

---

# Schedule of Proposed User Fees and Charges 2022/23

---

All fees and charges  
include GST

---

# Schedule of Proposed User Fees and Charges 2022/23

---

All fees and charges include GST.

Please note that changes to the schedule and any fees in it can be made by Council resolution or following any applicable process required under relevant legislation, without the need for an amendment to the LTP.

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

---

<sup>1</sup>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. The inspection fee also applies to meetings prior to Code Compliance Certificate (CCC) issue.

<b>Minor work (This includes one or two inspections as indicated. Additional inspections will be charged at \$167 per hour.)</b>	<b>Current Fee</b>	<b>2022/23 Proposed Fee</b>
Solid fuel heater (includes one inspection)	\$270	\$280
Solid fuel heater with wetback (includes two inspections)	\$395	\$404
Solar water heating (includes one inspection)	\$265	\$271
Minor building work <\$5,000 (includes one inspection) e.g. sheds	\$324	\$332
Minor building work < \$10,000: retaining walls/carports decks/swimming/spa pools/ conservatories/ pergolas/ plumbing and drainage (includes two inspections)	\$811	\$830

<b>Processing of residential building consents</b>	<b>Current Fee</b>		<b>2022/23 Proposed Fee</b>	
Residential new building/alterations: \$10,001-\$20,000	\$784		\$803	
Residential new building/alterations: \$20,001-\$50,000	\$1,107		\$1,134	
Residential new building/alterations: \$50,001-\$100,000	\$1,427		\$1,461	
Residential new building/alterations: \$100,001-\$250,000	\$1,751		\$1,793	
Residential new building/alterations: \$250,001-\$500,000	\$2,075		\$2,125	
Residential new building/alterations: \$500,001 upwards	\$2,075	plus \$163 for each \$100,000 (or part thereof) above \$500,000	\$2,125	plus \$167 for each \$100,000 (or part thereof) above \$500,000

Processing of commercial/industrial consents	Current Fee		2022/23 Proposed Fee	
Commercial/offices/retail buildings: <\$20,000	\$1,272		\$1,303	
Commercial/offices/retail buildings: \$20,001-\$50,000	\$2,075		\$2,125	
Commercial/offices/retail buildings: \$50,001-\$100,000	\$2,886		\$2,955	
Commercial/offices/retail buildings: \$100,001-\$250,000	\$3,372		\$3,453	
Commercial/offices/retail buildings: \$250,001-\$500,000	\$3,854		\$3,946	
Commercial/offices/retail buildings: \$500,001-\$1,000,000	\$4,502		\$4,610	
Commercial/offices/retail buildings: >\$1,000,001	\$4,502	plus \$208 per additional \$100,000 value	\$4,610	plus \$213 per additional \$100,000 value

Inspection fees <sup>1</sup>	Current Fee		2022/23 Proposed Fee	
Standard inspection fee	\$163	per inspection	\$167	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	\$167	(includes first hour) plus additional hours charged at \$167 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	Current Fee	2022/23 Proposed Fee
PIM – Simple Residential (fee simple title)	\$465	\$476
PIM – Multi-residential and commercial (cross lease and unit titled)	\$812	\$831

## 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 \$50.

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

Multi-proof consents	Current Fee		2022/23 Proposed Fee	
Multi-proof consent (includes three hours' processing)	\$778	(including three hours' processing), plus additional hours charged at \$163 per hour	\$797	(including three hours' processing), plus additional hours charged at \$167 per hour

## Building consent fees – other charges

BRANZ and MBIE levies are not set by the Council.

Levies	Current Fee		2022/23 Proposed Fee	
BRANZ levy per \$1,000 or part (of project value over \$20,000)	\$1.00		\$1.00	
MBIE levy per \$1,000 or part (of project value over \$20,444)	\$1.75		\$1.75	
Accreditation levy per \$1,000 of project value over \$20,000	\$1.00		\$1.00	
For staged projects, the levies are to be assessed on the total project value				

Other charges	Current Fee		2022/23 Proposed Fee	
Plan vetting per hour (half hour charge included in building consent fees)	\$163		\$167	
Registration of Section 72 certificate (includes registration at Land Information New Zealand).	\$151	plus disbursements at \$285 per registration	\$155	plus disbursements at \$295 per registration
Administration staff	\$108	per hour	\$111	per hour
Administration fee on refunds (applicable if building consent application cancelled by applicant)	\$91		\$93	
Administration time in coordinating and attending pre-request meetings	First 2 hours no fee	\$108 per hour thereafter	First 2 hours, no fee	\$111 per hour thereafter
Building officer / engineer time in preparing for and attending pre-request meetings	First 2 hours no fee	\$163 per hour thereafter	First 2 hours, no fee	\$167 per hour thereafter

Other charges	Current Fee		2022/23 Proposed Fee	
Registration of Section 77(1) certificate (includes registration at Land Information New Zealand).	\$237	plus disbursements at \$292 per registration	\$243	plus disbursements at \$295 per registration
Digital storage charge (included in consent fees)	\$49	per application	\$50	per application
Amendment to building consent application	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour	\$255	lodgement fee (includes half-hour assessment) plus \$167 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	\$255	lodgement fee (includes half-hour assessment) plus \$167 per hour over and above first half-hour
Warrant of fitness audit inspections	\$163	per hour	\$167	per hour
Inspection fees associated with a notice to fix	\$163	per hour	\$167	per hour
Engineering technical assessment/peer review	Cost plus 10%		Cost plus 10%	
New/amended compliance schedule (part of a building consent or initiated by an Independently qualified person IQP)	\$151		\$155	
Application for code compliance certificate	\$82		\$84	
Certificate of public use	\$340		\$348	

Other charges	Current Fee		2022/23 Proposed Fee	
Application for certificate of acceptance	\$340	plus building consent fees applicable to project	\$348	Includes first 2 hours. \$167 per hour thereafter, 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	\$343	payable on application
Land information memorandum (LIM)	\$163	per hour	\$167	per hour
Land information memorandum (LIM) with building plans	\$353	payable on application	\$361	payable on application
Record of title	\$37	payable on application	\$38	payable on application
Reassessment fee (amended plans/further information received)	\$163	per hour	\$167	per hour
Alternative design/details applications	\$163	per hour	\$167	per hour
Environmental health/plan vetting	\$163	per hour	\$167	per hour
GoCouncil building consent online application fee (SIMPLI)	\$51.75	per application	\$51.75	per application
GoGet building consent processing fee	\$23	per application	\$24.38	per application



Other charges	Current Fee	2022/23 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		\$167	inspection fee
Hourly inspection rate	\$163		\$167	per hour
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		\$651	
b) The deposit where a new vehicle crossing is required to provide access from a residential building to the legal road	\$1,696		\$1,737	
c) The deposit where a new commercial vehicle crossing is required to provide access from a commercial building to the legal road	\$1,846		\$1,890	
d) infrastructure inspection fee per hour	\$163		\$167	
Provision of building files, copy of building consents, copy of compliance schedules or aerial maps via email, or on USB. Disbursements additional.	\$19	plus disbursements	\$19	plus disbursements

Other charges	Current Fee		2022/23 Proposed Fee	
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		\$0.30	
Printing charges - Black and white A3 per page	\$0.40		\$0.40	
Printing charges - Colour A4 per page	\$2.40		\$2.50	
Printing charges - Colour A3 per page	\$3.80		\$3.90	
Building certificate for supply and sale of alcohol	\$142		\$145	

Other charges	Current Fee		2022/23 Proposed Fee	
Building warrant of fitness renewal (one-two systems)	\$81.30	Includes first half hour (\$163 per hour thereafter)	\$83.50	Includes first half hour (\$167 per hour thereafter)
Building warrant of fitness renewal (three + systems)	\$122	Includes first 45 minutes (\$163 per hour thereafter)	\$125	Includes first 45 minutes (\$167 per hour thereafter)
Removal of Section 72 certificate	\$163	plus disbursements	\$167	plus disbursements
Removal of Section 77(1) certificate	\$163	plus disbursements	\$167	plus disbursements
Time extension fee (for consents about to lapse or 24 months after issue)	\$104		\$106	
List of building consents issued each week (emailed)	\$91	per year	\$93	per year
List of building consents issued each month (emailed)	\$46	per year	\$47	per year

Other charges	Current Fee		2022/23 Proposed Fee	
List of building consents issued each month (posted)	\$71	per year	\$72.70	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	\$111	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	\$255	lodgement fee (includes half-hour assessment) plus \$167 per hour over and above first half-hour
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	\$255	lodgement fee (includes half-hour assessment) plus \$167 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	\$255	lodgement fee (includes half-hour assessment) plus \$167 per hour over and above first half-hour

District plan check fee all applications (except minor)	Current Fee		2022/23 Proposed Fee	
	Building consents with a project value < \$20,000	\$81.30	first half hour, \$163 per hour thereafter	\$83.50
Building consents with a project value > \$20,001	\$163	(first hour) \$163 per hour thereafter	\$167	(first hour) \$167 per hour thereafter

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

Residential Pool Fencing	Current Fee		2022/23 Proposed Fee	
	Compliance Inspection fee	\$163	Per hour	\$167
Administration fee	\$108	Per hour	\$111	per hour

## 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	Current Fee		2022/23 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)	\$5,010	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)	\$4,342	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)	Current Fee		2022/23 Proposed Fee	
Permitted activities (including temporary events)	nil		nil	
Trim protected tree (urban area)	nil		nil	
Home occupation (Controlled activities)	\$223	fixed fee	\$228	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	\$1,503	Deposit (covers first 8 hours of processing time and 1 hour of compliance monitoring) \$167 per hour thereafter
Fast track resource consent (Controlled activities)	\$1,223	Deposit (covers first 7.5 hours of processing time) \$163 per hour thereafter	\$1,252	Deposit (covers first 7.5 hours of processing time) \$167 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	\$115	fixed fee

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

Designations	Current Fee		2022/23 Proposed Fee	
Notice of requirement to designate land – non-notified	\$1,630	Deposit (covers first 10 hours of processing time) \$163 per hour thereafter	\$1,670	Deposit (covers first 10 hours of processing time) \$167 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)	\$4,342	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	\$1,336	Deposit (covers first 8 hours of processing time) \$167 per hour thereafter
Outline plan approval	\$1,141	Deposit (covers first 7 hours of processing time) \$163 per hour thereafter	\$1,169	Deposit (covers first 7 hours of processing time) \$167 per hour thereafter
Outline Plan Waiver	\$652	Deposit (covers first 4 hours of processing time) \$163 per hour thereafter	\$668	Deposit (covers first 4 hours of processing time) \$167 per hour thereafter

Non - Notified subdivision Applications	Current Fee		2022/23 Proposed Fee	
Subdivisions – 2-lot	\$2,608	Deposit (covers first 16 hours of processing time) \$163 per hour thereafter	\$2,672	Deposit (covers first 16 hours of processing time) \$167 per hour thereafter
Subdivisions (between 3 to 19 lots)	\$2,934	Deposit (covers first 18 hours of processing time) \$163 per hour thereafter	\$3,006	Deposit (covers first 18 hours of processing time) \$167 per hour thereafter
Subdivisions (20 or more lots)	\$4,890	Deposit (covers first 30 hours of processing time) \$163 per hour thereafter	\$5,010	Deposit (covers first 30 hours of processing time) \$167 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	\$1,336	Deposit (covers first 8 hours of processing time) \$167 per hour thereafter
Update existing cross-lease	\$326	fixed fee	\$334	fixed fee
Update cross-lease to fee simple title	\$652	fixed fee	\$668	fixed fee

Subdivision Certificates	Current Fee		2022/23 Proposed Fee	
Section 223 certificate	\$326	Deposit (covers first 2 hours of processing time) \$163 per hour thereafter	\$334	Deposit (covers first 2 hours of processing time) \$167 per hour thereafter
Section 224(c) certificate including other certificates	\$1,304	Deposit (covers first 8 hours of processing time) \$163 per hour thereafter	\$1,336	Deposit (covers first 8 hours of processing time) \$167 per hour thereafter



Subdivision Certificates	Current Fee		2022/23 Proposed Fee	
	Section 224(f)	\$326	Deposit (covers first 2 hours of processing time) \$163 per hour thereafter	\$334
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	\$334	Deposit (covers first 2 hours of processing time) \$167 per hour thereafter
Section 221 consent notice (when issued as a separate notice)	\$326	fixed charge	\$334	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	\$835	Deposit (covers first 5 hours of processing time) \$167 per hour thereafter
Reserves valuation calculation	At cost		At cost	

Miscellaneous applications/certificates	Current Fee		2022/23 Proposed Fee	
	Administration time in coordinating and attending pre-application and business start-up meetings	First 2 hours no fee	\$108 per hour thereafter	First 2 hours, no fee
Planner/ engineer time in preparing for and attending pre-application and business start-up meetings	First 2 hours no fee	\$163 per hour thereafter	First 2 hours, no fee	\$167 per hour thereafter
Boundary activity	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)	\$334	Deposit (covers first 2 hours of processing time, \$167 per hour thereafter)

Miscellaneous applications/certificates	Current Fee		2022/23 Proposed Fee	
Marginal and temporary exemptions	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)	\$334	Deposit (covers first 2 hours of processing time, \$167 per hour thereafter)
Marginal and temporary exemptions in relation to temporary events (as defined by the District Plan)	nil		Nil	
Certificate of compliance (certifies land use complies with district plan provisions)	\$978	Deposit (covers first 6 hours of processing time, \$163 per hour thereafter)	\$1,002	Deposit (covers first 6 hours of processing time, \$167 per hour thereafter)
Existing use rights certificate	\$978	Deposit (covers first 6 hours of processing time, \$163 per hour thereafter)	\$1,002	Deposit (covers first 6 hours of processing time, \$167 per hour thereafter)
Transfer/surrender of consent in whole or in part	\$326	fixed charge	\$334	fixed charge
Section 125 extensions of time	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)	\$835	Deposit (covers first 5 hours of processing time, \$167 per hour thereafter)
Change or cancellation of conditions/consent notice	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)	\$835	Deposit (covers first 5 hours of processing time, \$167 per hour thereafter)

Non-notified subdivision applications	Current Fee		2022/23 Proposed Fee	
Revocation of easements	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)	\$334	Deposit (covers first 2 hours of processing time, \$167 per hour thereafter)
Right of way (ROW) approval*	\$978	Deposit (covers first 6 hours of processing time, \$163 per hour thereafter)	\$1,002	Deposit (covers first 6 hours of processing time, \$167 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)	\$835	Deposit (covers first 5 hours of processing time, \$167 per hour thereafter)
Re-Issue certificate (all types)	\$326	fixed charge	\$334	fixed charge
Transfer instruments and other miscellaneous legal documents	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)	\$334	Deposit (covers first 2 hours of processing time, \$167 per hour thereafter)

District Plan Change	Current Fee		2022/23 Proposed Fee	
Administration time in coordinating and attending pre-request meetings	First 2 hours no fee	\$108 per hour thereafter	First 2 hours, no fee	\$111 per hour thereafter
Planner/ engineer time in preparing for and attending pre-request meetings	First 2 hours no fee	\$163 per hour thereafter	First 2 hours, no fee	\$167 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 <sup>2</sup> , balance to be charged on time and material basis including advertising)	\$6,680	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)

Other	Current Fee		2022/23 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)	\$835	Deposit (covers first 5 hours of processing time, \$167 per hour thereafter)
Planning certificate – alcohol licensing	\$163	fixed charge	\$167	fixed charge
Cost recovery charge for inspection of confirmed breach of district plan provisions	\$163	per hour	\$167	per hour

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

Other	Current Fee		2022/23 Proposed Fee	
Cancellation of building line restriction	\$652	fixed charge	\$668	fixed charge

Hourly charge out rates and disbursements	Current Fee		2022/23 Proposed Fee	
Staff: Planner/engineer (all levels)	\$163	per hour	\$167	per hour
Staff: Planning manager, asset manager	\$195	per hour	\$200	per hour
Staff: Environmental protection staff (all levels)	\$163	per hour	\$167	per hour
Administration staff	\$108	per hour	\$111	per hour
Elected member commissioner costs per hour for any hearing:	\$217	per hour (or part thereof)	\$222	per hour (or part thereof)
Sitting collectively without an independent commissioner: (chairperson, hearing commissioners)	\$108	per hour per elected member as chair and	\$111	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)	\$89	per hour per elected member on a committee up to a collective total of \$222 per hour (or part thereof)
Independent commissioners	At cost		At cost	
Postage and stationery	At cost		At cost	

Hourly charge out rates and disbursements	Current Fee		2022/23 Proposed Fee	
Consultant's fees (the use of consultants/peer review will be undertaken in consultation with the applicant)	At cost		At cost	
Provision of resource consent files via email	\$19	fixed fee	\$19	fixed fee
Copying and printing. Black and white: A4 – first 20 copies free then per page	\$0.30		\$0.30	
Copying and printing. Black and white: A3 per page	\$0.40		\$0.40	
Copying and printing. Colour: A4 per page	\$2.40		\$2.50	
Copying and printing. Colour: A3 per page	\$3.80		\$3.90	

## 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 \$167 per hour.

Engineering Fees: Non-notified land use consents	Current Fee		2022/23 Proposed Fee	
Commercial/industrial development or infrastructure development - Application deposit fee	\$978	per application (includes the first 6 hours, \$163 per hour thereafter)	\$1,002	per application (includes the first 6 hours, \$167 per hour thereafter)
Commercial/industrial development or infrastructure development - Compliance monitoring administration fee	\$326	(includes the first 2 hours, \$163 per hour thereafter)	\$334	(includes the first 2 hours, \$167 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)	\$1,502	(includes three submissions of engineering drawings, beyond this will be charged at \$167 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)	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	Current Fee		2022/23 Proposed Fee	
All compliance monitoring including additional land use monitoring is to be charged at an hourly basis for staff time	\$163	per hour	\$167	per hour
Subdivision engineering drawing approval and engineering construction supervision	\$652	fixed fee plus per lot deposit (\$163 per hour thereafter)	\$668	fixed fee plus per lot deposit (\$167 per hour thereafter)
	\$326	per lot deposit	\$334	per lot deposit

Engineering Fees: Other	Current Fee		2022/23 Proposed Fee	
Objection to decision	\$163	per hour	\$167	per hour
Variation to consent conditions	\$163	per hour	\$167	per hour
Plan change applications	\$163	per hour	\$167	per hour
Easement – new/cancellation	\$326	Application deposit per application (includes first 2 hours, \$163 per hour thereafter)	\$334	Application deposit per application (includes first 2 hours, \$167 per hour thereafter)
Specialist consultants	At cost		At cost	



## Animal management fees

Registration Entire Dog Fee	Current Fee		2022/23 Proposed Fee	
	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 2 August 2021	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 1 August 2022
Disability assist dog (A)	Nil	Nil	Nil	Nil
Working dog (B)	\$70	\$106	\$72	\$109
Working dogs (second and subsequent (B)	\$42	\$63	\$43	\$65
Standard dog (C)	\$193	\$289	\$198	\$296
Approved owner (D)	\$166	\$249	\$170	\$255
Registration fee for dog owner over 65	\$180	\$270	\$184	\$276
Dogs classified as dangerous dogs (H)	\$288	\$432	\$295	\$442
Owner current member of Dogs New Zealand (G) - provide proof of membership annually	\$180	\$270	\$184	\$276

Registration Neutered/Speyed Dog Fee	Current Fee		2022/23 Proposed Fee	
	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 2 August 2021	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 1 August 2022
Disability assist dog (A)	Nil	Nil	Nil	Nil
Working dog (B)	\$70	\$106	\$72	\$109
Working dogs - second and subsequent (B)	\$42	\$63	\$43	\$65
Standard dog (E)	\$100	\$150	\$102	\$154
Approved owner (F)	\$70	\$106	\$72	\$109
Registration fee for dog owner over 65	\$80	\$119	\$82	\$122
Dogs classified as dangerous dogs (I)	\$150	\$225	\$154	\$230
Owner current member of Dogs New Zealand (G) - provide proof of membership annually	\$80	\$119	\$82	\$122

## 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	Current Fee			2022/23 Proposed Fee		
	First impound or seizure	Second impound in any two year period	Third and subsequent impound in any two year period	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	\$55	\$180	\$322
Impounded - unregistered	\$97	-	-	\$99	-	-
Sustenance - dog (per day)	\$12.70	\$12.70	\$12.70	\$13.00	\$13.00	\$13.00
Microchipping - dog	\$42	N/A	N/A	\$43	N/A	N/A
Seizure and take custody fee	\$75	\$75	\$75	\$77	\$77	\$77
Prearranged after-hours release (two officers) - all (per hour charge per officer)	\$163	\$163	\$163	\$167	\$167	\$167
Impounding - sheep and goats (per head charge plus any costs incurred in transporting stock)	\$37	\$64	\$133	\$38	\$66	\$136

Animal management impoundment charges	Current Fee			2022/23 Proposed Fee		
	Item	First impound or seizure	Second impound in any two year period	Item	First impound or seizure	Second impound in any two year period
Impounding – cattle and horses (per head charge plus any costs incurred in transporting stock)	\$64	\$133	\$265	\$66	\$136	\$271
Animal control officer hourly charge-out rate – this includes driving and securing stock costs	\$163	per hour		\$167	per hour	
Sustenance – sheep and goats (per day, per unit)	\$6.30	\$6.30	\$6.30	\$6.50	\$6.50	\$6.50
Sustenance – cattle and horses (per day, per unit)	\$12.70	\$12.70	\$12.70	\$13.00	\$13.00	\$13.00

Adopting animals from Shelter	Current Fee	2022/23 Proposed Fee
Dogs (includes registration, microchip, and if applicable a de-sex certificate)*	\$280	\$287
Stock	Auction**	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	Current Fee			2022/23 Proposed Fee		
Item	Working	Standard	Entire	Working	Standard	Entire
Permit for three or more dogs (special license)	N/A	\$64	\$64	N/A	\$66	\$66
Approved owner application	N/A	\$51	\$51	N/A	\$52	\$52
Approved owner re-inspection fee***	N/A	\$28	\$28	N/A	\$29	\$29
Other animal management charges	Current Fee			2022/23 Proposed Fee		
Replacement tag (first replacement)	\$6.30			\$6.50		
Replacement tag (subsequent tags)	\$12.70			\$13.00		
Euthanasia - Actual cost plus 10%, but minimum charge applies	\$49	Minimum charge		Removed and combined with relinquishment fee below		
Relinquishment fee****	\$83			\$120		

\*\*\* 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 \$167

Environmental Health Food Act 2014: Registration fees	Current Fee		2022/23 Proposed Fee	
New Food Control Plans (FCP) or National Programme (NP)	\$318		\$326	
Renewal of FCP and NP	\$159		\$163	
New registration multisite business (FCP or NP)	\$318	plus \$159 for each additional site	\$326	plus \$163 for each additional site
Renewal of registration multisite business	\$159	plus \$80 for each additional site	\$163	plus \$80 for each additional site
New FCP or NP (market operator less than 52 time per year)-	\$159		\$163	
Amendment to registration	\$163	per hour	\$167	per hour
Significant Amendment to registration	\$318		\$326	

Environmental Health Food Act 2014: Verification fees	Current Fee		2022/23 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 \$167per hour.				
Food Control Plan (FCP)	\$636	Deposit (covers first four hours including administration and processing time)	\$668	Deposit (covers first four hours including administration and processing time)

Environmental Health Food Act 2014: Verification fees	Current Fee		2022/23 Proposed Fee	
FCP (low risk cakes and biscuits only that do not require refrigeration)	\$163	per hour	\$167	per hour
National Programme 1 (NP1)	\$163	per hour	\$167	per hour
National Programme 2 (NP2)	\$163	per hour	\$167	per hour
National Programme 3 (NP3)	\$163	per hour	\$167	per hour
Verification multisite business	\$163	See FCP or NP charges for first site plus \$163 per hour for any other site requiring verification	\$167	See FCP or NP charges for first site plus \$167 per hour for any other site requiring verification
Unscheduled verification	\$163	per hour	\$167	per hour
Verification outside the district - FCP or NP	See cost for verification and add any extra time, actual travel and accommodation costs		See cost for verification and add any extra time, actual travel and accommodation costs	
Technical expert for verification or unscheduled verification	At cost		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	Current Fee		2022/23 Proposed Fee	
Corrective Action Request (CAR) follow up, charge per hour	\$163	per hour	\$167	per hour
Investigation resulting in improvement notice or direction	\$163	per hour	\$167	per hour
Follow-up in relation to compliance with an improvement notice or direction	\$163	per hour	\$167	per hour
Processing an application for review of improvement notice	\$163	per hour	\$167	per hour
Monitoring of food safety and suitability	\$163	per hour	\$167	per hour
Investigation and enforcement activity related to registration or complaint	\$163	per hour	\$167	per hour
Technical expert review (advice or verification) associated with an investigation	At cost		At cost	
Cancelling or rescheduling a verification (less than 48 hours' notice)	\$80		\$80	
Failure to attend or facilitate a scheduled verification	\$163		\$167	
Mentoring and additional expert support and advice for implementation of FCP or NP	\$163	per hour	\$167	per hour
Replacement FCP or NP guidance	\$40		\$40	
Replacement Licence	\$40		\$40	
Events – food stall approvals	\$163	per hour	\$167	per hour
Copying and printing. Black and white: A4 – first 20 copies free then per page	\$0.30	per page	\$0.30	per page
Copying and printing. Black and white: A3 per page	\$0.40	per page	\$0.40	per page
Copying and printing. Colour: A4 per page	\$2.40	per page	\$2.50	per page



Other associated fees under Food Act 2014	Current Fee		2022/23 Proposed Fee	
Copying and printing. Colour: A3 per page	\$3.80	per page	\$3.90	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	Current Fee	2022/23 Proposed Fee
Hairdressers	\$222	\$227
Funeral directors	\$345	\$353
Camping grounds	\$345	\$353

## 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	Current Fee		2022/23 Proposed Fee	
	Application Fee	Annual Fee	Application Fee	Annual Fee
Very low	\$368	\$161	\$368	\$161
Low	\$609.50	\$391	\$609.50	\$391
Medium	\$816.50	\$632.50	\$816.50	\$632.50
High	\$1,023.50	\$1,035.00	\$1,023.50	\$1,035.00
Very high	\$1,207.50	\$1,437.50	\$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.

<b>Special licences – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013</b>	<b>Current Fee</b>	<b>2022/23 Proposed Fee</b>
Class 1 – one large event or more than three medium events or more than 12 small events	\$575	\$575
Class 2 – one to three medium events or three to 12 small events	\$207	\$207
Class 3 – one or two small events	\$63.25	\$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.

<b>Fees payable for other applications – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013</b>	<b>Current Fee</b>	<b>2022/23 Proposed Fee</b>
Manager's certificate application or renewal	\$316.25	\$316.25
Temporary authority	\$296.70	\$296.70
Temporary licence	\$296.70	\$296.70
Extract of register (ARLA or DLC)	\$57.50	\$57.50

## Trade waste fees

Trade Waste Administrative Charges	Current Fee		2022/23 Proposed Fee	
A1: Compliance monitoring	\$163	per hour plus consumables (see laboratory charges)	\$167	per hour plus consumables (see laboratory charges)
A2: Trade waste application fee (permitted)	\$243	includes the first 1.5 hours, \$163 per hour thereafter	\$251	Includes the first 1.5 hours, \$167 per hour thereafter
A2: Trade waste application fee (controlled/ conditional)	\$405	includes the first 2.5 hours, \$163 per hour thereafter	\$418	Includes the first 2.5 hours, \$167 per hour thereafter
A3: Inspection for non-compliance	\$243		\$251	
A5: Temporary discharge application and discharge fee	\$163	includes the first hour, \$163 per hour thereafter (based on risk)	\$167	Includes the first hour, \$167 per hour thereafter (based on risk)
A6: Annual tradewaste management fee (permitted)	\$243		\$251	
A6: Annual tradewaste management fee (controlled/ conditional)	\$405		\$418	

## General compliance fees – Environmental Standards

General Compliance Fees	Current Fee		2022/23 Proposed Fee	
General activities including processing licence and permit applications, and renewal of any licence or permit including trading in public places.	\$163	per hour deposit (\$163 per hour thereafter)	\$167	per hour deposit (\$167 per hour thereafter)
Removal of litter/overhanging trees/shrubs or obstructions encroaching, or on road reserve or Council land	Cost incurred for removal plus 20%		Cost incurred for removal plus 20%	
Noise control – seizure fee (noise making equipment)	\$249	plus \$36 each additional callout plus any additional towage fee related to seizure of a vehicle	\$255	plus \$37 each additional callout plus any additional towage fee related to seizure of a vehicle
Noise control - additional callout	\$36		\$37	
Noise control – alarm deactivation fee	Cost of service plus 20%		Cost of service plus 20%	
Amusement devices*	1 x 11.50		1 x 11.50	
	2 x 13.80		2 x 13.80	
	3 x \$16.10		3 x \$16.10	
	4 x \$18.40		4 x \$18.40	
Environmental Compliance Officer hourly rate	\$163	per hour	\$167	per hour
Administration Officer hourly rate	\$108	per hour	\$111	per hour
Return of non-compliant signs	\$54		\$55	

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

Abandoned vehicles	Current Fee		2022/23 Proposed Fee	
Towage and recovery cost	Cost plus 20%		Cost plus 20%	
Daily storage fee	\$5.40	daily charge	\$5.50	daily charge

## Districtwide cemetery charges

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

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

Districtwide cemetery charges	Current Fee		2022/23 Proposed Fee	
	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Purchase of right for burial				
Services burial plot	No charge	No charge	No charge	No charge
Services cremation plot	No charge	No charge	No charge	No charge
Monumental and lawn area plots	\$1,811	\$3,825	\$1,854	\$3,917
Cremation garden and beam plots	\$1,008	\$2,917	\$1,032	\$2,987
Infant plots (under 1 year)	\$807	\$807	\$826	\$826
Natural burial plot	\$2,198	\$4,160	\$2,251	\$4,260

Districtwide cemetery charges	Current Fee		2022/23 Proposed Fee	
Interment fees	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Burial fee	\$1,159	\$1,159	\$1,187	\$1,187
Burial fee child (under 15 years)	\$580	\$580	\$594	\$594
Burial fee (Saturday)	\$2,012	\$2,012	\$2,060	\$2,060
Burial fee child (under 15 years) (Saturday)	\$1,006	\$1,006	\$1,030	\$1,030
Burial fee infants (under 1 year)	No charge	No charge	No charge	No charge
Ashes interment	\$154	\$154	\$158	\$158
Ashes interment child (under 15 years)	\$77	\$77	\$79	\$79
Natural burial fee	\$1,159	\$1,159	\$1,187	\$1,187
Natural burial fee child (under 15 years)	\$580	\$580	\$594	\$594
Oversized casket fee (additional to burial fee)	\$290	\$290	\$297	\$297
Extra charges	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Monumental permit	\$160	\$160	\$164	\$164
Hire of lowering device	\$111	\$111	\$114	\$114
Hire of grass mats	\$111	\$111	\$114	\$114
Burial disinterment fee	\$2,000	\$2,000	\$2,048	\$2,048
Cremation disinterment fee	\$170	\$170	\$174	\$174

## Housing for Older Persons - weekly rental charges

<b>Housing for Older Persons - weekly rental charges</b>	<b>Current Fee</b>	<b>2022/23 Proposed Fee</b>
<b>Accommodation category</b>	<b>Weekly rent effective 1 July 2021</b>	<b>New weekly rent effective 1 July 2022</b>
Individuals	\$170	\$174
Couples	\$246.50	\$252

### 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 2022 – rent is charged as per the above schedule, and is effective immediately



## Swimming Pool Charges

Swimming Pool charges	Current Fee	2022/23 Proposed Fee
Adult per swim <sup>3</sup>	\$5.40	\$5.50
Child per swim <sup>4</sup>	\$3.30	\$3.30
Under 5 years old swim	\$1.80	\$1.80
Adult swimming with child under five years of age	\$1.80	\$1.80
Community services cardholder per swim	\$3.30	\$3.30
Senior citizen (65 years of age and over)	\$3.30	\$3.30
Student <sup>5</sup>	\$3.30	\$3.30
Aquafit Adult per class	\$6.50	\$6.50
Aquafit Senior per class	\$6.00	\$6.00
Hydroslide (Waikanae and Coastlands Aquatic Centre – unlimited use per visit) <sup>6</sup>	\$2.50	\$2.50
Family pass (family of four, minimum of one adult or maximum of two adults)	\$13.00	\$13.30
- Cost for each extra family member	\$2.80	\$2.90
Family pass plus hydroslide (family of four, minimum of one adult or maximum of two adults)	\$21.10	\$21.60
- Cost for each extra family member	\$2.80	\$2.80
- Cost for extra slide pass	\$2.50	\$2.5
Group discount adult (10 or more)	\$4.90	\$5.00
Group discount child (10 or more)	\$3.00	\$3.10
Spa and/or sauna (Coastlands Aquatic Centre) in addition to pool entry <sup>7</sup>	\$2.00	\$2.00

<sup>3</sup> Adult 16 years plus

<sup>4</sup> Child 5-15 years

<sup>5</sup> On supply of a student ID

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

<sup>7</sup> Spa and/or sauna only (ie no swim) at applicable pool entry rate

Swimming Pool charges	Current Fee	2022/23 Proposed Fee
Spa (Waikanae Pool) in addition to pool entry <sup>7</sup>	\$1.00	\$1.00
Spa and/or sauna (Ōtaki Pool) in addition to pool entry <sup>7</sup>	\$2.00	\$2.00
Adult 10 swim	\$48.50	\$50.00
Child 10 swim	\$29.80	\$30.50
Community Services Cardholder 10 swim	\$33.20	\$34.00
65 years of age and over 10 swim	\$33.20	\$34.00
Aquafit adult 10 swim	\$58.70	\$60.00
Aquafit senior 10 swim	\$54.10	\$55.40
Adult 20 swim	\$91.60	\$95.00
Child 20 swim	\$56.40	\$57.80
Adult 30 swim	\$129.30	\$135.00
Child 30 swim	\$79.60	\$85.00
Adult 50 swim	\$202.00	\$206.80
Child 50 swim	\$124.30	\$127.30

Swimming Pool charges	Current Fee		2022/23 Proposed Fee	
Swimming pool complex hire - Coastlands Aquatic Centre* (peak)	\$425	per hour	\$435	per hour
Swimming pool complex hire - Coastlands Aquatic Centre* (off-peak**)	\$220	per hour	\$225	per hour
Swimming pool complex hire - Ōtaki*	\$110	per hour	\$113	per hour
Swimming pool complex hire - Waikanae*	\$320	per hour	\$328	per hour
Competitive events	<u>plus</u> per head entry at applicable rate		<u>plus</u> per head entry at applicable rate	
Lane hire	\$8.50	per hour per lane	\$8.70	Per hour per lane
School lane hire (Lessons only - not using Kāpiti Coast aquatics instructors)	\$8.50	per hour per lane	\$8.70	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	\$4.00	per child
Commercial lane hire	\$12.70	per hour <u>plus</u> per head entry at applicable rate	\$13.00	per hour <u>plus</u> per head entry at applicable rate

Meeting Room Hire (Coastlands Aquatic Centre only)	Current Fee		2022/23 Proposed Fee	
Community Groups	\$13.00	per hour	\$13.30	per hour
Community Groups	\$47.70	half day use	\$48.80	half day use
Community Groups	\$79.80	full day use	\$81.70	full day use
Commercial Use	\$21.50	per hour	\$21.70	per hour
Commercial Use	\$85.00	half day use	\$87.00	half day use
Commercial Use	\$148.10	full day use	\$151.70	full day use

\*Subject to discretion of pool management depending on availability

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

Aquatic Programmes, Events and Activities	Current Fee		2022/23 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)	\$13.30	per lesson (depends on the number of weeks in the term)
Learn to Swim: Private lessons	\$24.50	20 minute lesson	\$24.50	20 minute lesson
Learn to Swim: Private lessons	\$35.00	30 minute lesson	\$35.00	30 minute lesson
Learn to Swim: Private lessons	\$15.00	Special needs	\$15.00	Special needs
Learn to Swim: Private Lesson (2 students)	\$28.00	20 minute lesson	\$35.00	20 minute lesson
Learn to Swim: Private Lesson (2 students)	\$45.00	30 minute lesson	\$49.00	30 minute lesson
Aquatic (Small Group) programmes* per session rate, enrolment for term required.	\$7.50	Per session	\$8.50	Per session
Waikanae Pool - BBQ hire	\$10.00	per hour	12.50	per hour
Waikanae Pool - BBQ bond	\$20.00		\$20.50	

## Sportsgrounds charges

Fees include access to changing facilities where applicable.

These fees exclude junior sport.

Sports activity (seasonal)	Current Fee		2022/23 Proposed Fee	
	Amount	Unit	Amount	Unit
Cricket (grass)	\$1,461	per block	\$1,496	per block
Cricket (artificial)	\$646	per block	\$662	per block
Croquet	\$1,135	per grass court	\$1,162	per grass court
Netball	\$220	per court	\$225	per court
Rugby	\$733	per field	\$751	per field
Rugby league	\$733	per field	\$751	per field
Football	\$733	per field	\$751	per field
Softball	\$733	per field	\$751	per field
Tennis	\$146	per court	\$150	per court
Touch	\$364	per field	\$373	per field
League tag	\$364	per field	\$373	per field
Twilight football	\$181	per field	\$185	per field

Sports activity (one-off bookings)	Current Fee		2022/23 Proposed Fee	
Cricket (grass)	\$204	per block	\$209	per block
Cricket (artificial)	\$87	per block	\$89	per block
Netball	\$17	per court	\$17	per court
Rugby	\$116	per field	\$119	per field
Rugby league	\$116	per field	\$119	per field
Football	\$116	per field	\$119	per field
Softball	\$95	per field	\$97	per field
Tennis	\$11.70	per court	\$12	per court
Touch	\$80	per field	\$82	per field
League tag	\$80	per field	\$82	per field
Off season field marking*	\$311	per field	\$318	per field

\* Conditions apply

## Reserve land rentals

Reserve land rentals	Current Fee	2022/23 Proposed Fee
Clubs with alcohol licences	\$913	\$935
Clubs without alcohol licences	\$457	\$468
Craft, hobbies and other activities	\$367	\$376
Educational (standard)	\$222	\$227
Youth and service	\$222	\$227

## Hall hire charges

Hall hire charges	Current Fee	2022/23 Proposed Fee		
<p>Hall Hire Conditions:</p> <ul style="list-style-type: none"><li>• Any booking that alcohol is present and the event is after 5pm a bond of \$785 is required</li><li>• Bookings for sports activities there will be a bond of \$384</li><li>• Fees are payable at the time of booking</li><li>• No booking fees applied if cancelled more than 28 days before the hire date</li><li>• 30% booking fees chargeable if cancelled less than 28 days before the hire date</li><li>• \$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</li></ul> <p>All hall bookings are at Council's discretion in all respects</p>				



Hall hire charges	Current Fee		2022/23 Proposed Fee	
	Hall	Per Hour Charge Rate	Per Hour Charge Rate - for 4 hours or more bookings	Per Hour Charge Rate - for 4 hours or more bookings
Paekākāriki Memorial Hall	\$15.90	\$12.70	\$16.30	\$13.00
Paekākāriki tennis club hall	\$12.70	\$6.70	\$13.00	\$6.90
Raumati South Memorial Hall - Main Hall	\$15.90	\$12.70	\$16.30	\$13.00
Raumati South Memorial Hall - Supper room	\$12.70	\$12.30	\$13.00	\$12.60
Raumati South Memorial Hall - Whole complex	\$25.50	-	\$26.10	-
Paraparaumu Memorial Hall - Main Hall	\$15.90	-	\$16.30	-
Paraparaumu Memorial Hall - Supper room	\$12.70	-	\$13.00	-
Paraparaumu Memorial Hall - Whole complex	\$25.50	-	\$26.10	-
Waikanae Memorial Hall - Main Hall	\$8.50	\$7.90	\$8.70	\$8.10
Waikanae Memorial Hall - Small Hall / Mezzanine	\$7.90	\$6.70	\$8.10	\$6.90
Waikanae Memorial Hall - Whole complex	\$25.50	-	\$26.10	-
Waikanae Community Centre	\$48.20	-	\$49.40	-
Waikanae Beach Community Hall	\$12.70	-	\$13.00	-
Reikorangi Community Hall	\$12.70	-	\$13.00	-
Ōtaki Memorial Hall - Main Hall	\$15.90	-	\$16.30	-

Hall hire charges	Current Fee		2022/23 Proposed Fee	
	Hall	Per Hour Charge Rate	Per Hour Charge Rate - for 4 hours or more bookings	Hall
Ōtaki Memorial Hall - Supper room	\$12.70	-	\$13.00	-
Ōtaki Memorial Hall - Whole complex	\$25.50	-	\$26.10	-
Mazengarb Sports complex	\$14.80	-	\$15.20	-
Paraparaumu College gymnasium hall - Weekends	\$17.00	-	\$17.40	-
Paraparaumu College gymnasium hall - Weekdays	\$33.90	-	\$34.70	-

## Library fees and charges

<b>Library fees and charges: Lending</b>	<b>Current Fee</b>		<b>2022/23 Proposed Fee</b>	
Best seller books	\$2.50	each	\$2.50	each
DVDs - single*	\$2.00		\$2.00	
DVDs - multi disc set*	\$3.00		\$3.00	
Talking books	No charge		No charge	
<b>Library fees and charges: Loans and reserves</b>	<b>Current Fee</b>		<b>2022/23 Proposed Fee</b>	
Interloans (each)	\$15.00	each	\$15.00	each
International interloans (each)	\$38.00	each	\$40.00	each
<b>Library fees and charges: Membership</b>	<b>Current Fee</b>		<b>2022/23 Proposed Fee</b>	
Membership cards (replacement)	\$4.50		\$4.60	
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		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		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	\$2.60	per item
	\$70	for six months	\$75	for six months
	\$140	Per annum	\$145	Per annum

\* No charge for the profoundly deaf borrowers for DVDs.

Library fees and charges: Other services	Current Fee		2022/23 Proposed Fee	
Faxes and scanning – local/national	\$1.00	First page	\$1.00	First page
Faxes and scanning – local/national	\$0.50	Subsequent page	\$0.50	Subsequent page
Faxes and scanning – international	\$1.60	First page	\$1.60	First page
Faxes and scanning – international	\$0.50	Subsequent page	\$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	\$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	\$55	per high resolution digital image emailed or copied to a CD for commercial purposes
Laminating- A4	\$2.20	per page	\$2.30	per page
Laminating- A3	\$4.20	per page	\$4.30	per page
Photocopying and printing – black and white. A4	\$0.20	per side	\$0.20	per side
Photocopying and printing – black and white. A3	\$0.30	per side	\$0.30	per side
Photocopying and printing – colour per A4	\$1.00	per side	\$1.00	per side
Photocopying and printing – colour per A3	\$2.00	per side	\$2.00	per side
Library bags	\$3.50	each	\$3.50	each

Library fees and charges: Other services	Current Fee		2022/23 Proposed Fee	
	Replacement of lost or damaged library items	Price varies depending on publication	plus administration fee per item	Price varies depending on publication
Administration Fee	\$5.20	per item	\$5.50	per item
eBook publishing	Price varies depending on publication		Price varies depending on publication	
Purchase of library publications	Price varies depending on publication		Price varies depending on publication	
Digital and e-book workshops	\$30.00	minimum per session	\$30.00	minimum per session
	\$50.00	maximum per session	\$50.00	maximum per session
Children's CDs and talking books	No charge		No charge	
Internet	No charge		No charge	
<b>Overdue loan charges</b>				
Books, magazines, adult CDs (per day)	\$0.60	per day	No Charge	
Children's books (per day)	\$0.20	per day	No charge	
Bestsellers and DVDs (per day)	\$1.30	per day	No Charge	

<b>Hire of the Coastlands meeting room at the Paraparaumu Library</b>	<b>Current Fee</b>	<b>2022/23 Proposed Fee</b>
Community Groups - Evening	\$53	\$54
Community Groups - Half day	\$48	\$49
Community Groups - Full day	\$80	\$82
Community Groups - Half day plus evening	\$85	\$87
Community Groups - Full day plus evening	\$117	\$120
Commercial Groups - Evening	\$101	\$103
Commercial Groups - Half day	\$85	\$87
Commercial Groups - Full day	\$148	\$152
Commercial Groups - Half day plus evening	\$170	\$174
Commercial Groups - Full day plus evening	\$223	\$228

## Arts and Museums fees and charges

<b>Kāpiti Arts Guide and Trail</b>	<b>Current Fee</b>	<b>2022/23 Proposed Fee</b>
Arts Trail participation fee and entry in Arts Guide	\$185	\$190
Entry in Kāpiti Arts Guide only	\$125	\$130

## Solid waste charges

Otaihanga Landfill (cleanfill only)	Current Fee		2022/23 Proposed Fee	
	Cleanfill - must meet the cleanfill acceptance criteria published on the Council's website. Note there's a minimum charge of \$14.80	\$14.50	per tonne	\$14.80

Waste collector / Operator licence	Current Fee		2022/23 Proposed Fee	
	License annual fee	\$196		\$201

## 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	Current Fee		2022/23 Proposed Fee	
	Staff time (in excess of two hours)	\$38	per half hour or part thereof	\$39
Black and white copying - A4 size (the first 20 copies free)	\$0.20	per sheet	\$0.20	per sheet
Black and white copying - A3 size	\$0.40	per sheet	\$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		At cost	
Requests requiring specialist experts, not on salary, to research and process the request	At cost		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 \$78 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	Current Fee		2022/23 Proposed Fee	
Corridor access request (CAR) fee <sup>10</sup> project works	\$295		\$302	
Corridor access request (CAR) fee <sup>10</sup> major works	\$149		\$153	
Corridor access request (CAR) fee <sup>10</sup> minor works	\$75		\$77	
Roading engineer	\$163	per hour	\$167	per hour
Clerk of works	\$108	per hour	\$111	per hour
Paper road closure	Current Fee		2022/23 Proposed Fee	
Road stopping application fee	\$803		\$822	
Hourly rate for additional work	\$163	per hour	\$167	per hour

Overweight Load Permit Fee	Current Fee		2022/23 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	per hour (minimum charge \$81.35)	\$167	per hour (minimum charge \$83.50)
Removal of overhanging trees/vegetation – on road reserve (Section 355 Local Government Act 1974)	Current Fee		2022/23 Proposed Fee	
Removal of trees, vegetation or obstructions to prevent injury, obstruction to traffic, pedestrians and general infrastructure.	Cost incurred for removal obstruction		Cost incurred for removal obstruction	

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

## Wastewater charges

Wastewater treatment	Current Fee		2022/23 Proposed Fee	
Connection to network	Quoted as per site		Quoted as per site	
Septage disposal and treatment	\$27	per cubic meter	\$27	per cubic meter

## Water charges

Water charges	Current Fee		2022/23 Proposed Fee	
Connection to network	Quoted as per site		Quoted as per site	
Water metering configuration modifications	Quoted as per site		Quoted as per site	
Special reading – water meters	\$38		\$39	
Water dedicated filling point access card	\$70		\$72	
Water charge for potable water from water supply system	1.25 times the water rate per m <sup>3</sup>		1.25 times the water rate per m <sup>3</sup>	
Water meter accuracy testing	\$406	For water meters up to DN25mm. Quoted per site for water meters greater than DN25mm	\$416	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	Current Fee	2022/23 Proposed Fee
Alkalinity	\$16.07	\$16.87
Ammonia-N g/m <sup>3</sup>	\$24.31	\$26.25
BOD g/m <sup>3</sup>	\$28.98	\$30.43
Bore depth	\$6.93	\$7.71
cBOD g/m <sup>3</sup>	\$34.97	\$36.71
Chloride g/m <sup>3</sup>	\$22.58	\$23.70
COD g/m <sup>3</sup>	\$31.02	\$33.50
Conductivity mS/cm	\$12.92	\$13.30
DO g/m <sup>3</sup>	\$10.71	\$11.03
DRP-P g/m <sup>3</sup>	\$22.58	\$26.25
E.coli no/100ml (m Tec River monitoring only)	\$23.63	\$24.81
F/Coli + E.coli (NaMug -mbr-filt)	\$37.59	\$39.47
Enterococci no/100ml (mbr Filt)	\$25.83	\$27.12
F/Coli no/100ml (mbr Filt)	\$23.63	\$24.81
Fluoride g/m <sup>3</sup>	\$28.98	\$30.43
Iron g/m <sup>3</sup>	\$24.31	\$26.25
Nitrite testing	\$24.31	\$26.25
Nitra+Nitri-N g/m <sup>3</sup> (Nitrate)	\$24.31	\$26.25
pH	\$12.92	\$13.30
Presence/absence coliform	\$23.63	Remove fee – test no longer offered
Salinity	\$12.92	Remove fee – now part of the conductivity test

Testing of water - laboratory charges	Current Fee	2022/23 Proposed Fee
Staff collection (2 people) per hour	\$117.08	\$149.50
Suspended solids g/m <sup>3</sup>	\$22.58	\$23.70
TEMP °C	\$10.71	\$11.03
Total coliforms no/100ml (mbr filt)	\$23.63	\$24.81
Total Coliforms and E.coli (Colilert)	\$37.59	\$40.60
Total Nitrogen	\$34.82	\$37.60
Total P g/m <sup>3</sup>	\$30.36	\$26.25
Total solids %	\$16.07	\$16.55
Travel (per KM)	\$0.76	\$0.77
Total solids g/m <sup>3</sup>	\$22.05	\$23.15
Turbidity NTU	\$12.92	\$13.30
UV transmission	\$12.92	\$13.30

## Other charges

Other charges	Current Fee		2022/23 Proposed Fee	
Easement – new/changes/cancellations (Landowner approval/Non	\$326	Application Fee (includes first 2 hours, \$163 per	\$334	Application Fee (includes first 2 hours, \$167 per
Additional External costs associated with Easement process	At Cost		At Cost	

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