

Draft Long-term Plan 2021-41

Consultation – supporting information

User fees and charges



Draft Schedule of User Fees and Charges 2021/22

All fees and charges include GST. **New fees proposed for 2021/22 are highlighted in yellow colour.**

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, re-assessment, alternative design/details, and other fees required under the Building Act 2004.

The inspection fee¹ 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 compliance certificate. The building consent fee includes inspection fees only where shown for minor works.

The fees exclude BRANZ, MBIE, and accreditation 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 the plan vetting and digital storage charges and costs associated with scanning hard copy applications or alternatively paying application costs for electronic applications received through the portal. The building consent fees (other than minor works) include the fee for provision of electronic copy of a building consent.

Minor work (This includes one or two inspections as indicated. Additional inspections will be charged at \$163 per hour.)	2021/22 Proposed Fee
Solid fuel heater (includes one inspection)	\$270
Solid fuel heater with wetback (includes two inspections)	\$395
Solar water heating (includes one inspection)	\$265
Minor building work <\$5,000 (includes one inspection) e.g. sheds	\$324
Minor building work < \$10,000: retaining walls/carports decks/swimming/spa pools/ conservatories/ pergolas/ plumbing and drainage (includes two inspections)	\$811

¹This fee includes inspection onsite, travel, creating inspection records and review of documentation in office. If the project is in a remote area or has difficult access, additional travel time will be charged. The inspection fee also applies to meetings prior to Code Compliance Certificate (CCC) issue.

Building consent fees (continued)

Processing of residential building consents	2021/22 Proposed Fee	
Residential new building/alterations: \$10,001-\$20,000	\$784	
Residential new building/alterations: \$20,001-\$50,000	\$1,107	
Residential new building/alterations: \$50,001-\$100,000	\$1,427	
Residential new building/alterations: \$100,001-\$250,000	\$1,751	
Residential new building/alterations: \$250,001-\$500,000	\$2,075	
Residential new building/alterations: \$500,001 upwards	\$2,075	plus \$163 for each \$100,000 (or part thereof) above \$500,000

Processing of commercial/industrial consents	2021/22 Proposed Fee	
Commercial/offices/retail buildings: <\$20,000	\$1,272	
Commercial/offices/retail buildings: \$20,001-\$50,000	\$2,075	
Commercial/offices/retail buildings: \$50,001-\$100,000	\$2,886	
Commercial/offices/retail buildings: \$100,001-\$250,000	\$3,372	
Commercial/offices/retail buildings: \$250,001-\$500,000	\$3,854	
Commercial/offices/retail buildings: \$500,001-\$1,000,000	\$4,502	plus \$208 per additional \$100,000 value
Commercial/offices/retail buildings: >\$1,000,001	\$4,502	
Inspection fees ¹		2021/22 Proposed Fee
Standard inspection fee	\$163	per inspection
Final inspection fee (includes officer time completing the records for CCC)	\$163	(includes first hour) plus additional hours charged at \$163 per hour

¹ As noted on previous page, this fee includes inspection onsite, travel, creating inspection records and review of documentation in office. If the project is in a remote area or has difficult access, additional travel time will be charged at the additional hours charge rate. The inspection fee also applies to meetings prior to Code Compliance Certificate (CCC) issue.

Project information memorandum (PIM) fees

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

Residential new dwellings		2021/22 Proposed Fee
PIM – Simple Residential (fee simple title)		\$465
PIM – Multi-residential and commercial (cross lease and unit titled)		\$812

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 \$49.

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

Multi-proof consents			2021/22 Proposed Fee
Multi-proof consent (includes three hours' processing)		\$778	(including three hours' processing), plus additional hours charged at \$163 per hour

Building consent fees – other charges

BRANZ and MBIE levies are not set by the Council.

Levies		2021/22 Proposed Fee
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)	\$1.80	
Accreditation levy per \$1,000 of project value over \$20,000	\$1	
For staged projects, the levies are to be assessed on the total project value		
Other charges		2021/22 Proposed Fee
Plan vetting per hour (half hour charge included in building consent fees)	\$163	
Registration of Section 72 certificate (includes registration at Land Information New Zealand).	\$151	plus disbursements. at \$285 per registration
Administration staff	\$108	per hour
Administration fee on refunds (applicable if building consent application cancelled by applicant)	\$91	

Other charges	2021/22 Proposed Fee	
Registration of Section 77(1) certificate (includes registration at Land Information New Zealand).	\$237	plus disbursements. at \$292 per registration
Digital storage charge (included in consent fees)	\$49	per application
Amendment to building consent application	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour
Application for discretionary exemption (Schedule 1, Part 1, Section 2, Building Act 2004)	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour
Warrant of fitness audit inspections	\$163	per hour
Inspection fees associated with a notice to fix	\$163	per hour
Engineering technical assessment/peer review	Cost plus 10%	
New/amended compliance schedule (part of a building consent or initiated by an Independently qualified person IQP)	\$151	

Building consent fees – other charges (continued)

Other charges		2021/22 Proposed Fee
Application for code compliance certificate	\$82	
Certificate of public use	\$340	
Application for certificate of acceptance	\$340	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 (LIM)	\$335	payable on application
Land information memorandum (LIM)	\$163	per hour
Land information memorandum (LIM) with building plans	\$353	payable on application
Record of title	\$37	payable on application
Reassessment fee (amended plans/further information received)	\$163	per hour
Alternative design/details applications	\$163	per hour
Environmental health/plan vetting	\$163	per hour
GoCouncil building consent online application fee	\$51.75	per application
GoGet building consent online application fee	\$23	per application

Other charges	2021/22 Proposed Fee	
<p>An infrastructure deposit will be taken for each significant new build including pile driving, building relocation, drainage works, earthworks for building platforms, concrete pours and new vehicle crossing 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.</p>		
<p>An infrastructure inspection fee will be taken for each significant new build including pile driving, building relocation, drainage works, earthworks for building platforms, concrete pours and new vehicle crossing. This fee includes a pre-construction onsite inspection and/or documentation review, a post construction onsite inspection and certification.</p>		
<p>If the works require further inspections, additional time will be charged as per the hourly inspection fee.</p>		
Infrastructure inspection fee	\$163	
Hourly inspection rate	\$163	
Where both a new build and a new vehicle crossing are in the same application, only one infrastructure inspection fee will be charged.		
a) The deposit where no new vehicle crossing is included	\$636	
b) The deposit where a new vehicle crossing is required to provide access from a residential building to the legal road	\$1,696	
c) The deposit where a new commercial vehicle crossing is required to provide access from a commercial building to the legal road	\$1,846	plus disbursements
d) infrastructure inspection fee per hour	\$163	
Provision of building files, copy of building consents, copy of compliance schedules or aerial maps via email, or on USB. Disbursements additional.	\$19	
Access to building files/all copying/printing charges additional to the above services:		
Printing charges - Black and white A4 per page (first 20 pages free)	\$0.30	
Printing charges - Black and white A3 per page	\$0.40	

Other charges	2021/22 Proposed Fee	
Printing charges - Colour A4 per page	\$2.40	
Printing charges - Colour A3 per page	\$3.80	
Building certificate for supply and sale of alcohol	\$142	

Other charges	2021/22 Proposed Fee	
Application for extension of time to complete seismic work for heritage building	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour
Application for extension of time to provide seismic assessment	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour

Building consent fees – other charges (continued)

Other charges	2021/22 Proposed Fee	
Building warrant of fitness renewal (one-two systems)	\$81.30	Includes first half hour (\$163 per hour thereafter)
Building warrant of fitness renewal (three + systems)	\$122	Includes first 45 minutes (\$163 per hour thereafter)
Removal of Section 72 certificate	\$163	plus disbursements
Removal of Section 77(1) certificate	\$163	plus disbursements
Time extension fee (for consents about to lapse or 24 months after issue)	\$104	
List of building consents issued each week (emailed)	\$91	per year
List of building consents issued each month (emailed)	\$46	per year
List of building consents issued each month (posted)	\$71	per year
Receiving third party reports or other information to place on a property file at the owner's request	\$108	plus digital storage charge
Application for exemption from the requirement to carry out seismic work on the building or part	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour

District plan check fee all applications (except minor)	2021/22 Proposed Fee	
Building consents with a project value < \$20,000	\$81.30	first half hour, \$163 per hour thereafter
Building consents with a project value > \$20,001	\$163	(first hour) \$163 per hour thereafter

Resource management fees

Resource management fees are payable when:

- you apply to the Kāpiti Coast District Council to undertake an activity which is not otherwise permitted by the Resource Management Act 1991 or the district plan
- you lodge a request to change the district plan (commonly known as a “private plan change”).

Resource management fees are also payable for a range of other activities as set out at the end of this section.

Resource management fees are 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 or request. Further charges will be incurred if additional time is spent processing the application or request, or if disbursement costs are incurred, which are over and above the allocated time provisions (see “Hourly Charge Out Rates and Disbursements”).

If any charge for an application or request is not paid by the due date, Kāpiti Coast District Council reserves the right under Section 36AAB(2) of the Resource Management Act 1991 to stop processing the application or request. 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 or requestor will be charged for any costs that may arise from that cancellation or postponement.

Please also note specifically in relation to applications for resource consent:

- under Sections 88G and 88H of the Resource Management Act 1991, the applicable statutory timeframe will not commence until the initial deposit fee is paid
- in accordance with the Resource Management (Discount on Administrative Charges) Regulations 2010, discounts shall be paid on administrative charges for applications that are not processed within statutory timeframes.

Notified applications	2021/22 Proposed Fee	
Publicly notified applications	\$4,890	Deposit. (covers first 30 hours of processing time; balance to be charged on time and material basis including advertising)
Limited notified applications	\$4,230	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)	2021/22 Proposed Fee	
Permitted activities (including temporary events)	nil	
Trim protected tree (urban area)	nil	
Home occupation (Controlled activities)	\$223	fixed fee
Non-notified land use activities – general	\$1,467	Deposit (covers first 8 hours of processing time and 1 hour of compliance monitoring) \$163 per hour thereafter
Fast track resource consent (Controlled activities)	\$1,223	Deposit (covers first 7.5 hours of processing time) \$163 per hour thereafter
Fixed fee activities* 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.	\$113	fixed fee

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

Resource management fees (continued)

Designations	2021/22 Proposed Fee	
Notice of requirement to designate land – non-notified	\$1,630	Deposit (covers first 10 hours of processing time) \$163 per hour thereafter
Notice of requirement to designate land - notified	\$4,238	Deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)
Alteration to designation (non-notified)	\$1,304	Deposit (covers first 8 hours of processing time) \$163 per hour thereafter
Outline plan approval	\$1,141	Deposit (covers first 7 hours of processing time) \$163 per hour thereafter
Outline Plan Waiver	\$652	Deposit (covers first 4 hours of processing time) \$163 per hour thereafter

Non - Notified subdivision Applications	2021/22 Proposed Fee	
Subdivisions – 2-lot	\$2,608	Deposit (covers first 16 hours of processing time) \$163 per hour thereafter
Subdivisions (between 3 to 19 lots)	\$2,934	Deposit (covers first 18 hours of processing time) \$163 per hour thereafter
Subdivisions (20 or more lots)	\$4,890	Deposit (covers first 30 hours of processing time) \$163 per hour thereafter
Boundary adjustment (as defined by district plan) and subdivisions where no additional lots are created	\$1,304	Deposit (covers first 8 hours of processing time) \$163 per hour thereafter
Update existing cross-lease	\$326	fixed fee
Update cross-lease to fee simple title	\$652	fixed fee

Subdivision Certificates	2021/22 Proposed Fee	
Section 223 certificate	\$326	Deposit (covers first 2 hours of processing time) \$163 per hour thereafter
Section 224(c) certificate including other certificates	\$1,304	Deposit (covers first 8 hours of processing time) \$163 per hour thereafter
Section 224(f)	\$326	Deposit (covers first 2 hours of processing time) \$163 per hour thereafter
Section 25(5), s32(2)(a) of Unit Titles Act 2010 (staged unit developments)	\$326	Deposit (covers first 2 hours of processing time) \$163 per hour thereafter

Subdivision Certificates	2021/22 Proposed Fee	
Section 221 consent notice (when issued as a separate notice)	\$326	fixed charge
Section 226 certificate (certify subdivision complies with district plan provisions).	\$815	Deposit (covers first 5 hours of processing time) \$163 per hour thereafter
Reserves valuation calculation	At cost	

Miscellaneous applications/certificates	2021/22 Proposed Fee	
Administration time in coordinating and attending pre-application and business start-up meetings	First 2 hours no fee	\$108 per hour thereafter
Planner/ engineer time in preparing for and attending pre- application and business start-up meetings	First 2 hours no fee	\$163 per hour thereafter
Boundary activity	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)
Marginal and temporary exemptions	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)
Marginal and temporary exemptions in relation to temporary events (as defined by the District Plan)	nil	

Miscellaneous applications/certificates 2021/22 Proposed Fee		
Certificate of compliance (certifies land use complies with district plan provisions)	\$978	Deposit (covers first 6 hours of processing time, \$163 per hour thereafter)
Existing use rights certificate	\$978	Deposit (covers first 6 hours of processing time, \$163 per hour thereafter)
Transfer/surrender of consent in whole or in part	\$326	fixed charge
Section 125 extensions of time	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)
Change or cancellation of conditions/consent notice	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)

Resource management fees (continued)

Non-notified subdivision applications			2021/22 Proposed Fee
Revocation of easements	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)	
Right of way (ROW) approval*	\$978	Deposit (covers first 6 hours of processing time, \$163 per hour thereafter)	
Section 348 (Local Government Act 2002) certificate (ROW certification)	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)	
Re-Issue certificate (all types)	\$326	fixed charge	
Transfer instruments and other miscellaneous legal documents	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)	

District Plan Change			2021/22 Proposed Fee
Administration time in coordinating and attending pre-request meetings	First 2 hours no fee	\$108 per hour thereafter	

District Plan Change			2021/22 Proposed Fee
Planner/ engineer time in preparing for and attending pre-request meetings	First 2 hours no fee	\$163 per hour thereafter	
Request to change the district plan	\$6,520	Deposit (covers first 40 hours of processing time following receipt of a written request to change the plan ² , balance to be charged on time and material basis including advertising)	

Other			2021/22 Proposed Fee
Objection to development contributions – note, fee to be refunded in part or in full depending on level of objection upheld by independent hearing commissioners	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)	
Planning certificate – alcohol licensing	\$163	fixed charge	
Cost recovery charge for inspection of confirmed breach of district plan provisions	\$163	per hour	
Cancellation of building line restriction	\$652	fixed charge	

²The requirement for requests to be in writing is set out in clause 22, Part 2 of Schedule 1 to the Resource Management Act 1991.

Resource management fees (continued)

Hourly charge out rates and disbursements	2021/22 Proposed Fee	
Staff: Planner/engineer (all levels)	\$163	per hour
Staff: Planning manager, asset manager	\$195	per hour
Staff: Environmental protection staff (all levels)	\$163	per hour
Administration staff	\$108	per hour
Elected member commissioner costs per hour for any hearing:	\$217	per hour (or part thereof)
Sitting collectively without an independent commissioner: (chairperson, hearing commissioners)	\$108	per hour per elected member as chair and
Sitting with an independent commissioner	\$87	per hour per elected member on a committee up to a collective total of \$217 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	
Provision of resource consent files via email	\$19	fixed fee
Copying and printing. Black and white: A4 – first 20 copies free then per page	\$0.30	
Copying and printing. Black and white: A3 per page	\$0.40	
Copying and printing. Colour: A4 per page	\$2.40	
Copying and printing. Colour: A3 per page	\$3.80	

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 \$163 per hour.

Engineering Fees: Non-notified land use consents	2021/22 Proposed Fee	
Commercial/industrial development or infrastructure development - Application deposit fee	\$978	per application (includes the first 6 hours, \$163 per hour thereafter)
Commercial/industrial development or infrastructure development - Compliance monitoring administration fee	\$326	(includes the first 2 hours, \$163 per hour thereafter)
Commercial/industrial development or infrastructure development - Engineering drawing approval	\$1,467	(includes three submissions of engineering drawings, beyond this will be charged at \$163 per hour thereafter)
Commercial/industrial development or infrastructure development - Engineering construction supervision	2%	Determined as 2% of the total estimated value of services (water, sanitary, drainage and road), including engineering and contingency fees (minimum of \$10,050)

Engineering Fees: Monitoring	2021/22 Proposed Fee	
All compliance monitoring including additional land use monitoring is to be charged at an hourly basis for staff time	\$163	per hour
Subdivision engineering drawing approval and engineering construction supervision	\$652	fixed fee plus per lot deposit (\$163 per hour thereafter)
	\$326	per lot deposit

Engineering Fees: Other	2021/22 Proposed Fee	
Objection to decision	\$163	per hour
Variation to consent conditions	\$163	per hour
Plan change applications	\$163	per hour
Easement – new/cancellation	\$326	Application deposit per application (includes first 2 hours, \$163 per hour thereafter)
Specialist consultants	At cost	

Animal management fees

2021/22 Registration Entire Dog Fee Proposed Fee		
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 2 August 2021
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$70	\$106
Working dogs (second and subsequent (B)	\$42	\$63
Standard dog (C)	\$193	\$289
Approved owner (D)	\$166	\$249
Registration fee for dog owner over 65	\$180	\$270
Dogs classified as dangerous dogs (H)	\$288	\$432
Owner current member of NZ Kennel Club (Dogs New Zealand) (G), provide proof of membership annually	\$166	\$249

2021/22 Registration Neutered/Spayed Dog Fee Proposed Fee		
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 2 August 2021
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$70	\$106
Working dogs - second and subsequent (B)	\$42	\$63
Standard dog (E)	\$100	\$150
Approved owner (F)	\$70	\$106
Registration fee for dog owner over 65	\$80	\$119
Dogs classified as dangerous dogs (I)	\$150	\$225
Owner current member of NZ Kennel Club (Dogs New Zealand) (G) – provide proof of membership annually	\$89	\$134

Animal management impoundment charges

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.

Animal management impoundment charges 2021/22 Proposed Fee			
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)	\$54	\$176	\$314
Impounded - unregistered	\$97	-	-
Sustenance – dog (per day)	\$12.70	\$12.70	\$12.70
Microchipping – dog	\$42	N/A	N/A
Seizure and take custody fee	\$75	\$75	\$75
Prearranged after-hours release (two officers) – all (per hour charge per officer)	\$163	\$163	\$163
Prearranged after-hours release. Per one hour of additional time.	-	-	-
Impounding – sheep and goats (per head charge plus any costs incurred in transporting stock)	\$37	\$64	\$133
Impounding – cattle and horses (per head charge plus any costs incurred in transporting stock)	\$64	\$133	\$265
Animal control officer hourly charge-out rate – this includes driving and securing stock costs	\$163	per hour	
Sustenance – sheep and goats (per day, per unit)	\$6.30	\$6.30	\$6.30
Sustenance – cattle and horses (per day, per unit)	\$12.70	\$12.70	\$12.70

Adopting animals from Shelter	2021/22 Proposed Fee
Dogs (includes registration, microchip, and if applicable a de-sex certificate)*	\$280
Stock	Auction**

*Adoption of a dog requires a property inspection, dog ownership history check. The dog is registered, microchipped and if dog is entire it comes with a voucher for de-sexing.

** Auction is a requirement of Impound Act 1955.

Other animal management charges

Permits charges	2021/22 Proposed Fee		
Item	Working	Standard	Entire
Permit for three or more dogs (special license)	N/A	\$64	\$64
Approved owner application	N/A	\$51	\$51
Approved owner re-inspection fee***	N/A	\$28	\$28
Other animal management charges	2021/22 Proposed Fee		
Replacement tag (first replacement)	\$6.30	Minimum charge	
Replacement tag (subsequent tags)	\$12.70		
Euthanasia - Actual cost plus 10%, but minimum charge applies	\$49		
Relinquishment fee****	\$83		

*** For site visit if:

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

**** 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 \$163.

Environmental Health Food Act 2014: Registration fees	2021/22 Proposed Fee	
New Food Control Plans (FCP) or National Programme (NP)	\$318	
Renewal of FCP and NP	\$159	
New registration multisite business (FCP or NP)	\$318	plus \$159 for each additional site
Renewal of registration multisite business	\$159	plus \$80 for each additional site
New FCP or NP (market operator less than 52 time per year)-	\$159	
Amendment to registration	\$163	per hour
Significant Amendment to registration	\$318	

Environmental Health Food Act 2014: Verification fees	2021/22 Proposed Fee	
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 \$163 per hour.		
Food Control Plan (FCP)	\$636	Deposit (covers first four hours including administration and processing time)
FCP (low risk cakes and biscuits only that do not require refrigeration)	\$163	per hour
National Programme 1 (NP1)	\$163	per hour
National Programme 2 (NP2)	\$163	per hour
National Programme 3 (NP3)	\$163	per hour
Verification multisite business	\$163	See FCP or NP charges for first site plus \$163 per hour for any other site requiring verification
Unscheduled verification	\$163	per hour
Verification outside the district - FCP or NP	See cost for verification and add any extra time, actual travel and accommodation costs	
Technical expert for verification or unscheduled verification	At cost	

Note for verification fees

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

Other associated fees under Food Act 2014	2021/22 Proposed Fee	
Corrective Action Request (CAR) follow up, charge per hour	\$163	per hour
Investigation resulting in improvement notice or direction	\$163	per hour
Follow-up in relation to compliance with an improvement notice or direction	\$163	per hour
Processing an application for review of improvement notice	\$163	per hour
Monitoring of food safety and suitability	\$163	per hour
Investigation and enforcement activity related to registration or complaint	\$163	per hour
Technical expert review (advice or verification) associated with an investigation	At cost	
Cancelling or rescheduling a verification (less than 48 hours' notice)	\$80	
Failure to attend or facilitate a scheduled verification	\$163	
Mentoring and additional expert support and advice for implementation of FCP or NP	\$163	per hour
Replacement FCP or NP guidance	\$40	
Replacement Licence	\$40	
Events – food stall approvals	\$163	per hour
Copying and printing. Black and white: A4 – first 20 copies free then per page	\$0.30	per page
Copying and printing. Black and white: A3 per page	\$0.40	per page
Copying and printing. Colour: A4 per page	\$2.40	per page
Copying and printing. Colour: A3 per page	\$3.80	per page

Environmental Health – Health Act Registration fees

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

Health Act registration fees	2021/22 Proposed Fee
Hairdressers	\$222
Funeral directors	\$345
Camping grounds	\$345

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		2021/22 Proposed Fee
Category	Application Fee	Annual Fee
Very low	\$368	\$161
Low	\$609.50	\$391
Medium	\$816.50	\$632.50
High	\$1,023.50	\$1,035.00
Very high	\$1,207.50	\$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.

Special licences – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013		2021/22 Proposed Fee
Class 1 – one large event or more than three medium events or more than 12 small events		\$575
Class 2 – one to three medium events or three to 12 small events		\$207
Class 3 – 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		2021/22 Proposed Fee
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	2021/22 Proposed Fee	
A1: Compliance monitoring	\$163	per hour plus consumables (see laboratory charges)
A2: Trade waste application fee (permitted)	\$243	includes the first 1.5 hours, \$163 per hour thereafter
A2: Trade waste application fee (controlled/ conditional)	\$405	includes the first 2.5 hours, \$163 per hour thereafter
A3: Inspection for non-compliance	\$243	
A5: Temporary discharge application and discharge fee	\$163	includes the first hour, \$163 per hour thereafter (based on risk)
A6: Annual tradewaste management fee (permitted)	\$243	
A6: Annual tradewaste management fee (controlled/ conditional)	\$405	

Residential Pool Fencing

– Building (Pools) Amendment Act 2016

Residential Pool Fencing	2021/22 Proposed Fee	
Compliance Inspection fee	\$163	Per hour
Administration fee	\$108	Per hour

General compliance fees – Environmental Standards

General Compliance Fees	2021/22 Proposed Fee	
General activities including processing licence and permit applications, and annual renewal of any licence or permit including trading in public places.	\$163	per hour deposit (\$163 per hour thereafter)
Removal of litter/overhanging trees/shrubs or obstructions encroaching, or on road reserve or Council land	Cost incurred for removal	
Noise control – seizure fee (noise making equipment)	\$249	plus \$36 each additional callout plus any additional towage fee related to seizure of a vehicle
Noise control - additional callout	\$36	
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	\$163	per hour
Administration Officer hourly rate	\$108	per hour
Return of non-compliant signs	\$54	

Abandoned vehicles	2021/22 Proposed Fee	
Towage and recovery cost	Cost plus 20%	
Daily storage fee	\$5.40	daily charge

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

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.

Districtwide cemetery charges		
2021/22 Proposed Fee		
Purchase of right for burial	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Services burial plot	No charge	No charge
Services cremation plot	No charge	No charge
Monumental and lawn area plots	\$1,811	\$3,825
Cremation garden and beam plots	\$1,008	\$2,917
Infant plots (under 1 year)	\$807	\$807
Natural burial plot	\$2,198	\$4,160

Districtwide cemetery charges		
2021/22 Proposed Fee		
Interment fees	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Burial fee	\$1,159	\$1,159
Burial fee child (under 15 years)	\$580	\$580
Burial fee (Saturday)	\$2,012	\$2,012
Burial fee child (under 15 years) (Saturday)	\$1,006	\$1,006
Burial fee infants (under 1 year)	No charge	No charge
Ashes interment	\$154	\$154
Ashes interment child (under 15 years)	\$77	\$77
Natural burial fee	\$1,159	\$1,159
Natural burial fee child (under 15 years)	\$580	\$580
Oversized casket fee (additional to burial fee)	\$290	\$290
Extra charges	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Monumental permit	\$160	\$160
Hire of lowering device	\$111	\$111
Hire of grass mats	\$111	\$111
Burial disinterment fee	\$2,000	\$2,000
Cremation disinterment fee	\$170	\$170

Housing for Older Persons - weekly rental charges

Housing for Older Persons - weekly rental charges		2021/22 Proposed Fee	
Accommodation category	Address	New average weekly rent effective 1 July 2021 ³	New average weekly rent effective 1 July 2021 (tenants pre 30 June 2015) ⁴
Category A Single bedroom unit built pre-1960	Tahuna Flats, Units 1-8, Kirk Street, Ōtaki	\$167	\$167
Category B Single bedroom unit built post-1970	Oakley Court, Eatwell Avenue, Paraparaumu	\$167	\$167
	Te Atiawa Flats, Donovan Road, Paraparaumu	\$167	\$167
	Arnold Grove, Paraparaumu	\$167	\$167
	Wipata Flats, Wellington Road, Paekākāriki	\$167	\$167
Category C Single or double bedroom unit built pre-1970	Kainga Flats, Aotaki Street, Ōtaki	\$167	\$167

Accommodation category	Address	New average weekly rent effective 1 July 2021 ³	New average weekly rent effective 1 July 2021 (tenants pre 30 June 2015) ⁴
Category C Single or double bedroom unit built pre-1970	Tahuna Flats, Units 15 & 16 Kirk Street, Ōtaki	\$167	\$167
Category D Double bedroom unit post-1970	Paterson Court, Kirk Street, Ōtaki	\$167	\$167
	Wipata Flats, Unit 36B Wellington Road, Paekākāriki	\$167	N/A
	Tahuna Flats, units 9, 10, 11, 12, 17, 18 Kirk Street, Ōtaki	\$167	\$167
	Hadfield Court, Te Rauparaha Street, Ōtaki	\$167	\$167
	Repo Street, Paraparaumu	\$167	\$167
Category D Double bedroom unit post-1970	Oakley Court Eatwell Avenue, Paraparaumu	\$167	\$167
Category E Single bedroom units (Waikanae)	Belvedere Avenue, Waikanae	\$167	\$167

³ Final application by unit to be determined to achieve 80% cost recovery through user pay.

⁴ Final application by unit to be determined to achieve 80% cost recovery through user pay.

Swimming Pool Charges

Swimming Pool charges	2021/22 Proposed Fee
Adult per swim ⁵	\$5.40
Child per swim ⁶	\$3.30
Under 5 years old swim	\$1.80
Adult swimming with child under five years of age	\$1.80
Community services cardholder per swim	\$3.30
Senior citizen (65 years of age and over)	\$3.30
Student ⁷	\$3.30
Spectators⁸	\$1.00
Aquafit Adult per class	\$6.50
Aquafit Senior per class	\$6.00
Hydroslide (Waikanae and Coastlands Aquatic Centre – unlimited use per visit) ⁹	\$2.50
Family pass (family of four, minimum of one adult or maximum of two adults)	\$13.00
- Cost for each extra family member	\$2.80
Family pass plus hydroslide (family of four, minimum of one adult or maximum of two adults)	\$21.10
- Cost for each extra family member	\$2.80
- Cost for extra slide pass	\$2.50

⁵ Adult 16 years plus

⁶ Child 5-15 years

⁷ On supply of a student ID

Swimming Pool charges	2021/22 Proposed Fee
Group discount adult (10 or more)	\$4.90
Group discount child (10 or more)	\$3.00
Spa and/or sauna (Coastlands Aquatic Centre) in addition to pool entry ¹⁰	\$2.00
Spa (Waikanae Pool) in addition to pool entry ¹⁰	\$1.00
Spa and/or sauna (Ōtaki Pool) in addition to pool entry ¹⁰	\$2.00
Adult 10 swim	\$48.50
Child 10 swim	\$29.80
Community Services Cardholder 10 swim	\$33.20
65 years of age and over 10 swim	\$33.20
Aquafit adult 10 swim	\$58.70
Aquafit senior 10 swim	\$54.10
Adult 20 swim	\$91.60
Child 20 swim	\$56.40
Adult 30 swim	\$129.30
Child 30 swim	\$79.60
Adult 50 swim	\$202.00
Child 50 swim	\$124.30

⁸ No charge for learn to swim, swim club parents and non-swimming parents / caregivers of under 8's

⁹ Adults accompanying an under 8 slide user do not pay the hydroslide fee

¹⁰ Spa and/or sauna only (ie no swim) at applicable pool entry rate

Swimming pools charges (continued)

Swimming Pool charges	2021/22 Proposed Fee	
Swimming pool complex hire - Coastlands Aquatic Centre* (peak)	\$425	per hour
Swimming pool complex hire - Coastlands Aquatic Centre* (off-peak**)	\$220	per hour
Swimming pool complex hire - Ōtaki*	\$110	per hour
Swimming pool complex hire - Waikanae*	\$320	per hour
Competitive events	plus per head entry at applicable rate	
Lane hire	\$8.50	
Lane hire - per head entry charge ¹¹	\$1.00	per head entry
School lane hire (Lessons only - not using Kāpiti Coast aquatics instructors)	\$8.50	per hour per lane
School Groups Learn to Swim – Using Kāpiti Coast aquatics instructors (no lane hire charge and minimum numbers apply)	\$4.00	per child
Commercial lane hire	\$12.70	per hour plus per head entry at applicable rate

Meeting Room Hire (Coastlands Aquatic Centre only)	2021/22 Proposed Fee	
Community Groups	\$13.00	per hour
Community Groups	\$47.70	half day use
Community Groups	\$79.80	full day use
Commercial Use	\$21.50	per hour
Commercial Use	\$85.00	half day use
Commercial Use	\$148.10	full day use

¹¹ Lane hire per head applies to clubs and community groups not covered by commercial fees

*Subject to discretion of pool management depending on availability

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

Swimming pools charges (continued)

Aquatic Programmes, Events and Activities		2021/22 Proposed Fee
Targeted aquatic events/activity programmes	<p>Throughout the year the Council may organise targeted aquatic events/activity programmes.</p> <p>Each programme may involve an actual and reasonable participation fee that will be determined in accordance with the nature of the event or activity.</p> <p>The participation fee will be authorised by the relevant group manager acting under general delegated authority.</p>	
Learn to swim	\$13.30	per lesson (depends on the number of weeks in the term)
Learn to Swim: Private lessons	\$24.50	20 minute lesson
Learn to Swim: Private lessons	\$35.00	30 minute lesson
Learn to Swim: Private lessons	\$15.00	Special needs
Learn to Swim: Private Lesson (2 students)	\$28.00	20 minute lesson
Learn to Swim: Private Lesson (2 students)	\$45.00	30 minute lesson
Aquatic (Small Group) programmes	\$65.00	10 week term
Aquatic (Small Group) programmes	\$7.50	casual visit
Waikanae Pool - BBQ hire	\$10.00	per hour
Waikanae Pool - BBQ bond	\$20.00	

Sportsgrounds charges (per season)

Fees include access to changing facilities where applicable.

These fees exclude junior sport.

Sports activity (seasonal)	2021/22 Proposed Fee	
Cricket (grass)	\$1,461	per block
Cricket (artificial)	\$646	per block
Croquet	\$1,135	per grass court
Netball	\$220	per court
Rugby	\$733	per field
Rugby league	\$733	per field
Football	\$733	per field
Softball	\$733	per field
Tennis	\$146	per court
Touch	\$364	per field
League tag	\$364	per field
Twilight football	\$181	per field

Sports activity (one-off bookings)	2021/22 Proposed Fee	
Cricket (grass)	\$204	per block
Cricket (artificial)	\$87	per block
Netball	\$17	per court
Rugby	\$116	per field
Rugby league	\$116	per field
Football	\$116	per field
Softball	\$95	per field
Tennis	\$12	per court
Touch	\$80	per field
League tag	\$80	per field
Off season field marking*	\$311	per field

* Conditions apply

Reserve land rentals

Reserve land rentals	2021/22 Proposed Fee
Clubs with alcohol licences	\$913
Clubs without alcohol licences	\$457
Craft, hobbies and other activities	\$367
Educational (standard)	\$222
Youth and service	\$222

Hall hire charges

Hall hire charges			2021/22 Proposed Fee
Hall Hire Conditions:			
<ul style="list-style-type: none"> Any booking that alcohol is present and the event is after 5pm a bond of \$767 is required Bookings for sports activities there will be a bond of \$375 Fees are payable at the time of booking No booking fees applied if cancelled more than 28 days before the hire date 30% booking fees chargeable if cancelled less than 28 days before the hire date \$2 coin user-pays system for heaters are available in the following venues: Otaki, Paraparaumu, Raumati South, Paekākāriki memorial halls, and the Waikanae Community Hall All hall bookings are at Council's discretion in all respects 			
Hall	Per Hour Charge Rate	Per Hour Charge Rate – for 4 hours or more bookings	
Paekākāriki Memorial Hall	\$15.90	\$12.70	
Paekākāriki tennis club hall	\$12.70	\$6.70	
Raumati South Memorial Hall - Main Hall	\$15.90	\$12.70	
Raumati South Memorial Hall - Supper room	\$12.70	\$12.30	
Raumati South Memorial Hall - Whole complex	\$25.50	-	
Paraparaumu Memorial Hall - Main Hall	\$15.90	-	
Paraparaumu Memorial Hall - Supper room	\$12.70	-	

Hall hire charges			2021/22 Proposed Fee
Hall	Per Hour Charge Rate	Per Hour Charge Rate – for 4 hours or more bookings	
Paraparaumu Memorial Hall - Whole complex	\$25.50	-	
Waikanae Memorial Hall - Main Hall	\$8.50	\$7.90	
Waikanae Memorial Hall - Small Hall / Mezzanine	\$7.90	\$6.70	
Waikanae Memorial Hall - Whole complex	\$25.50	-	
Waikanae Community Centre	\$48.20	-	
Waikanae Beach Community Hall	\$12.70	-	
Reikorangi Community Hall	\$12.70	-	
Ōtaki Memorial Hall - Main Hall	\$15.90	-	
Ōtaki Memorial Hall - Supper room	\$12.70	-	
Ōtaki Memorial Hall - Whole complex	\$25.50	-	
Mazengarb Sports complex	\$14.80	-	
Paraparaumu College gymnasium hall - Weekends	\$17.00	-	
Paraparaumu College gymnasium hall - Weekdays	\$33.90	-	

Library fees and charges

Library fees and charges: Lending		2021/22 Proposed Fee
Best seller books	\$2.50	each
DVDs - single*	\$2.00	
DVDs - multi disc set*	\$3.00	
Talking books	No charge	
Library fees and charges: Loans and reserves		2021/22 Proposed Fee
Interloans (each)	\$15.00	each
International interloans (each)	\$38.00	each
Library fees and charges: Membership		2021/22 Proposed Fee
Membership cards (replacement)	\$4.50	
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.	Free	
Horowhenua residents who do not meet the above criteria can join Kāpiti Coast District Libraries and use Ōtaki, Waikanae, Paraparaumu and Paekākāriki libraries. They do not receive access to the SMART Libraries	Free	
Anyone who is not in either of these categories can either join Kāpiti Coast District Libraries as a subscription member or pay prescribed fees	\$2.50	per item
	\$70	for six months
	\$140	Per annum

* No charge for the profoundly deaf borrowers for DVDs.

Library fees and charges: Other services	2021/22 Proposed Fee	
Faxes and scanning – local/national	\$1.00	First page
Faxes and scanning – local/national	\$0.50	Subsequent page
Faxes and scanning – international	\$1.60	First page
Faxes and scanning – international	\$0.50	Subsequent page
Historic photo service (personal use)	\$5.00	per high-resolution digital image emailed or copied to a CD to customer for personal use
Historic photo service (commercial use)	\$55	per high resolution digital image emailed or copied to a CD for commercial purposes
Laminating- A4	\$2.20	per page
Laminating- A3	\$4.20	per page
Photocopying and printing – black and white. A4	\$0.20	per side
Photocopying and printing – black and white. A3	\$0.30	per side
Photocopying and printing – colour per A4	\$1.00	per side
Photocopying and printing – colour per A3	\$2.00	per side
Library bags	\$3.50	each

Library fees and charges: Other services	2021/22 Proposed Fee	
Replacement of lost or damaged library items	Price varies depending on publication	plus administration fee per item
Administration Fee	\$5.20	per item
eBook publishing	Price varies depending on publication	
Purchase of library publications	Price varies depending on publication	
Digital and e-book workshops	\$30.00	minimum per session
	\$50.00	maximum per session
Children’s CDs and talking books	No charge	
Internet	No charge	
Overdue loan charges		
Books, magazines, adult CDs (per day)	\$0.60	per day
Children’s books (per day)	\$0.20	per day
Bestsellers and DVDs (per day)	\$1.30	per day

Library fees and charges (continued)

Hire of the Coastlands meeting room at the Paraparaumu Library	2021/22 Proposed Fee
Community Groups - Evening	\$53
Community Groups - Half day	\$48
Community Groups - Full day	\$80
Community Groups - Half day plus evening	\$85
Community Groups - Full day plus evening	\$117
Commercial Groups - Evening	\$101
Commercial Groups - Half day	\$85
Commercial Groups - Full day	\$148
Commercial Groups - Half day plus evening	\$170
Commercial Groups - Full day plus evening	\$223

Arts and Museums fees and charges

Kāpiti Arts Guide and Trail	2021/22 Proposed Fee
Arts Trail participation fee and entry in Arts Guide	\$185
Entry in Kāpiti Arts Guide only	\$125

Solid waste charges

Otaihanga Landfill (cleanfill only)		2021/22 Proposed Fee
Cleanfill - must meet the cleanfill acceptance criteria published on the Council's website. Note there's a minimum charge of \$14.50	\$14.50	per tonne
License annual fee	\$196	

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			2021/22 Proposed Fee
Staff time (in excess of two hours)	\$38	per half hour or part thereof	
Black and white copying - A4 size (the first 20 copies free)	\$0.20	per sheet	
Black and white copying - A3 size	\$0.40	per sheet	
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 charged 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 for 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:

- Time spent by staff searching for relevant material, abstracting and collating, copying, transcribing, redacting and supervising access (where the information at issue is made available for inspection) and where the total time involved is in excess of two hours;
- 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;
- 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 may 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.
- 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		2021/22 Proposed Fee
Corridor access request (CAR) fee ¹⁰ project works	\$295	
Corridor access request (CAR) fee ¹⁰ major works	\$149	
Corridor access request (CAR) fee ¹⁰ minor works	\$75	
Road engineering	\$163	per hour
Clerk of works	\$108	per hour
Paper road closure		2021/22 Proposed Fee
Road stopping application fee	\$803	
Hourly rate for additional work	\$163	per hour

Overweight Load Permit Fee		2021/22 Proposed Fee
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** Minimum Charge based on 30 minutes. 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.		\$163
Removal of overhanging trees/vegetation – on road reserve (Section 355 Local Government Act 1974)		per hour (minimum charge \$81.35)
Removal of trees, vegetation or obstructions to prevent injury, obstruction to traffic, pedestrians and general infrastructure.		Cost incurred for removal obstruction

** For SH1 permits, apply to New Zealand Transport Agency direct.

Wastewater charges

Wastewater treatment	2021/22 Proposed Fee	
Connection to network	Quoted as per site	
Septage disposal and treatment	\$27	per cubic meter

Water charges

Water charges	2021/22 Proposed Fee	
Connection to network	Quoted as per site	
Water metering configuration modifications	Quoted as per site	
Special reading – water meters	\$38	
Water dedicated filling point access card	\$70	
Water charge for potable water from water supply system	1.25 times the water rate per m ³	
Water meter accuracy testing	\$406	For water meters up to DN25mm. Quoted per site for water meters greater than DN25mm

Districtwide water supply fixed rate (per separately used or inhabited part of a rating unit): Refer to the Funding Impact statement – rating policies.

Districtwide volumetric water supply rate (per cubic metre of water consumed): Refer to the Funding Impact statement – rating policies.

Laboratory charges

Testing of water - laboratory charges	2021/22 Proposed Fee
Alkalinity	16.07
Ammonia-N g/m ³	24.31
BOD g/m ³	\$28.98

Testing of water - laboratory charges	2021/22 Proposed Fee
Bore depth	\$6.93
cBOD g/m ³	\$34.97
Chloride g/m ³	\$22.58
COD g/m ³	\$31.02
Conductivity mS/cm	\$12.92
DO g/m ³	\$10.71
DRP-P g/m ³	\$22.58
E.coli no/100ml (m Tec River monitoring only)	\$23.63
F/Coli + E.coli (NaMug –mbr-filt)	\$37.59
Enterococci no/100ml (mbr Filt)	\$25.83
F/Coli no/100ml (mbr Filt)	\$23.63
Fluoride g/m ³	\$28.98
Iron g/m ³	\$24.31
Nitrite testing	\$24.31
Nitra+Nitri-N g/m ³ (Nitrate)	\$24.31
pH	\$12.92
Presence/absence coliform	\$23.63
Salinity	\$12.92
Staff collection (2 people) per hour	\$117.08
Suspended solids g/m ³	\$22.58
TEMP °C	\$10.71
Total coliforms no/100ml (mbr filt)	\$23.63
Total Coliforms and E.coli (Colilert)	\$37.59
Total Nitrogen	\$34.82
Total P g/m ³	\$30.36

Testing of water - laboratory charges	2021/22 Proposed Fee
Total solids %	\$16.07
Travel (per KM)	\$0.76
Total solids g/m ³	\$22.05
Turbidity NTU	\$12.92
UV transmission	\$12.92

Other charges

2021/22 Proposed Fee		
Easement – new/changes/cancellations (Landowner approval/Non Regulatory)	\$326	Application Fee (includes first 2 hours, \$163 per hour thereafter)
Additional External costs associated with Easement process	At Cost	

Fees and charges can be found on the Council website: kapiticoast.govt.nz