

Mayor and Councillors
COUNCIL

26 MAY 2016

Meeting Status: **Public**

Purpose of Report: For Decision

ADOPTION OF 2016/17 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 2016/17 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 two years to allow for these to be invoiced in the June prior to the start of the financial year. This has led to benefits for both customers and the Council.
- 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 payments arrangements if they wish to spread payments 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:
 - 5.1 Environment Health and Food: New fees that reflect the new Food Act 2014 regime.
 - 5.2 Compliance: A new fee for returning signs.
 - 5.3 Animal Management: A decrease in the dangerous dog fee for neutered/spayed dogs to comply with Section 32(1)(e) the Dog Control Act 1996.
 - 5.4 Building Control:
 - 5.4.1 A new fee for receiving information from property owners regarding work that has been undertaken that is exempt from requiring a building consent.
 - 5.4.2 A change to the Levies wording for viewing building files to better explain the service we provide.
 - 5.4.3 Removal of two Land Information Memorandum (LIM) fees: (1) a LIM with certificate of title and (2) a LIM with building plans and certificate of title.

These changes follow on from the LIMS project and reflect the fact that the revised LIM will include a certificate of title

- 6 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 published in the Draft Annual Plan 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.
- 7 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.
- 8 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

- 9 Of the 85 submissions received on the Draft Annual Plan, seven specifically related to the proposed fees and charges in the Regulatory Services Area. Three of the submissions supported the fees and charges proposed while the other submissions had concerns about the following:
 - 9.1 There were two submissions regarding the new fees proposed under the Food Act 2014. Draft Annual Plan Submitter Mr Ross Hayward requested that no new fees be set under the Food Act 2014 and that Council should undertake the work associated with implementing this legislation within the existing charges plus inflation. The new legislation requires Council to take a different role in registering and verifying Food Plans. The new fees reflect the work associated with these functions. The Draft Annual Plan submission from Hospitality New Zealand Wellington also commented on the new fees under the Food Act 2014, particularly in relation to the service being a public good; that the verification fees seem high; and suggesting an hourly rate rather than a fixed fee. The fees proposed are based on actual experience to date, and are regarded as an integral part of doing such businesses so are properly subject to a user-pays fee. Broader educational and guidance functions for the transition to the new legislation are rate-payer funded. An hourly rate has the merit of more closely matching the charge to the work required in each instance, but the disadvantage of more complex administration, and less certainty for operators who cannot identify the likely costs before they make application. The proposed fee regime opted for the less complex fixed fee. We expect to review these fees for the next annual plan on the basis of further experience under the new regime.
 - 9.2 Mr Nigel Coventry submitted on the Draft Annual Plan requesting that no fees and charges are increased in particular Animal Management.
 - 9.3 Mr Steve Breese submitted on the Draft Annual Plan requesting that all fees be frozen. The proposed fees and charges have generally been increased by the cost of living only which reflects the minimum required to continue to provide the current level of service.

CONSIDERATIONS

Policy considerations

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

Legal considerations

11 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.

12 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

13 The Local Government Act 2002 (LGA) allows fees and charges to be imposed by a local authority as long as:

13.1 the fees are prescribed using the special consultative procedure (Section 150(3)(b) of LGA) – Note: the consultation process undertaken on the draft 2014/15 Annual Plan met these requirements; and

13.2 another enactment does not specifically prescribe the rate of fee or require the service be free (Section 150(1)(b) of the LGA).

14 The following are the fees set under the directive of Section 150 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.

Building Act 2004

15 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

Local Government Official Information and Meetings Act 1987

16 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 fee proposed are:

- Land Information Memorandum Fees
- Fees in relation to providing information requests from the public.

Resource Management Act 1991

17 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

18 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

19 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

20 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

21 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.

SIGNIFICANCE AND ENGAGEMENT

Degree of significance

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

Consultation already undertaken

23 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

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

Publicity

25 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.

26 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 2016/17 registration year.

RECOMMENDATIONS

27 That Council adopts under Section 150 of the Local Government Act 2002 the following 2016/17 fees and charges attached as Appendix 1 to this Report RS-16-1892:

- 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.

28 That Council adopts under Section 219(1)(a) of the Building Act 2004 the following 2016/17 fees and charges attached as Appendix 1 to this Report RS-16-1892:

- Building Consent Fees
- Project Information Memorandum (PIM) Fees
- Multi Proof Consent Fees
- Building Consent Fees – Other Charges

29 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- 16-1892.

30 That Council adopts under Section 36 of the Resource Management Act 1991 the following 2016/17 fees and charges attached as Appendix 1 to this Report RS-16-1892:

- Resource Management Fees
- Engineering Fees

31 That Council adopts under Section 205 of the Food Act 2014 the following 2016/17 fees and charges attached as Appendix 1 to this Report RS-16-1892:

- Registration Fees
- Verification Fees
- Other associated fees under the Food Act 2014

32 That Council adopts under Section 37(1) of the Dog Control Act 1996 the following 2016/17 fees and charges attached as Appendix 1 to this Report RS-16-1892:

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

Report prepared by

Approved for submission

Approved for submission

Claire Stevens

Wayne Maxwell

Kevin Currie

Building Control Manager

**Group Manager
Corporate Services**

**Group Manager
Regulatory Services**

ATTACHMENT:

Appendix 1: Regulatory Fees and Charges

Appendix 1

Regulatory fees and charges	
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 ⁽¹⁾ 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 below include a digital storage charge of \$44.	
⁽¹⁾ Inspection fee	
This fee includes inspection on site, travel and review of documentation in office.	
If the project is in a remote are or has difficult access, additional travel time will be charged.	
Minor work (This includes one or two inspections as indicated. Additional inspections will be charged at \$143 per hour)	
Solid fuel heater (includes 1 inspection)	\$240
Solid fuel heater with wetback (includes 2 inspections)	\$358
Minor building work <\$5,000 (includes 1 inspection)	\$291
Solar water heating (includes 1 inspection)	\$240
Plumbing and/or drainage work (includes 2 inspections)	\$411
Sheds/retaining walls/carports decks/swimming/spa pools/conservatories/pergolas (includes 2 inspections) and other minor works	\$926
Marquees (includes 1 inspection)	\$411
Residential demolition (includes 1 inspection)	\$499 plus \$567 refundable deposit
Commercial demolition (includes 1 inspection)	\$1,310 plus \$1,123 refundable deposit

Building consent fees continued	
Processing of residential building consents	
Residential new building /alterations: \$5,001-\$20,000	\$710
Residential new building /alterations: \$20,001-\$50,000	\$1,004
Residential new building /alterations: \$50,001-\$100,000	\$1,297
Residential new building /alterations: \$100,001-\$250,000	\$1,591
Residential new building /alterations: \$250,001-\$500,000	\$1,884
Residential new building /alterations: \$500,001 upwards	\$1,884 plus \$146 for each \$100,000 or part thereof
New garage or farm building	\$857
Processing of commercial/industrial consents	
Commercial/offices/retail buildings: < \$20,000	\$1,150
Commercial/offices/retail buildings: \$20,001-\$50,000	\$1,884
Commercial/offices/retail buildings: \$50,001-\$100,000	\$2,618
Commercial/offices/retail buildings: \$100,001-\$250,000	\$3,058
Commercial/offices/retail buildings: \$250,001-\$500,000	\$3,498
Commercial/offices/retail buildings: \$500,001-\$1,000,000	\$4,085
Commercial/offices/retail buildings: >\$1,000,001	\$4,085 plus \$187 per additional \$100,000 value
Inspection fees⁽¹⁾	
Standard inspection fee	\$109 per inspection
Final inspection fee	\$146

Project information memorandum (PIM) fee

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	\$422
-------------------	-------

Additions and alterations

(residential – PIM portion of consent)

PIM – Multi-residential and commercial	\$731
--	-------

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, refundable deposits.*

Multi-use consent	\$708 (3 hours processing), additional hours charged at \$146 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

For staged projects the levies are to be assessed on the total project value

Other Charges	
Plan vetting	\$146 per hour
Unscheduled building, plumbing and drainage inspections	Time charge based on \$146 per hour
Registration of Section 72 certificate (as at June 2015 the disbursements are \$240 per registration)	\$136 plus disbursements (includes registration at Land Information New Zealand)
Administration staff (per hour)	\$98 per hour
Administration fee on refunds	\$82
Registration of Section 77(1) certificate (as at June 2015 the disbursements are \$240 per registration)	\$219 plus disbursements (includes registration at Land Information New Zealand)
Digital storage charge (if applicable and not already included in a separate fee)	\$45 per consent additional to above consent fees
Amendment to building consent application	\$223 lodgement fee (includes ½ hour assessment) plus \$146 per hour over and above first ½ hour
Application for discretionary exemption (Schedule 1, Part 1, Section 2, Building Act 2004)	\$223 lodgement fee (includes ½ hour assessment) plus \$146 per hour over and above first ½ hour
Warrant of fitness audit inspections	\$146 per hour
Inspection fees associated with a notice to fix	\$146 per hour
Engineering technical assessment/peer review	Cost plus 10%
New Zealand Fire Service design review	Cost plus 10%
New/amended compliance schedule	\$136
Application for code of compliance certificate	\$73
Certificate of public use	\$307
Application for certificate of acceptance	\$307 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	\$305 payable on application
Land information memorandum with building plans	\$320 payable on application
Certificate of title	\$33 payable on application
Reassessment fee (amended plans)	\$223 lodgement fee (includes ½ hour assessment) plus \$146 per hour over and above first ½ hour
Alternative design/details applications	\$146 per hour

Environmental health/plan vetting	\$146 per hour
<i>Residential damage deposit of \$544 may be applicable, increasing to \$966 if a new vehicle crossing is required</i>	
<i>Commercial damage deposit of \$1,100 may be applicable</i>	
Provision of building files and/or aerial maps via email or on CD for collection.	\$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	\$126
Building warrant of fitness renewal (1-2 systems) up to .5 hour processing	\$73 (first ½ hour) \$146 per hour thereafter
Building warrant of fitness renewal (3+ systems) up to .75 hour processing	\$146 (first ¾ hour) \$146 per hour thereafter
Removal of Section 72 certificate	\$136 plus disbursements
Time extension fee (for consents about to lapse or 24 months after issue)	\$94
List of building consents issued each week (emailed)	\$82 per year
List of building consents issued each month (emailed)	\$41 per year
List of building consents issued each month (posted)	\$51 per year
Receiving third party reports or other information to place on a property file at the owner's request	\$96
District plan check fee all applications (except minor)	
Building consents with a project value < \$20,000	\$71 (first ½ hour) \$146 per hour thereafter
Building consents with a project value > \$20,001	\$146 (first hour) \$146 per hour thereafter

Resource management fees

Fees are as set under Section 36 of the Resource Management Act. Initial fees 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	\$2,917 deposit (covers first 20 hours of processing time, balance to be charged on time and material basis including advertising)
Limited notified applications	\$2,334 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
Controlled activities	\$730 (covers first 5 hours of processing time, \$146 per hour thereafter)
Controlled activities – home occupation ⁽¹⁾	\$204
Restricted discretionary activities	\$875 (covers first 6 hours of processing time, \$146 per hour thereafter)
Discretionary activities – general	\$875 (covers first 6 hours of processing time, \$146 per hour thereafter)

Notified applications	
Discretionary activities ⁽¹⁾ 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.	\$102
Non-complying activities	\$1,167 (covers first 8 hours of processing time, \$146 per hour thereafter)
Certificate of compliance (certifies land use complies with district plan provisions)	\$730 (covers first 5 hours of processing time, \$146 per hour thereafter)
Existing use rights certificate	\$875 covers first 6 hours of processing time, \$146 per hour thereafter)
Extensions on time limits	\$730 (fixed charge)
Surrender of consent in whole or in part	\$291 (fixed charge)
Change or cancellation of conditions	\$875 (covers first 6 hours of processing time) \$146 per hour thereafter)
Outline plan	\$1,021 (covers first 7 hours of processing time, \$146 per hour thereafter)
Non-notified application	
Notice of requirement	\$1,167 (covers first 8 hours of processing time, \$146 per hour thereafter)

⁽¹⁾ Discretionary activities

Conditions apply, applications will only be accepted on a case by case basis and assumes adequate information provided.

Non-notified subdivision applications	
All subdivisions	\$1,751 (covers first 12 hours of processing time, \$146 per hour, thereafter)
Boundary adjustment (as defined by district plan)	\$875 (covers first 6 hours of processing time, \$146 per hour thereafter)
Update existing cross lease	\$204
Extension on time limits	\$730 (fixed charge)
Change or cancellation of conditions/consent notice	\$875 (covers first 6 hours of processing time, \$146 per hour thereafter)
Subdivision certifications	
Section 223 certificate	\$291 (fixed charge)
Section 224(c) certificate including other certificates	\$1,167 (fixed charge)
Section 224(f)	\$291 (fixed charge)
Section 5(1)(g) / s25(5), s32(2)(a) of Unit Titles Act 2010 (staged unit developments)	\$291 (fixed charge)
Section 221 consent notice (when issued as a separate notice)	\$291 (fixed charge)
Section 226 certificate (certify subdivision complies with district plan provisions)	\$730 (covers first 5 hours of processing time, \$146 per hour thereafter)
Miscellaneous applications/certificates	
Surrender of consent in whole or in part	\$291 (fixed charge)
Revocation of easements	\$291 (covers first 2 hours of processing time, \$146 per hour thereafter)
Right of way approval	\$875 (fixed charge)

Miscellaneous applications/certificates cont.	
Section 348 (Local Government Act) certificate (ROW certification)	\$730 (fixed charge)
Re-issue certificate (all types)	\$187 (fixed charge)
Transfer instruments and other miscellaneous legal documents	\$291 (covers first 2 hours of processing time, \$146 per hour thereafter)
Reserves valuation calculation (land <\$150,000)	At cost
Other	
Private plan change	\$5,834 deposit (covers first 40 hours of processing time, balance to be charged on time and material basis including advertising)
Notices of requirements for designation	\$2,917 (covers first 20 hours of processing time, balance to be charged on time and material basis including advertising)
Alteration to designation (non-notified)	\$1,167 (covers first 8 hours of processing time, \$146 per hour thereafter)
Transfer of resource consent	\$291
Objection to development contributions – note, fee to be refunded in part or in full depending on level of objection upheld by independent hearing commissioners	\$730 (covers first 5 hours of processing time, \$146 per hour thereafter)
Encroachment licence (buildings/structures only)	\$875 (covers first 6 hours of processing time, \$146 per hour thereafter)
Re-issue encroachment license (new owner)	\$183 (fixed charge)
Other cont.	
Planning certificate – alcohol licensing	\$146
Cost recovery charge for inspection of confirmed breach of district plan provisions	\$146 per hour

Cancellation of building line restriction	\$559 (fixed charge)
Hourly charge out rates and disbursements	
Staff:	
- Planner/engineer (all levels)	\$146 per hour
- Planning manager, Asset manager	\$178 per hour
- Environmental protection staff (all levels)	\$146 per hour
Administration staff	\$98 per hour
Elected member commissioner costs per hour for any hearing:	
Sitting collectively without an independent commissioner: (chairperson, hearing commissioners)	\$200 per hour (or part thereof)
Sitting with an independent commissioner	\$100 per hour per elected member as chair and \$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

Notified land use consents		
Notified	Application deposit	Non-notified application fee plus \$965 (balance charged on time and material basis)
	Consent monitoring	\$291 (includes the first 2 hours, \$146 per hour thereafter)
Non-notified land use consents		
Development of multiple units per lot	Application fee: - Up to 6 units	\$733 per application
	- 7 or more units	\$875 per application
	Consent monitoring fee	\$602 plus \$214 per unit
Commercial/ industrial development or infrastructure development	Application fee	\$844 per application
	Compliance monitoring administration fee	\$291 (includes the first 2 hours, \$146 per hour thereafter)
	Engineering drawing approval	\$1,302 (includes 3 submissions of engineering drawings) beyond this the charge is \$146 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 \$10,200)
All other non-notified land use consents	Application fee per application	\$291 (includes the first 2 hours, \$146 per hour thereafter)
	Consent monitoring fee per consent	\$291 (includes the first 2 hours, \$146 per hour thereafter)

Subdivisions		
Fee simple	Application fee	\$730 plus \$31 per lot (includes the first 5 hours, \$146 per hour thereafter)
Unit title	Application fee: - Up to 6 unit titles	\$730 per application (includes the first 5 hours, \$146 per hour thereafter)
	- 7 or more unit titles	\$875 per application (includes the first 6 hours, \$146 per hour thereafter)
Notified subdivisions		
Up to 6 lots or unit titles	Subdivision application deposit	Application fee plus \$965 (balance charged on time and material basis)
7 to 12 lots or unit titles	Subdivision application deposit	Application fee plus \$1,206 (balance charged on time and material basis)
13 to 20 lots or unit titles	Subdivision application deposit	Application fee plus \$1,447 (balance charged on time and material basis)
More than 20 lots or unit titles	Subdivision application deposit	Application fee plus \$1,687 (balance charged on time and material basis)
Monitoring – fee simple or unit title subdivisions		
Consent monitoring fee		\$583 plus \$291 per lot or unit (includes the first 4 hours plus 2 hours per lot or unit, \$146 per hour thereafter)
Other subdivisions		
Boundary adjustments (including cross lease variation)	Application fee per application	\$291
	Consent monitoring fee per consent	\$291 (includes the first 2 hours, \$146 per hour thereafter)
Second stage cross lease or conversion of cross lease to freehold	Application fee per application	\$291
	Consent monitoring fee per lot	\$291 (includes the first 2 hours, \$146 per hour thereafter)

Other subdivisions cont.		
Right-of-way applications	Application fee per application	\$291 (includes the first 2 hours, \$146 per hour thereafter)
	Consent monitoring fee per consent	\$291 (includes the first 2 hours, \$146 per hour thereafter)
Other		
Objection to decision		\$146 per hour
Variation to consent conditions		\$146 per hour
Encroachment licenses		\$146 per hour
Plan change applications		\$146 per hour
Easement – new/cancellation	Application fee per application	\$291 (includes the first 2 hours, \$146 per hour thereafter)
Specialist consultants		At cost

Animal control fees

Entire dog			
	Class of dog	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 29 July 2016
A	Disability assist dog	Nil	Nil
B	Working dog	\$64	\$96
	Working dogs (3rd and subsequent)	\$38	\$56
C	Standard dog	\$175	\$262
D	Approved owner and owner current member of NZ Kennel Club	\$150	\$224
E	Dogs classified as dangerous dogs	\$262	\$393
Neuter/spey			
	Class of dog	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 29 July 2016
A	Disability assist dog	Nil	Nil
B	Working dog	\$64	\$96
	Working dogs (3rd and subsequent)	\$38	\$56
C	Standard dog	\$91	\$136
D	Approved owner	\$64	\$96
E	Dogs classified as dangerous dogs	\$136	\$204

Animal control impoundment charges

Impounding shall be deemed to have occurred when the dog is confined to a dog control officer's vehicle, or impounded.

Seizure shall be deemed to have occurred when a notice of seizure has been served on the owner or placed at the property.

No dog or stock will be released without payment of all impounding fees.

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)	\$51	\$158	\$285
Sustenance – dog (per day)	\$12	\$12	\$12
Micro chipping – dog	\$48	\$48	\$48
Prearranged after hours release (two officers) – all	\$146 (1 hour of time, additional time at \$98 per hour)	\$146 (1 hour of time, additional time at \$98 per hour)	\$146 (1 hour of time, additional time at \$98 per hour)
Impounding – sheep and goats	\$33 per head plus any costs incurred in transporting stock	\$59 per head plus any costs incurred in transporting stock	\$121 per head plus any costs incurred in transporting stock
Impounding - cattle and horses	\$59 per head plus any costs incurred in transporting stock and officer charges	\$121 per head plus any costs incurred in transporting stock and officer charges	\$240 per head plus any costs incurred in transporting stock and officer charges
Animal control officer hourly charge out rate	\$98 per hour		
Officer charges relating to impounding of stock	\$98 per hour between 0800-1700 hours, \$146 per hour between 1701-0759 hours	\$98 per hour between 0800-1700 hours, \$146 per hour between 1701-0759 hours	\$98 per hour between 0800-1700 hours, \$146 per hour between 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	\$12 per day	\$12 per day

Other animal control charges

	Owner current member of NZ Kennel Club	Working	Standard	Approved owner
Permit for three or more dogs (special licence)	\$59	\$59	\$59	\$59
Approved owner application	n/a	n/a	\$46	\$46
Approved owner re-inspection fee *	n/a	n/a	\$25	\$25
Replacement tag	\$6 for first replacement tag		\$12 for any subsequent replacement tag	
Euthanasia	Actual cost plus 10%, but minimum \$97			
Relinquishment fee	\$122 ⁽⁵⁾			

* For site visit if:

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

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

Environmental health and food premises fees

Fee structure

The fee structure for food premises in the 2016/17 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 2016 and uses Risk Factor 'C' figures.

A Grade premises: pay \$529 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 \$653 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 \$778 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 \$905

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 close 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.

New premises: pay \$653 for registration plus an establishment fee

This fee has been set up to cover the additional costs related to staff time related to the building consent process and set up.

The new premise fee is linked to the B grade as the new operator will:

- require monitoring to ensure they establish good practices
- receive health education advice to assist them to achieve an A grade rating.

Environmental health and food premises fees continued

Inspection rating	Number of inspections	Grade				
Risk Factor			A	B	C	D
17-20	1	A	\$311	\$428	\$540	\$918
12-16	2	B	\$437	\$557	\$666	\$1,045
6-11	3	D	\$565	\$688	\$794	\$1,173
1-5	4+	E	\$694	\$817	\$924	\$1,302
unknown	2	New owner	\$437	\$557	\$666	\$1,045

Other fees related to food activity

These fees relate to additional staff time required above the routine activities related to registration and inspection and fees, and the fees are set under the Food Act 2014.

Additional inspection fee	\$146
Environmental health officer hourly rate	\$146
Establishment fee	\$287
Transfer of ownership for any premises	\$141
Rest home fee transfer	\$141
Fees under the Food Act 2014	
Registration fees:	
New Food Control Plans (FCP) (1.75 hours)	\$268
New National Programmes (NP) (1.5 hours)	\$231
Renewal for FCP and NP (1 hour)	\$146
Verification fees:	
FCP (5.5 hours)	\$840
National Programme 1 (NP1) (1.75 hours)	\$256
National Programme 2 (NP2) (2.25 hours)	\$353
National Programme 3 (NP3) (3 hours)	\$438
Voluntary Implementation Programme and Food Control Programme	\$530
Other associated fees under Food Act 2014:	
Verification follow up or Corrective Action Request	\$146 per hour
Complaint resulting in improvement notice	\$146 per hour
Justified complaint resulting in requisition	\$146 per hour
Application for review of Improvement Notice	\$146 per hour

Monitoring of food safety and suitability	\$146 per hour
Amendment to registration	\$146 per hour
Cancelled verification/audit (less than 24 hours' notice)	\$50
Failure to attend audit/verification	\$120
Unscheduled verification	\$146 per hour

Fees above provide for set minimum time provision. Any additional time will be subject to the hourly rate

Other fees activities – rest home fees

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	\$540
-----------	-------

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

Hairdressers (home occupation)	\$201
Hairdressers (commercial premises)	\$240
Funeral directors	\$315
Camping grounds	\$315
Itinerant trader	\$155

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.

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 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 annual 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.

Special licences

Class 1	1 large event, more than 3 medium events, more than 12 small events	\$575
Class 2	1-3 medium events or 3-12 small events	\$207
Class 3	1 or 2 small events	\$63.25
<p>Definitions of an event which the Territorial Authority believes on reasonable grounds will have patronage of</p> <ul style="list-style-type: none"> • 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

Manager's certificate application or renewal	\$316.25
Temporary authority	\$296.70
Temporary licence	\$296.70
Extract of register (Alcohol Regulatory and Licensing Authority or-District Licensing Committee)	\$57.50

Trade waste consent fees

Trade waste consents	
Discharge less than 1,245m ³ (registered) consent fee	No charge
Discharge less than 1,245m ³ (permitted) consent fee	\$170
Discharge less than 1,245m ³ (permitted) re-inspection fee for non-compliance	\$86
Discharge greater than 1,245m ³ (conditional) consent fee	\$336
Discharge greater than 1,245m ³ (conditional) re-inspection fee for non-compliance	\$86

General compliance fees

Fire permits (urban)	\$23
Beach fire permit	No charge
Swimming pool fencing inspections	No charge for first inspection (\$94 each subsequent inspection)
Extraordinary activities – bylaw permits	\$189 for first inspection (additional inspection fee \$94)
Noise control – seizure fee (noise making equipment)	\$225 plus \$32 each additional callout
Amusement device permit	1 - \$11.50 2 - \$13.80 3- \$16.10 4 - \$18.40
Application for exemption for swimming pool fencing under section 6 of Fencing of Swimming Pools Act 1987	\$264 for first three hours, \$146 per hour thereafter
Environmental protection officer hourly rate	\$146
Environmental protection administration hourly rate	\$98