Reserve land rentals	
Clubs with alcohol licences	\$861
Clubs without alcohol licences	\$431
Craft, hobbies and other activities	\$346
Educational (standard)	\$209
Youth and service	\$209

## Hall hire charges

Hall hire	
Bond – all halls at Council’s discretion in all respects	to a maximum of \$750
Paekākāriki Memorial Hall <sup>9</sup>	\$15 per hour \$46 per four hours \$92 per eight hours \$2 coin user-pays system for heaters
Paekākāriki tennis club hall <sup>9</sup>	\$12 per hour \$24 per four hours then \$6 per hour after that \$54 per eight hours then \$7 per hour after that

<sup>9</sup> Fees will vary in accordance with the space that is hired within the ranges, size and type of facility.

- Fees are payable at the time of booking
- Whole Complex charges for Raumati South Memorial hall, Paraparaumu Memorial Hall, Waikanae Memorial Hall and Otaki Memorial Hall receive a 10% discount on individual hire charges
- Cancellation fees:
  - No charge if cancelled greater than 28 days before hire date
  - 30% of booking fee if cancelled less than 28 days before hire date

Hall hire	
Raumati South Memorial Hall <sup>9</sup>	\$12-\$15 per hour \$46-\$48 per four hours then \$12 per hour after that \$92-\$96 per eight hours then \$12 per hour after that \$2 coin user-pays system for heaters
Paraparaumu Memorial Hall <sup>9</sup>	\$12-\$15 per hour \$48-\$60 per four hours then \$12-\$15 per hour after that \$96-\$120 per eight hours then \$12-\$15 per hour after \$2 coin user-pays system for heaters
Waikanae Memorial Hall <sup>9</sup>	Main Hall \$16-\$32 per four hour block then \$4 or \$8 per hour after that \$54 for eight hours then \$7 per hour after that  mezzanine floor, small hall, main hall = \$24 or \$32 per four hours then \$6 or \$8 an hour after that  \$54 for 8 hours then \$7 per hour after that  \$56 to hire a personal address system

### Hall hire charges (continued)

Hall hire	
Waikanae Community Centre <sup>9</sup>	\$45 per hour
Waikanae Beach Community Hall <sup>9</sup>	\$12 per hour \$30 per four hours then \$7 per hour after that \$54 per eight hours then \$7 per hour after \$2 coin user-pays system for heaters
Reikorangi Community Hall <sup>9</sup>	\$12 per hour \$24 per four hours \$54 per eight hours
Ōtaki Memorial Hall <sup>9</sup>	\$12-\$15 per hour \$48-\$60 per four hours \$96-\$120 per eight hours \$2 coin user-pays system for heaters
Mazengarb Sports complex	\$14 per hour
Paraparaumu College gymnasium hall	\$32 per hour week days \$16 per hour weekends

## Library fees and charges

Lending	
Best seller books <sup>10</sup>	\$4.90
DVDs <sup>10</sup>	\$3.90 or \$5.30 for multi disc set
Talking books	No charge
Loans/reserves	
Interloans	\$15 each
International interloans	\$31 each
Library membership	
Membership cards (replacement)	\$3.70
<p>Anyone living, working, owning property or studying on the Kāpiti Coast can join the Kāpiti Coast District Libraries at no charge and use the resources of all of our SMART Libraries.</p> <p>Horowhenua residents who do not meet the above criteria can join Kāpiti Coast District Libraries and use Ōtaki, Waikanae, Paraparaumu and Paekākāriki libraries.</p>	Free

<sup>10</sup> Items will be reduced by 50% for holders of a super gold card or a community services card. No charge for the profoundly deaf borrowers for DVDs.

Library membership	
Anyone who is not in either of these categories can either join Kāpiti Coast District Libraries as a subscription member or pay prescribed fees.	\$2 per item, or \$65 for six months, or \$130 per annum

Other services	
Faxes and scanning – local/national	\$1 for first page 50c for each subsequent page
Faxes and scanning – international	\$1.50 for first page 50c for each subsequent page
Historic photo service	\$5 per high-resolution digital image emailed or copied to a CD to customer for personal use. \$50 per high resolution digital image emailed or copied to a CD for commercial purposes.
Laminating	\$2 for A4 and \$4 for A3
Photocopying and printing – black and white	20c per A4 side 30c per A3 side
Photocopying and printing – colour	\$1 charge per A4 side \$2 charge per A3 side
Library bags	\$3.30

## Library fees and charges (continued)

Other services	
Replacement of lost or damaged library items	Price varies depending on publication \$5 administration fee also charged per item
eBook publishing	Price varies depending on publication
Purchase of library publications	Price varies depending on publication
Digital and ebook workshops	\$25-\$45 per session
3D printing	Workshops with model, \$45 Fabrication of a model price on application
Overdue loan charges	
Books, magazines, adult CDs	60c per day
Children's books	20c per day
Bestsellers and DVDs	\$1.30 a day
Services free of charge	
Children's CDs and talking books	No charge
Internet	No charge

Hire of the Coastlands meeting room at the Paraparaumu Library	
Community groups	
Community groups – evening	\$50
Half day	\$45
Full day	\$75
Half day plus evening	\$80
Full day plus evening	\$110
Commercial groups	
Commercial groups – evening	\$95
Half day	\$80
Full day	\$140
Half day plus evening	\$160
Full day plus evening	\$210

## Arts and Museums fees and charges

Kāpiti Arts Guide and Trail	
Arts Trail participation fee and entry in Arts Guide	\$180
Entry in Kāpiti Arts Guide only	\$120

## Solid waste charges

Otaihanga Landfill (cleanfill only)	
Cleanfill - must meet the cleanfill acceptance criteria published on the Council's website	\$13 per tonne  \$13 minimum charge  Pre-approved cleanfill <sup>11</sup> no charge
License fee	\$185 annually

More information can be found on the Council website: [kapiticoast.govt.nz](http://kapiticoast.govt.nz)

<sup>11</sup> Pre-approval **must** be obtained from the solid waste services manager **in advance** for disposal at no charge.

Fees for pre-paid rubbish bags, green waste and gate fees at the Otaihanga, Waikanae and Ōtaki resource recovery facilities are all set by commercial collectors and operators and are therefore not included in the schedule.



## Official information request charges

Official information request charges are for requests under the Local Government Official Information and Meetings Act (LGOIMA) 1987.

In determining these charges we have taken account of the Ministry of Justice and Office of the Ombudsman charging guidelines.

Official information request charges	
Staff time (in excess of two hours)	\$38 per half hour or part thereof
Black and white copying	
– A4 per sheet (the first 20 copies free)	20c
– A3 per sheet	40c
For any other cost, the amount incurred in responding to the request. For example specialty copying (maps etc.), including provision of electronic media storage devices, will be done at cost.	At cost
Requests requiring specialist experts, not on salary, to research and process the request	At cost

## How official information charges are determined

In instances where a charge is to be applied, we will notify you as soon as possible. You will be provided with an estimate of the cost of the work involved in providing the response, whether a deposit is required and asked to confirm in writing that you agree to pay. You will only be charged for the actual work involved and the final charge will not exceed the estimate.

*What can be charged for:*

Labour:

- search and retrieval, collation, research, editing and redacting;
- scanning or copying;
- reasonably required peer review in order to ensure that the above tasks have been carried out correctly;
- formatting information in a way sought by the requester;
- supervising access (where the information at issue is made available for inspection); and
- reproducing film, video or audio recordings.

Materials:

- paper (for photocopying); and
- discs or other electronic storage devices that information is provided on (these will be provided at cost but we cannot accept a device provided by the requester as this poses a risk to Council's ICT systems).

Other actual and direct costs:

- retrieval of information from off-site.

*We will not charge for the following:*

- work required to decide whether to grant the request in whole or part, including reading and reviewing, consultation, peer review and seeking legal advice to decide on withholding or releasing the response;
- work required to decide whether to charge and if so, how much;
- searching for or retrieving information that is not where it should be;
- formatting information in a way preferred by the agency but not sought by the requester;
- costs not directly related to supplying the information including general overheads and costs of establishing and maintaining systems and storage facilities;
- involvement by the chief executive or elected members;
- costs of liaising with an Ombudsman;
- liaison with a third party (e.g. informant);
- costs associated with transferring a request to another organisation; and
- costs of refining the request with the requester.

*Additional factors*

- Where repeated requests from the same source are made in respect of a common subject over intervals of up to eight weeks, requests after the first should be aggregated for charging purposes.
- A deposit may be required where the charge is likely to exceed \$76. In instances where a deposit is requested, work on the request may be suspended pending receipt of the deposit.
- Charges may be waived or modified at the discretion of the chief executive or a group manager. This will generally be in a situation where there is an agreed public interest in the disclosure of the requested information or where payment may cause financial hardship to the requestor, and therefore the charge may become an unreasonable deterrent to seeking information.

## Access and transport charges

How corridor access fees are determined:

- Project works, major works, and minor works are as defined by the national code of practice for utility operators' access to transport corridors (November 2011).
- The Council may at its discretion allow for multiple sites to be included in a single CAR application with a single fee being charged. Applicants shall, if they consider there is a case to combine multiple sites, provide the Council with the justification for a combined application fee.
- Possible examples where a single fee may be considered are as follows:
  - repetitive works of a minor nature requiring minimal or no excavation works,
  - minor works on multiple sites (maximum of four to five minor streets); and
  - main contractor managing multiple works but located on a single site.

Corridor access fee	
Corridor access request (CAR) fee <sup>12</sup> project works	\$279
Corridor access request (CAR) fee <sup>12</sup> major works	\$141
Corridor access request (CAR) fee <sup>12</sup> minor works	\$70
Roading engineer	\$153 per hour
Clerk of works	\$102 per hour
Paper road closure	
Road stopping application fee	\$758
Hourly rate for additional work	\$153 per hour

<sup>12</sup> In case of an emergency CAR approval, the minor works CAR fee will be charged.

Vehicle crossing inspection fee	
Traffic engineer/transport planner Hourly rate for administration of crossing application, pre-and post-construction site inspections and sign off	\$153 per hour
Overweight loads permit fee	
To cover vetting and issuing a permit for [an] overweight loads[s] or specialist vehicles using local roads and that starts or finishes its journey in Kāpiti Coast District**  Processing time will be invoiced based on hourly engineering fee.*  *Note: when a full technical bridge assessment is required this could take one to two working days and will be invoiced per hour.	\$153 per hour [minimum charge \$77]
**For SH1 permits, apply to New Zealand Transport Agency direct. During the 18/19 year a change will be implemented for journeys that cover both SH1 and the local roads – one application will be introduced. This will be published on the Council website.	
Use of Council land to trade in a public place	
Application and processing fee for new permit to trade in public place on road reserve  <i>(see 'General Compliance Fee- Environmental Protection' if you wish to apply for renewal of your permit.)</i>	\$153.00 per hour

## Wastewater charges

Wastewater treatment	
Connection to network	Quoted as per site
Septage disposal and treatment	\$26 [per m <sup>3</sup> ]

## Water charges

Water charges	
Connection to network	Quoted as per site
Water metering configuration modifications	Quoted as per site
Special reading – water meters	\$36
Water dedicated filling point access card	\$66
Water charge for potable water from water supply system	1.25 times the water rate per m <sup>3</sup>
Water meter accuracy testing	\$383 for water meters up to DN25mm Quoted per site for water meters greater than DN25mm

## Water rates

Fixed charge per separately used part of a rating unit – refer to the funding impact statement.

Volumetric charge – refer to the funding impact statement.

## Laboratory charges

Testing of water - laboratory charges	
Alkalinity	\$11.70
Ammonia-N g/m <sup>3</sup>	\$17.60
BOD g/m <sup>3</sup>	\$23.50
Chloride g/m <sup>3</sup>	\$17.60
COD g/m <sup>3</sup>	\$23.50
Conductivity mS/cm	\$9.40
DO g/m <sup>3</sup>	\$7
DRP-P g/m <sup>3</sup>	\$17.60
F/Coli + E.Coli	\$30.50
Enterococci no/100ml	\$21.10
F/Coli no/100ml	\$18.80
Fluoride g/m <sup>3</sup>	\$23.50
Iron g/m <sup>3</sup>	\$17.60
Nitra+Nitri-N g/m <sup>3</sup> (Nitrate)	\$17.60
Nitrite-N g/m <sup>3</sup>	\$17.60
pH	\$9.40
Presence/absence coliform	\$18.80
Salinity	\$9.40

Testing of water - laboratory charges	
TEMP °C	\$7
Total coliforms no/100ml	\$18.80
Total P g/M3	\$23.50
Total solids %	\$11.70
Total solids g/m <sup>3</sup>	\$17.60
Turbidity NTU	\$9.40
UV transmission	\$9.40
Suspended solids g/m <sup>3</sup>	\$17.60