

# Schedule of Fees and Charges

2026–27

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## 1. Building consents

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 fee is estimated on the number of inspections required for the type of work. A refund will be issued for any amount exceeding the actual number of inspections. 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 as shown for minor works.

The fees exclude BRANZ, MBIE, and accreditation levies, 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.

<b>Minor work</b> (Includes one or two inspections as indicated. Additional inspections will be charged at \$185 per hour.)	<b>2026/27 Fee</b>
Solid fuel heater (includes one inspection)	\$318
Solid fuel heater with wetback (includes two inspections)	\$459
Solar water heating (includes one inspection)	\$307
Minor building work <\$5,000 (includes one inspection) e.g. sheds	\$377
Minor building work <\$10,000: retaining walls/carports decks/swimming/spa pools/conservatories/ pergolas/plumbing and drainage (includes two inspections)	\$942

<b>Processing of residential building consents</b>	<b>2026/27 Fee</b>
Residential new building/alterations: \$10,001-\$20,000	\$912
Residential new building/alterations: \$20,001-\$50,000	\$1,288
Residential new building/alterations: \$50,001-\$100,000	\$1,658
Residential new building/alterations: \$100,001-\$250,000	\$2,036
Residential new building/alterations: \$250,001-\$500,000	\$2,412
Residential new building/alterations: \$500,001 upwards	\$2,412
plus for each \$100,000 (or part thereof) above \$500,000	\$241

Processing of commercial/industrial consents	2026/27 Fee
Commercial/offices/retail buildings: <\$20,000	\$1,479
Commercial/offices/retail buildings: \$20,001-\$50,000	\$2,412
Commercial/offices/retail buildings: \$50,001-\$100,000	\$3,354
Commercial/offices/retail buildings: \$100,001-\$250,000	\$3,919
Commercial/offices/retail buildings: \$250,001-\$500,000	\$4,480
Commercial/offices/retail buildings: \$500,001-\$1,000,000	\$5,234
Commercial/offices/retail buildings: >\$1,000,001	\$5,234
plus per additional \$100,000 value	\$241

Inspection fees <sup>1</sup>	2026/27 Fee
Standard inspection fee	\$190
Final inspection fee (includes officer time completing the records for CCC)	\$190
plus additional hours charged per hour	\$190

## 2. Project information memorandum (PIM)

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

Residential new dwellings	2026/27 Fee
PIM – simple residential (fee simple title) – Deposit (covers first 3 hours of processing time)	\$570
Per hour thereafter	\$190
PIM – multi-residential and commercial (cross lease and unit titled) Deposit (covers first 5 hours of processing time)	\$950
Per hour thereafter	\$190
PIM – 70m <sup>2</sup> standalone dwelling (granny flat)	\$570
Planning review (covers 1 <sup>st</sup> hour) and per hour there after	\$230
Building review (covers 1 <sup>st</sup> hour)	\$190

<sup>1</sup> 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

### 3. Multi-proof consents

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 \$57

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

Multi-proof consents	2026/27 Fee
Multi-proof consent (includes 3 hours processing)	\$904
plus additional hours charged per hour	\$190

### 4. Building consents – levies and other charges

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

Levies	2026/27 Fee
BRANZ levy per \$1,000 or part (of project value over \$20,000)	\$1.15
MBIE levy per \$1,000 or part (of project value over \$65,000)	\$1.75
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	2026/27 Fee
Plan vetting per hour (half hour charge included in building consent fees)	\$190
Registration of Section 72 certificate (includes registration at Land Information New Zealand).	\$190
plus disbursements per registration	\$394
Administration staff per hour	\$126
Process refund application (applicable if building consent application cancelled by applicant or when consent is lapsed)	\$190
Administration time in coordinating and attending pre-request meetings per hour (first 2 hours no fee)	\$126
Building officer/engineer time in preparing for and attending pre-request meetings per hour (first 2 hours no fee)	\$190
Registration of Section 77(1) certificate (includes registration at Land Information New Zealand).	\$350

Other charges	2026/27 Fee
plus disbursements per registration	\$394
Digital storage charge (included in consent fees) per application	\$57
Amendment to building consent application	\$290
lodgement fee (includes half-hour assessment) per hour over and above first half-hour	\$190
Application for discretionary exemption (Schedule 1, Part 1, Section 2, Building Act 2004)	\$290
lodgement fee (includes half-hour assessment) per hour over and above first half-hour	\$190
Warrant of fitness audit inspections per hour	\$190
Inspection fees associated with a notice to fix per hour	\$190
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)	\$176
Application for code compliance certificate	\$190
Extra Officer time per hour (Application for code compliance certificate)	\$190
Certificate of public use	\$396
Application for certificate of acceptance	\$791
includes first 2 hours. Charge per hour thereafter, plus building consent fees applicable to project	\$380
The building consent fee does not include the cost of any structural engineer assessment which may be required.	
Land information memorandum (LIM) with building plans	\$472
payable on application up to 5 hours. Any additional time required to complete the application after 5 hours, a fee per hour will apply	\$190
Record of title (payable on application)	\$43
Reassessment fee per hour (amended plans/further information received)	\$190
Alternative design/details applications per hour	\$190
Environmental health/plan vetting per hour	\$190
Objective GoCouncil and GoGet are not set by the Council, collecting on behalf.	
GoCouncil building consent online application fee (SIMPLI) (per application)	\$53.00
GoGet building consent processing fee (per application)	
Application for Project information Memorandum (PIM) and/or building consent – project value less than \$125,000 - OR	\$82
Application for Project information Memorandum (PIM) and/or building consent – project value greater than \$125,000	\$359
Project information Memorandum (PIM) only	\$82

Other charges	2026/27 Fee
Application for certificate of acceptance – project value less than \$125,000 - OR	\$82
Application for certificate of acceptance – project value greater than \$125,000	\$359
Application for amendment to a building consent – project value less than \$125,000 - OR	\$82
Application for amendment to a building consent – project value greater than \$125,000	\$359
Application for code of compliance certificate, part of the building consent workflow	No Charge
Application for certificate for public use	\$82
Extension of time, part of the building consent workflow	No charge
Application for an exemption to a building consent	\$82

\*The multiplier fee is for all applications with a value of work equal to or greater than \$125,000 and is capped at a value of work of \$2,500,000.00, resulting in a maximum fee of \$1,875 per application.

Other charges (continued)	2026/27 Fee
<p>For every new build or addition/alteration that requires the construction of a new vehicle crossing to provide access from a residential or commercial building to the legal road or requires the upgrade of an existing crossing, a Vehicle Crossing Permit is required and a Permit Fee will be taken.</p> <p>A vehicle crossing permit fee includes onsite inspection(s).</p>	
Vehicle Crossing Permit	\$570
Infrastructure inspection fee (based on two hours)	\$380
Hourly infrastructure inspection fee (per hour)	\$190
Provision of building files, copy of building consents, copy of compliance schedules or aerial maps via email, or on USB. Disbursements additional (plus disbursements)	\$126
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
Printing charges - colour A4 per page	\$2.90
Printing charges - colour A3 per page	\$4.40
Building certificate for supply and sale of alcohol	\$190
Customer complaint compliance investigation	\$190
Non-cancellation building consent inspection charge (less than 24 hours' notice)	\$190
Digital platform fee that applies to Building and Planning	\$100
Other charges (continued)	2026/27 Fee
Building warrant of fitness renewal (one-two systems)	\$95
Includes first half hour and extra per hour thereafter	\$190
Building warrant of fitness renewal (three plus systems)	\$142
includes first 45 minutes and extra per hour thereafter	\$190
Non-cancellation building warrant of fitness inspection charge (less than 24 hours' notice) fixed charge	\$190
Removal of Section 72 certificate (plus disbursements)	\$190
Removal of Section 77(1) certificate (plus disbursements)	\$190
Time extension fee (for consents about to lapse or 24 months after issue)	\$120
List of building consents issued each week (emailed) per year	\$106
List of building consents issued each month (emailed) per year	\$53

Other charges (continued)	2026/27 Fee
List of building consents issued each month (posted) per year	\$82
Receiving third party reports or other information to place on a property file at the owner's request plus digital storage charge	\$126
Application for exemption from the requirement to carry out seismic work on the building or part	\$290
lodgement fee (includes half-hour assessment) plus extra charge per hour over and above first half-hour	\$190
Application for extension of time to complete seismic work for heritage building	\$290
lodgement fee (includes half-hour assessment) plus extra charge per hour over and above first half-hour	\$190
Application for extension of time to provide seismic assessment	\$290
lodgement fee (includes half-hour assessment) plus extra charge per hour over and above first half-hour	\$190

District plan check fee all applications (except minor)	2026/27 Fee
Building consents with a project value <\$20,000 per application	\$94
Building consents with a project value >\$20,001 per application	\$379
Section 37 building consent application compliance with the RMA and District Plan (1st hour of processing time) plus extra charge per hour over and above first hour	\$230

## 5. Residential Pool Fencing

### Building (Pools) Amendment Act 2016

Residential Pool Fencing	2026/27 Fee
Compliance inspection fee (per hour)	\$190
Administration fee (per hour)	\$126
Non-cancellation inspection charge - (less than 24 hours' notice) fixed fee	\$190

## 6. Resource management

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”). Progress invoices will be issued regularly for time incurred.

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	2026/27 Fee
Publicly notified applications	\$6,900
deposit (covers first 30 hours of processing time; balance to be charged on time and material basis including advertising)	
Limited notified applications	\$5,980
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)	2026/27 Fee
Permitted activities (including temporary events)	nil
Trim protected tree (urban area)	nil
Home occupation (controlled activities) fixed fee	\$285

<b>Non-notified land use applications (including temporary events)</b>	<b>2026/27 Fee</b>
Non-notified land use activities – general. A fixed fee to cover 1 hour of compliance monitoring check plus a deposit that covers 11 hours of processing time	\$2,090
per hour thereafter	\$230
Fast track resource consent (controlled activities). Deposit (covers first 7.5 hours of processing time)	\$1,725
per hour thereafter	\$230
Deposit for 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. Deposit (covers first hour of processing time)	\$230
per hour thereafter	\$230

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

<b>Designations</b>	<b>2026/27 Fee</b>
Notice of requirement to designate land – non-notified. Deposit (covers first 10 hours of processing time)	\$2,300
per hour thereafter	\$230
Notice of requirement to designate land - notified	\$5,980
Deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)	
Alteration to designation (non-notified). Deposit (covers first 8 hours of processing time)	\$1,840
per hour thereafter	\$230
Outline plan approval. Deposit (covers first 7 hours of processing time)	\$1,610
per hour thereafter	\$230
Outline plan waiver. Deposit (covers first 4 hours of processing time)	\$920
per hour thereafter	\$230

<b>Non - Notified subdivision Applications</b>	<b>2026/27 Fee</b>
Subdivisions – 2-lot. Deposit (covers first 18 hours of processing time) per hour thereafter	\$4,140
	\$230
Subdivisions (between 3 to 19 lots). Deposit (covers first 20 hours of processing time) per hour thereafter	\$4,600
	\$230
Subdivisions (20 or more lots). Deposit (covers first 30 hours of processing time) per hour thereafter	\$6,900
	\$230
Boundary adjustment (as defined by district plan) and subdivisions where no additional lots are created. Deposit (covers first 8 hours of processing time) per hour thereafter	\$1,840
	\$230
Update existing cross-lease. Deposit (covers first 2 hours of processing time) per hour thereafter	\$460
	\$230
Update cross-lease to fee simple title. Deposit (covers first 4 hours of processing time) per hour thereafter	\$920
	\$230
<b>Subdivision Certificates</b>	<b>2026/27 Fee</b>
Section 223 certificate. Deposit (covers first 2 hours of processing time) per hour thereafter	\$460
	\$230
Section 224(c) certificate including other certificates. Deposit (covers first 8 hours of processing time) per hour thereafter	\$1,840
	\$230
Section 224(f). Deposit (covers first 2 hours of processing time) per hour thereafter	\$460
	\$230
Section 25(5), s32(2)(a) of Unit Titles Act 2010 (staged unit developments). Deposit (covers first 2 hours of processing time) per hour thereafter	\$460
	\$230
Section 221 consent notice (when issued as a separate notice) fixed charge	\$460
Section 226 certificate (certify subdivision complies with district plan provisions). Deposit (covers first 5 hours of processing time) per hour thereafter	\$1,150
	\$230
Reserves valuation calculation	at cost

Miscellaneous applications/certificates	2026/27 Fee
Administration time in coordinating and attending pre- application and business start-up meetings per hour*	\$126
Monitoring and compliance staff (all levels) time in coordinating and attending pre- application and business start-up meetings per hour*	\$230
Planner/engineer/technical specialist time in preparing for and attending pre-application and business start-up meetings per hour per officer*	\$230
Planning manager, asset manager time in coordinating and attending pre-application and business start-up meetings per hour*	\$230
Boundary activity. Deposit (covers first 2 hours of processing time) per hour thereafter	\$460
	\$230
Marginal and temporary exemptions. Deposit (covers first 2 hours of processing time) per hour thereafter	\$460
	\$230
Marginal and temporary exemptions in relation to temporary events (as defined by the District Plan)	Nil
Certificate of compliance (certifies land use complies with district plan provisions). Deposit (covers first 6 hours of processing time) per hour thereafter	\$1,380
	\$230
Existing use rights certificate. Deposit (covers first 6 hours of processing time), per hour thereafter	\$1,380
	\$230
Transfer/surrender of consent in whole or in part fixed charge	\$460
Section 125 extensions of time. Deposit (covers first 5 hours of processing time) per hour thereafter	\$1,150
	\$230
Change or cancellation of conditions/consent notice. Deposit (covers first 5 hours of processing time) per hour thereafter	\$1,150
	\$230

\*This fee applies to any pre-application meeting with staff to discuss application requirements prior to lodgement of a consent application.

Non-notified subdivision applications	2026/27 Fee
Revocation of easements. Deposit (covers first 2 hours of processing time) per hour thereafter	\$460
	\$230

Right of way (ROW) approval. Deposit (covers first 6 hours of processing time)	\$1,380
per hour thereafter	\$230
Section 348 (Local Government Act 2002) certificate (ROW certification). Deposit (covers first 5 hours of processing time)	\$1,150
per hour thereafter	\$230
Re-Issue certificate (all types) fixed charge	\$460
Transfer instruments and other miscellaneous legal documents. Deposit (covers first 2 hours of processing time)	\$460
per hour thereafter	\$190

District Plan Change	2026/27 Fee
Administration time in coordinating and attending pre-request meetings charge per hour*	\$126
Planner/engineer/technical specialist time in preparing for and attending pre-request meetings charge per hour*	\$230
Planning manager, asset manager in preparing for and attending pre-request meetings charge per hour*	\$230
Request to change the District Plan. Deposit (covers first 40 hours of processing time following receipt of a written request to change the plan, balance to be charged on time and material basis including advertising*)	\$9,200

\*This fee applies to any pre-application meeting with staff to discuss application requirements prior to lodgement of a consent application.

Other	2026/27 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. Deposit (covers first 5 hours of processing time)	\$1,150
per hour thereafter	\$230
Planning certificate – alcohol licensing fixed charge	\$230
Cost recovery charge for inspection of confirmed breach of district plan provisions per hour	\$230
Cancellation of building line restriction fixed charge	\$920
Customer complaint compliance investigation per hour	\$230

Hourly charge out rates and disbursements	2026/27 Fee
Staff: planner/engineer/technical specialist (all levels) per hour	\$230
Staff: Monitoring and compliance staff (all levels) per hour	\$230
Staff: planning manager, asset manager per hour	\$230
Administration staff per hour	\$126
Elected member commissioner costs per hour for any hearing per hour (or part thereof)	\$252
Sitting collectively without an independent commissioner (chairperson, hearing commissioners) per hour per elected member as chair	\$126
Sitting with an independent commissioner	\$102
per hour per elected member on a committee up to a collective total charge per hour (or part thereof)	\$252
Independent commissioners	at cost
Postage and stationery	at cost
Consultant's fees (will be charged at cost + 10% to account for officer time managing the review)	at cost + 10%
Provision of resource consent files via email (fixed fee)	\$21.70
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	\$2.90
Copying and printing. colour: A3 per page	\$4.40

## 7. Engineering

Note: These fees apply in addition to the resource consent deposit fees on the preceding pages. Consents will be subject to monitoring which will be charged on an actual time basis at \$190 per hour.

Engineering Fees: Non-notified land use consents	2026/27 Fee
Commercial/industrial development or infrastructure development - application deposit fee	\$1,140
per application (includes the first 6 hours, per hour thereafter)	\$190
Commercial/industrial development or infrastructure development - compliance monitoring administration fee	\$380
(includes the first 2 hours, per hour thereafter)	\$190
Commercial/industrial development or infrastructure development - engineering drawing approval	\$1,710
(includes three submissions of engineering drawings, beyond this will be charged per hour thereafter)	\$190
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 \$10,500)	

Engineering Fees: Monitoring	2026/27 Fee
All engineering monitoring including additional land use monitoring is to be charged at an hourly basis for staff time per hour	\$190
Subdivision engineering drawing approval and engineering construction supervision fixed fee	\$760
plus per lot deposit per hour thereafter	\$190
per lot deposit	\$380

Engineering Fees: Other	2026/27 Fee
Objection to decision per hour	\$190
Variation to consent conditions per hour	\$190
Plan change applications per hour	\$190
Easement – new/cancellation	\$380
application deposit per application (includes first 2 hours, per hour thereafter extra)	\$190
Specialist consultants	at cost

## 8. Animal management

Registration entire dog (not neutered/spayed)	2026/27 Fee	
	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 July 2026
Class of dog (fee code)		
Disability assist dog (A)	nil	nil
Working dog (B)	\$85	\$125
Working dogs (second and subsequent (B))	\$50	\$75
Standard dog (C)	\$245	\$365
Approved owner (D)	\$195	\$290
Registration fee for dog owner over 65	\$195	\$290
Dogs classified as dangerous dogs (H)	\$350	\$525
Owner current member of NZ Kennel Club (Dogs New Zealand) (G) – provide proof of membership annually	\$210	\$315

Registration neutered/spayed dog	2026/27 Fee	
	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 July 2026
Class of dog (fee code)		
Disability assist dog (A)	nil	nil
Working dog (B)	\$85	\$125
Working dogs - second and subsequent (B)	\$50	\$75
Standard dog (E)	\$145	\$215
Approved owner (F)	\$90	\$135
Registration fee for dog owner over 65	\$90	\$135
Dogs classified as dangerous dogs (I)	\$200	\$300
Owner current member of New Zealand Kennel Club (Dogs New Zealand) (G) – provide proof of membership annually	\$92	\$138

## 9. Animal management impoundment

Impounding has occurred when a dog is confined to an Animal Management Officer's vehicle or impounded.

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

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

Item	2026/27 Fee		
	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)	\$63	\$204	\$366
Impounded - unregistered	\$122		
Sustenance - dog (per day)	\$15.00	\$15.00	\$15.00
Microchipping – dog	\$48		
Seizure and take custody fee	\$87	\$87	\$87
Prearranged after-hours release (two officers) – all (per hour charge per officer)	\$190	\$190	\$190
Impounding – sheep and goats (per head charge plus any costs incurred in transporting stock)	\$43	\$75	\$155
Impounding – cattle and horses (per head charge plus any costs incurred in transporting stock)	\$75	\$155	\$307
Animal management officer hourly charge-	\$190		

	2026/27 Fee		
Item	First impound or seizure	Second impound in any two-year period	Third and subsequent impound in any two-year period
out rate – this includes driving and securing stock costs			
Sustenance – sheep and goats (per day, per unit)	\$7.40	\$7.40	\$7.40
Sustenance – cattle and horses (per day, per unit)	\$15.00	\$15.00	\$15.00

Adopting animals from Shelter	2026/27 Fee
Dogs	\$326
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.

## 10. Other animal management charges

Permits charges	2026/27 Fee		
Item	Working Dog	Standard Dog	Entire Dog (not neutered/spayed)
Permit for three or more dogs (special license)	n/a	\$75	\$75
Approved owner application	n/a	\$60	\$60
Approved Owner Over 65 Application	n/a	\$0	\$0
Approved owner re-inspection fee**	n/a	\$33	\$33

Other animal management charges	2026/27 Fee
Replacement tags	\$14.50
Relinquishment fee****	\$230

\*\* 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.

## 11. Environmental Health - Food Act 2014

Registration and verification fees provide for a set time provision. Any additional time may be subject to the hourly rate of \$190.

FC	2026/27 Fee
New Food Control Plans (FCP) or National Programme (NP)	\$398
Renewal of FCP and NP	\$199
New registration multisite business (FCP or NP)	\$398
plus a charge for each additional site	\$199
Renewal of registration multisite business	\$199
plus a charge for each additional site	\$100
New FCP or NP (market operator less than 52 time per year)	\$199
Amendment to registration per hour	\$190
Significant Amendment to registration	\$398
Domestic Food Business Levy*	\$99.19
Domestic Food Business Levy Collection fee	\$12.65

\*Set by MPI, Council collects fee and passes onto MPI.

Environmental Health - Food Act 2014: Verification fees	2026/27 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 \$190 per hour.	
Food Control Plan (FCP). Deposit (covers first 4 hours including administration and processing time)	\$760
National Programme 1 (NP1) per hour	\$190
National Programme 2 (NP2) per hour	\$190
National Programme 3 (NP3) per hour	\$190
Verification multisite business	\$190
see FCP or NP charges for first site plus charge per hour for any other site requiring verification	\$190
Unscheduled verification per hour	\$190
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**

Council is currently seeking recognition under the Food Act to be able to offer verification services to businesses operating under a National Programme.

Other associated fees under Food Act 2014	2026/27 Fee
Corrective Action Request (CAR) follow up, charge per hour	\$190
Investigation resulting in improvement notice or direction per hour	\$190
Follow-up in relation to compliance with an improvement notice or direction per hour	\$190
Processing an application for review of improvement notice per hour	\$190
Monitoring of food safety and suitability per hour	\$190
Investigation and enforcement activity related to registration or complaint per hour	\$190
Technical expert review (advice or verification) associated with an investigation	at cost
Cancelling or rescheduling a verification (less than 48 hours' notice)	\$90
Failure to attend or facilitate a scheduled verification	\$190
Mentoring and additional expert support and advice for implementation of FCP or NP per hour	\$190
Replacement FCP or NP guidance	\$45
Replacement licence	\$45
Events – food stall approvals per hour	\$190
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	\$2.90
Copying and printing - colour: A3 per page	\$4.40

## 12. Environmental Health – Health Act Registration

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

Health Act registration fees	2026/27 Fee
Funeral directors	\$401
Camping grounds	\$401

## 13. Alcohol licensing

The application fee applies to applications for new licences, renewals of licences and variations to licences. Application fees are payable on date of application. Annual renewal fees are payable on the anniversary of the date the licence was issued.

In the case of a new licence, the annual fee must be paid prior to the issue of the licence.

In the case of an existing licence, the annual fee is payable on the anniversary of the original licence issued date.

The Sale and Supply of Alcohol (Fees) Regulations 2013 (the Regulations) are regulations to the Sale and Supply of Alcohol Act 2012. The Regulations include a fee regime for licensed premises and other types of licensing applications based on a risk-based fee structure for licensed premises which applies to both application fees and annual fees.

### **Kāpiti Coast District Alcohol Licensing Fees Bylaw 2024.**

Pursuant to the Sale and Supply of Alcohol Act 2012 and the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, Council has adopted the Kāpiti Coast District Council Alcohol Licensing Fees Bylaw 2024 (the bylaw).

The Bylaw replaces the fees payable under clause 7 and 10 of the Regulations. However, the fees are still determined using the framework set by clauses 4, 5, 6 and 9 of the Regulations. All other fees remain as provided for in the Regulations.

### **On-, off-, and club licences**

Under the bylaw, the following fees are set for on-licences, off-licences and club licences, for the 2026-2027 year.

Alcohol licensing fees – Kāpiti Coast District Council Alcohol Licensing Fees Bylaw 2024	2026/27 Fee	
	Application fee	Annual fee
Very low	\$485.00	\$223.00
Low	\$804.50	\$541.00
Medium	\$1,551.50	\$1,112.00
High	\$1,899.50	\$1,821.50
Very high	\$2,241.00	\$2,530.00

### **Risk/Fees categories:**

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 clauses 4 to 8 of the Regulations. Dependent on changes to the operation of the premises or enforcement actions undertaken against a licensee, the fees category can change.

Pursuant to clause 6(4) of the Regulations, 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 under clause 5 of the Regulation for a particular premises.

## Special licences

Pursuant to the bylaw, the following fees are set for special licences, for the 2026-2027 year.

<b>Special licences – Kāpiti Coast District Council Alcohol Licensing Fees Bylaw 2024</b>	<b>2026/27 Fee</b>
Class 1 – one large event or more than three medium events or more than 12 small events	\$1,092.50
Class 2 – one to three medium events or three to 12 small events	\$393.00
Class 3 – one or two small events	\$120.00

Definitions of an event:

Events are defined by the Territorial Authority where it believes on reasonable grounds the event will have the patronage of a:

- large event – more than 400 people;
- medium event – between 100 and 400 people;
- small event – fewer than 100 people.

Pursuant to clause 10(2) of the Regulations, 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.

## Manager's Certificates and Temporary authorities

Pursuant to clause 11 (Manager's Certificates) and clause 12 (Temporary Authorities) of the regulations, fees for Manager's certificates and Temporary Authorities for the 2026/2027 year are set out in the Table below.

<b>Fees payable for other applications – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013</b>	<b>2026/27 Fee</b>
Manager's certificate application or renewal	\$316.25
Temporary authority	\$296.70
Temporary licence	\$296.70
Extract of register (ARLA or DLC)	\$57.50

## 14. Trade waste

Trade Waste Administrative Charges *	2026/27 Fee
A1: compliance monitoring per hour plus consumables (see laboratory charges)	\$190
A2: trade waste application fee (permitted)	\$285
includes the first 1.5 hours, charge per hour thereafter	\$190
A2: trade waste application fee (controlled/conditional)	\$475
includes the first 2.5 hours, charge per hour thereafter	\$190
A3: inspection for non-compliance	\$285
A5: temporary discharge application and discharge fee	\$190
includes the first hour, charge per hour thereafter (based on risk)	\$190
A6: annual trade waste management fee (permitted)	\$285
A6: annual trade waste management fee (controlled/conditional)	\$475

\*Volumetric charges in Wastewater Section of the schedule

## 15. General compliance – Environmental Standards

General Compliance Fees	2026/27 Fee	
General activities including processing licence and permit applications, and renewal of any licence or permit including trading in public places.	\$190	
per hour deposit (charge per hour thereafter)	\$190	
Removal of litter/overhanging trees/shrubs or obstructions encroaching, or on road reserve or Council land	cost incurred for removal plus 20%	
Noise control – seizure fee (noise making equipment)	\$290	
plus charge for each additional callout plus any additional towage fee related to seizure of a vehicle	\$74	
Noise control – additional callout	cost of service plus 20%	
Noise control – alarm deactivation fee	cost of service plus 20%	
Amusement devices*	one	\$11.50
	two	\$13.80
	three	\$16.10
	four	\$18.40
Environmental compliance officer hourly rate	\$190	
Administration officer hourly rate	\$126	
Return of non-compliant signs	\$63	

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

Abandoned vehicles	2026/27 Fee
Towage and recovery cost per hour	\$190
Daily storage fee	\$6.30

## 16. Council-owned cemeteries

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

Districtwide cemetery charges	2026/27 Fee	
	Deceased was living in the district	Deceased was living out of the district
Purchase of right for burial		
Services burial plot	no charge	no charge
Services cremation plot	no charge	no charge
Monumental and lawn area plots	\$2,105	\$4,447
Cremation garden and beam plots	\$1,171	\$3,390
Infant plots (under 1 year)	\$938	\$938
Natural burial plot	\$2,556	\$4,837

Interment fees	Deceased was living in the district	Deceased was living out of the district
Burial fee	\$1,348	\$1,348
Burial fee child (under 15 years)	\$674	\$674
Burial fee (Saturday)	\$2,339	\$2,339
Burial fee child (under 15 years) (Saturday)	\$1,169	\$1,169
Burial fee infants (under 1 year)	no charge	no charge
Ashes interment	\$180	\$180
Ashes interment child (under 15 years)	\$89	\$89
Natural burial fee	\$1,348	\$1,348
Natural burial fee child (under 15 years)	\$674	\$674
Oversized casket fee (additional to burial fee)	\$337	\$337
Administration Fee (for change to confirmed interment booking date)	\$95	\$95
Early/late arrival fee (more than 30 minutes)	\$190	\$190

Districtwide cemetery charges (continued)	2026/27 Fee	
	Deceased was living in the district	Deceased was living out of the district
Extra charges		
Monumental permit	\$187	\$187
Hire of lowering device	\$129	\$129
Hire of grass mats	129	\$129
Burial disinterment fee	\$2,325	\$2,325
Cremation disinterment fee	\$197	\$197
Weekend and After-Hours charge after 4pm (per hour) per staff member	\$120	\$120

## 17. Housing for Older Persons – weekly rental

Housing for Older Persons – weekly rental charges	2026/27 Fee
Accommodation category	New weekly rent effective 1 July 2026
Individuals	\$213
Couples	\$317

### Notes

**Existing tenants** will be notified of any rent increase, as per above schedule, by way of a 60 day-notice. Increased rent is effective from the date advised in the notification. Note that as per the Residential Tenancies Act 1986 (RTA) legislation, these tenants will not have an increase within 12 months of the commencement of their tenancy.

**New tenants** joining the programme from 1 July 2026 – rent is charged as per the above schedule and is effective immediately.

## 18. Swimming Pools

Admission charges charges	2026/27 Fee
Adult per swim <sup>2</sup>	\$6.30
Child per swim <sup>3</sup>	\$3.70
Under 5 years old swim	\$2.20
Adult swimming with child under five years of age	\$2.20
Community services cardholder per swim	\$3.70
Senior citizen (65 years of age and over)	\$3.70
Student <sup>4</sup>	\$3.70
Aquafit adult per class	\$8.00
Spectator – amenities fee – Waikanae Pool <sup>5</sup>	\$2.00
Aquafit senior per class	\$7.00
Hydroslide (Waikanae and Coastlands Aquatic Centre – unlimited use per visit) <sup>6</sup>	\$3.20
Family pass (family of four, minimum of one adult or maximum of two adults)	\$17.00
– cost for each extra family member	\$3.50
Family pass plus hydroslide (family of four, minimum of one adult or maximum of two adults)	\$28.50
– cost for each extra family member	\$3.50
– cost for extra slide pass	\$3.20
Group discount adult (10 or more)	\$6.00
Group discount child (10 or more)	\$3.50
Spa and/or sauna in addition to pool entry <sup>7</sup>	\$2.70
Shower only	\$2.70

<sup>2</sup> Adult 16 years plus

<sup>3</sup> Child 5-15 years

<sup>4</sup> On supply of a student ID

<sup>5</sup> Excludes learning to swim lessons and adults accompanying an under 8 (Waikanae Pool only)

<sup>6</sup> Adults accompanying an under 8 slide user does not pay the hydroslide fee

<sup>7</sup> Spa and/or sauna only (i.e. no swim) at the applicable pool entry rate

<b>Concession Cards</b> Note expiry three years from date of issue	<b>2026/27 Fee</b>
Adult 10 swim	\$60
Child 10 swim	\$35.10
Community Services Cardholder 10 swim concessions	\$35.10
65 years of age and over 10 swim concession	\$35.10
Aquafit adult 10 swims	\$ 76.00
Aquafit senior 10 swims	\$ 66.50
Aquafit adult 20 swims	\$148.00
Aquafit senior 20 swims	\$129.50
Adult 20 swims	\$ 116.50
Child 20 swims	\$ 68.40
Adult 30 swims	\$170.10
Child 30 swims	\$99.90
Adult 50 swims	\$ 275.60
Child 50 swims	\$161.90

<b>Other pool charges</b>	<b>2026/27 Fee</b>
Swimming pool complex hire – Coastlands Aquatic Centre (peak) (per hour)	\$495
Swimming pool complex hire – Coastlands Aquatic Centre (off-peak) (per hour)	\$255
Swimming pool complex hire – Ōtaki (per hour)	\$135
Swimming pool complex hire – Waikanae (per hour)	\$495
Lane hire per hour	\$9.95
School lane hire per hour (Lessons only – not using Kāpiti Coast aquatics instructors)	\$9.95
School Groups Learn to Swim – per instructor, per hour, plus standard lane hire	\$65 .00
Travel time charge per hour (0.5 minimum) if applicable	\$65 .00
Commercial lane hire per hour, per lane. Plus per head entry at applicable rate. ** Peak	\$16.80
Commercial lane hire per hour, per lane. Plus per head entry at applicable rate. Offpeak**	\$14.80

\*Weekday Peak - 5.30am-7.30am and 3pm-7pm

\*Weekend Peak - 8am-4pm

\*\*Commercial lane hire - at discretion of Kapiti Coast Aquatics pool management, by term to term arrangement

\*\*no compensation for loss of income due to pool closures.

Meeting Room Hire (Coastlands Aquatic Centre only)	2026/27 Fee
Community groups per hour	\$15.20
Community groups half day use (4 hours)	\$55.50
Community groups full day use	\$92.75
Commercial use per hour	\$24.60
Commercial use half day use (4 hours)	\$98.80
Commercial use full day use	\$172.30

Aquatic Programmes, Events and Activities	2026/27 Fee
<p>Targeted aquatic events/activity programmes</p> <p>Throughout the year the Council may organise targeted aquatic events/activity programmes. Each programme may involve an actual and reasonable participation fee that will be determined in accordance with the nature of the event or activity.</p> <p>The participation fee will be authorised by the relevant group manager acting under general delegated authority.</p>	
Learn to swim: 30 min lesson, with bonus Swim & Slide <sup>8</sup> (\$34.90 paid fortnightly via direct debit)	17.45
Learn to Swim: private lessons - 30 minutes (1:1 ratio of student to instructor)	\$42.50
Learn to swim SQUAD: 45 min lesson with bonus Swim & Slide, (\$47.00 paid fortnightly via direct debit)	\$23.50
Aquatic (small group) programmes* per session rate, enrolment for term required.	\$9.50
Waikanae & Ōtaki Pool – BBQ hire per hour	\$16.00
Waikanae Pool – BBQ bond	\$20
Waikanae Pool – Gazebo Hire (for 3 hours)	\$50
Waikanae Pool – Gazebo bond	\$20

\*All full facility hire is subject to the discretion of pool management

Timing equipment, in addition to complex hire	2026/27 Fee
Base charge - covers setup, pack down and first 4 hours	\$950.00
Additional hireage time, per subsequent hour	\$250.00

<sup>8</sup> Includes standard pool and slide access on other visits during swim school year (Feb - Dec). Customers need to opt out.

## 19. Sportsgrounds

Fees include access to changing facilities where applicable.

Seasonal bookings entitle the use of the sports ground/court for up to 20 senior weekend games under any single booking. Additional weekends, if required, are additional, and to be booked separately, either on a one-off basis, or as an additional separate seasonal booking when extending to full year.

Mid-week bookings for sports grounds are booked by individual clubs and invoiced in addition to seasonal bookings by RSOs. These fees exclude junior sport.

Sports activity (seasonal)	2026/27 Fee
Cricket (grass) per block	\$1,698
Cricket (artificial) per block	\$752
Croquet per grass court	\$1,319
Netball per court	\$255
Rugby per field	\$854
Rugby league per field	\$854
Football per field	\$854
Softball per field	\$854
Tennis per court	\$170
Touch per field	\$424
League tag per field	\$424
Twilight football per field	\$210

Sports activity (one-off bookings)	2026/27 Fee
Cricket (grass) per block	\$237
Cricket (artificial) per block	\$102
Netball per court	\$21
Rugby per field	\$135
Rugby league per field	\$135
Football per field	\$135
Softball per field	\$110
Tennis per court	\$13.80
Touch per field	\$92
League tag per field	\$92
Off season field marking* per field	\$361

\*Conditions apply

## 20. Reserve land rentals

Reserve land rentals	2026/27 Fee
Clubs with alcohol licences	\$1,061
Clubs without alcohol licences	\$531
Craft, hobbies and other activities	\$427
Educational (standard)	\$259
Youth and service	\$259
Commercial/Semi Commercial Activity Permit*:(under the Reserves Act 1977)- Low to moderate impact, one off event, <500pax	\$1,500
Commercial/Semi Commercial Activity Permit*:(under the Reserves Act 1977)- High impact >501pax and/or ongoing activity.	\$3,000

\*Activities that require Permits include formal events, more intensive use of particular places, one-off activities or activities that may present a threat to or impact on park values such as conflict with other visitor enjoyment. Levels of impact are assessed and determined at council discretion on a case by case basis.

In cases of high impact, activities an appropriate Bond may be required to offset any shortfall in insurance cover and/or possible delays in repairs during any claim process.

Road Encroachment Licences	2026/27 Fee
Residential Application Fee	\$345
Annual Rental – Base Fee	\$172.50
Fee per Square Metre	\$6.00
Commercial Application Fee	\$600
Annual Rental – Base Fee	\$250
Fee per Square Metre	\$10

## 21. Community Facilities Hire

Hall Hire Conditions:

- Bookings for all activities may be charged a bond of \$436 to \$892.
- Fees are payable on receipt of invoice and prior to event
- Full booking fees chargeable if cancelled less than 7 days before the hire date.
- All hall bookings are at Council's discretion in all respects.
- If an access card or key is lost or damaged this will incur a \$32 fee.

Hall hire	2026/27 Fee
Hall	per hour
Paekākāriki Memorial Hall	\$21.00
Paekākāriki Tennis Club Hall	\$17.00
Raumati South Memorial Hall – main hall	\$21.00
Raumati South Memorial Hall – supper room	\$17.00
Raumati South Memorial Hall – whole complex	\$35.00
Paraparaumu Memorial Hall – main hall	\$21.00
Paraparaumu Memorial Hall – supper room	\$17.00
Paraparaumu Memorial Hall – whole complex	\$35.00
Waikanae Memorial Hall – main hall	\$21.00
Waikanae Memorial Hall – small hall	\$17.00
Waikanae Memorial Hall – mezzanine	\$17.00
Waikanae Memorial Hall – whole complex	\$35.00
Waikanae Memorial Hall – poppy room (new)	\$17.00
Waikanae Community Centre	\$21.00
Waikanae Beach Community Hall	\$17.00
Reikorangi Community Hall	\$17.00
Ōtaki Memorial Hall – main hall	\$21.00
Ōtaki Memorial Hall – supper room	\$17.00
Ōtaki Memorial Hall – whole complex	\$35.00
Mazengarb Sports Complex	\$20.00
Paraparaumu College gymnasium hall – weekends	\$21.00
Paraparaumu College gymnasium hall – weekdays	\$42.00

Hall hire	2026/27 Fee
Others	
Storage cupboard – small (annual fee)	\$30
Storage cupboard – large (annual fee)	\$58
Storage Room – annual rate <sup>9</sup> (per m <sup>2</sup> )	\$22
Acoustic 3 panel hire (Raumati Hall only) per booking	\$34

## Other Charges

Waikanae Popup (56-62 Main Road, Waikanae)	2026/27 Fee
Container hire - Monthly hire*	\$410
Container hire - Bond	\$205
Food Truck space – hourly hire rate	\$15.40

\*Short term for start-up businesses.

## 22. Libraries

Library fees and charges: Lending	2026/27 Fee
Bestseller books (each)	\$3
DVDs	\$0

Library fees and charges: Interloans	2026/27 Fee
Interloans (each)	\$17.00
International interloans (each)	\$48

<sup>9</sup> Hireage rate will be provided on application and is dependent on room size

Library fees and charges: Membership	2026/27 Fee	
Membership cards (replacement)	\$5.00	
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.	per item	\$3.30
	for six months	\$92
	per year	\$180

*Te Ara Whetū offers a range of hireable meeting rooms and activity spaces, offering a range of sizes, functionalities and technology.*

*From small private meeting space, to a boardroom, to social gathering and corporate events Te Ara Whetū offers access during the work day and afterhours to meet your needs.*

Library fees and charges: Te Ara Whetu	2026/27 Fee
Meeting Room hire	POA

<b>Library fees and charges: Other services</b>	<b>2026/27 Fee</b>
Scanning	Free
Historic photo service (personal use) per high-resolution digital image emailed to customer for personal use	\$6.20
Historic photo service (commercial use) per high resolution digital image emailed for commercial purposes	\$72
Photocopying and printing – black and white. A4 per side	\$0.20
Photocopying and printing – black and white. A3 per side	\$0.40
Photocopying and printing – colour per A4 per side	\$1
Photocopying and printing – colour per A3 per side	\$2
Replacement of lost or damaged library items	price varies depending on publication
Makerspace Materials	price varies depending upon material and volume used
Workshop fee	price varies depending on workshop
Purchase of library publications	price varies depending on publication
Children's CDs and talking books	no charge
Internet	no charge

## 23. Arts and Museums

<b>Kāpiti Coast Art Trail</b>	<b>2026/27 Fee</b>
Artist in studio	\$245
Artist in shared space	\$219
Exhibition space	\$245

[Kāpiti Coast Art Trail | Kāpiti Coast District Council \(kapiticoastarttrail.co.nz\)](http://kapiticoastarttrail.co.nz)

## 24. Solid waste

Otaihanga Landfill (cleanfill only)	2026/27 Fee
Cleanfill - must meet the cleanfill acceptance criteria published on the Council's website*. Note there is a minimum charge of \$24.00 per tonne	\$24

Otaihanga Transfer Station	2026/27 Fee
Whiteware each	\$21
Fridges and freezers each (covers degassing cost)	\$41
TVs each (covers recycling cost)**	\$26
Child car seats	\$10
Car tyres – up to five at a time	free***
Truck/Tractor tyres – up to five at a time	free***
Waste oil per L	\$2.00
LPG gas bottles (domestic only) each	\$14.00
Household chemicals per litre or kg	\$52.00

\*Fees for Otaihanga Transfer Station are now collected by KCDC. The fees are the same as they were under the previous service provider.

\*\*<https://www.kapiticoast.govt.nz/services/rubbish-and-recycling/transfer-stations/acceptable-clean-fill-materials/>

Waste collector / Operator licence	2026/27 Fee
License annual fee	\$228

## 25. Official information requests

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	2026/27 Fee
Staff time (in excess of two hours) per half hour or part thereof	\$39
Black and white copying - A4 size (the first 20 copies free) per sheet	\$0.20
Black and white copying - A3 size per sheet	\$0.40
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.

## 26. Access and transport

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	2026/27 Fee
Corridor access request (CAR) fee project works (7 hours)	\$1,330
Corridor access request (CAR) fee major works (3 hours)	\$570
Corridor access request (CAR) fee minor works (1 hour)	\$190
Inspection fee per hour	\$190
Paper road closure	2026/27 Fee
Road stopping application fee	\$948
Hourly rate for additional work per hour	\$190

Vehicle Crossing Permit	2026/27 Fee
A permit is required to construct a new vehicle crossing from a residential or commercial building to the legal road or to upgrade an existing vehicle crossing.	\$570

Overweight Load Permit	2026/27 Fee
Overweight loads permit fee: To cover vetting and issuing a permit for [an] overweight load[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* (minimum charge \$95)	\$190

\*When a full technical bridge assessment is required this could take one to two working days and will be invoiced per hour.

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

<b>Removal of overhanging trees/vegetation – on road reserve (Section 355 Local Government Act 1974)</b>	<b>2026/27 Fee</b>
Removal of trees, vegetation or obstructions to prevent injury, obstruction to traffic, pedestrians and general infrastructure, per hour charge	\$190

## 27. Wastewater

<b>Wastewater network/treatment</b>	<b>2026/27 Fee</b>
Application Fee - New Residential Connection/Disconnection (permanent or temporary)	\$62
Inspection Fee for New Connection/Disconnection, per hour charge	\$190
Septage disposal and treatment, per cubic metre	\$55

## 28. Trade Waste\*

<b>Trade Waste fee/charges</b>	<b>2026/27 Fee</b>
Total volume per cubic meter	\$1.10
Total solids - total kg discharged	\$0.80
Chemical Oxygen Demand (COD) - total kg discharged	\$0.50
Total nitrogen - total kg discharged	\$2.80
Total phosphorus - total kg discharged	\$8.20

\*Volumetric charges per Trade Waste Bylaw 2019. Load based charges on renewal of trade waste consents.

## 29. Water

Water	2026/27 Fee
Application Fee - New residential connection/disconnection (permanent or temporary)	\$61.60
Installation fee: New residential connection/disconnection (permanent or temporary)	Quoted per site
Water metering configuration modifications	Quoted per site
Special reading – water meters	\$51.30
Water dedicated filling point access card (Annual Fee)	\$102.60
Water Volume charge from dedicated filling points	1.50 times the m <sup>3</sup> water rate
Water meter accuracy testing for water meters up to DN25mm. Quoted per site for water meters greater than DN25mm	\$476

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.

### 30. Laboratory

Testing of water – laboratory charges	2026/27 Fee
Alkalinity g/m3 (CaCO3)	\$29
Ammonia-N g/m3	\$35
BOD g/m3	\$40
ore depth (m)	\$10
cBOD g/m3	\$47
Chloride g/m3	\$30
COD g/m3	\$44
Conductivity mS/cm	\$16
DO g/m3	\$14
DRP-P g/m3	\$35
E. coli cfu/100mL (m Tec River monitoring only)	\$32
F/Coli + E. coli (NaMug –mbr-filt) cfu/100mL	\$50
Enterococci cfu/100ml (mbr Filt)	\$35
F/Coli cfu/100mL (mbr Filt)	\$32
Fluoride g/m3	\$41
Iron g/m3	\$35
Nitrite-N g/m3	\$35
Nitrate-N g/m3	\$35
pH	\$16
Staff collection hour (2 staff)	\$190
Total suspended solids (TSS) g/m3	\$30
TEMP °C	\$14
Total coliforms and E.coli (Colilert) mpn/100mL	\$51
Total nitrogen g/m3	\$49
Total phosphorus – P g/m3	\$35
Total solids %	\$20

Testing of water – laboratory charges (continued)	2026/27 Fee
Travel (per KM)	\$1.17
Total solids g/m3	\$28
Turbidity NTU	\$17
UV transmission	\$16
Laboratory administration cost – report documentation (per report)	\$28
Sample bottle (including chilly pack preparation) each	\$5.

### 31. Other charges

Other charges	2026/27 Fee
Easement – new/changes/cancellations (landowner approval/non-regulatory) application fee (includes first 5 hours, charge per hour thereafter)	\$948
	\$190
Land status change (or type, or similar) application fee (includes first 5 hours, charge per hour thereafter)	\$948
	\$190
Additional external costs associated with easement process or land status change	at cost

Fees and charges can be found on the Council website: [www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz).