

Mayor and Councillors
COUNCIL

31 MAY 2018

Meeting Status: **Public**

Purpose of Report: For Decision

ADOPTION OF 2018/19 FEES AND CHARGES FOR REGULATORY SERVICES

PURPOSE OF REPORT

- 1 This report proposes that the Council formally resolves to adopt the fees and charges for Regulatory Services, as consulted on in the Long Term Plan 2018-38. Adopting these fees in late May fits within Council's Open for Business framework.

DELEGATION

- 2 The Council has not delegated this authority to any Committee of the Council.

BACKGROUND

- 3 As part of the Council's Open for Business initiative to improve Customer Service, the Council has approved the fees and charges in late May or early June over the last four years to allow for invoicing in June prior to the start of the financial year.
- 4 The early approval of the fees and charges in Regulatory Services has resulted in benefits for both customers and the Council. Early communication of fees provides flexibility for customers and the ability to make early payment arrangements before the invoice due date.
- 5 The proposed fees and charges generally reflect the current fee and charge structure with an increase based on the Local Government Cost Index (LGCI) of 2% where the fees are not set by other legislation with the following exceptions:
- 6 Environmental Health and Food:
 - 6.1 New fees related to the requirements of the Food Act 2014 being phased in for the registration of market operators. This new category represents a reduction in the standard first-time fee for market stall holders.
 - 6.2 Moving from a set fee to an hourly charge for transitioning to a Food Control Plan (FCP) or National Programme (NP), verification FCP, replacement FCP or NP guidance, replacement Licence and food stall approvals.

7 Compliance:

- 7.1 Higher compliance user-pays share (based on 40% private contribution) and additional fees reflecting benefits to property owners, and recoveries from those offending (exacerbators).
- 7.2 Introducing a residential pool fencing administration fee of \$102 per hour and clarifying that inspections include a standard half-hour travel time charge. New legislation places obligations upon councils to ensure pools are inspected and to keep records of these.
- 7.3 Deletion of the Commercial Trading in Public Places and Commercial Outdoor Dining Licence fees. Fees for licensing encroachments on to park or road reserves are now provided for in other areas.
- 7.4 Increase above the LGCI rate for the Trade Waste Application fee to better reflect officer time to inspect, monitor and issue licences for trade waste.

8 Animal Management:

- 8.1 A new fee for seizure and taking custody of a dog after an attack.
- 8.2 A reduction in the fee for micro-chipping impounded dogs to reflect the actual cost and make it more accessible to the community.
- 8.3 A small increase in the registration fee for dog owners over 65 to allow a graduated fee scale to distinguish between an approved owner and standard registration costs.

9 Building Control:

- 9.1 Introduction of an application for extension of time to provide a seismic assessment fee, for new work under the Building (Earthquake-prone Buildings) Amendment Act 2016.
- 9.2 Increase in the damage deposit taken to cover damage to assets and vehicle-crossing installations. The fees as consulted on were not clear about the deposits relating to residential and commercial applications. The vehicle-crossing deposit is additional to the damage deposit and is \$1,000 for residential applications. A vehicle-crossing deposit of \$2,000 for commercial applications is proposed as these crossings are usually double the width of residential crossings.
- 9.3 Deletion of the Fire Service design review fee as there is no longer a charge for this activity to councils.

10 Resource Management:

- 10.1 Engineering application fees have been incorporated where practical into the resource management deposit fee, to simplify the schedule.
- 10.2 Outline plan waiver deposit set at four hours.
- 10.3 Subdivision (3-19 lots) deposit for 18 hours and large subdivisions (20 lots or more) deposit for 30 hours. Previously any subdivision of more than three lots had the same fee.
- 10.4 To update a cross lease to a fee simple title is a fixed fee based on two hours, encouraging owners to update.

- 10.5 Subdivision engineering drawing approval and engineering construction supervision deposit, set as a four hour fee plus a per lot component, for subdivision monitoring of consent conditions.
- 10.6 Trim protected tree in an urban area; Nil charge to make it clear that no fee is required.
- 10.7 Limited notification applications deposit consistent for all subdivisions and land use.
- 10.8 Certificate of Compliance fee increased to better reflect the level of assessment required.
- 10.9 Re-issue certificate (all types) set at two hours to recover costs.
- 10.10 Cancellation of Building line restriction set at four hours to recover costs.
- 10.11 Proposed changes to the schedule since consultation:
 - An hourly charge for encroachment licences has been removed (Environmental Compliance already has an hourly charge for Environmental Compliance Officer to undertake monitoring).
 - Encroachment licence (building/structures only) has been transferred to Access and Transport fee schedule as Permit to trade on Council land.
 - Reissue encroachment licence (new owner) has been transferred as Permit renewal fee to use Council land to trade in a public place.
 - Several minor corrections, including to the home occupation fee to correct the fee to \$210, and ensuring fees are inflation adjusted consistently.
- 11 Fees are sometimes prescribed by central Government, through enactment of legislation, and there is no requirement for local government to consult on these. For example, the fees for alcohol licensing are set by the Sale and Supply of Alcohol (Fees) Regulations 2013 and as such are not included in this report for approval; however they are included for reference purposes.
- 12 From an organisational perspective early adoption of Regulatory Fees and Charges has seen higher compliance rates for dog registrations and a reduced number of penalties imposed as a result. It also reduces administrative pressure meaning Council staff are able to maintain service levels through the dog registration period.
- 13 It should be noted that food businesses will gradually transition into operating under the Food Act 2014. This means that until June 2019, fees for food activities will be set under two separate regulatory frameworks (the Local Government Act 2002 and the Food Act 2014). Food premises' fees will be applied according to the regime the premise is operating under. The proposed fees and charges take into account the different roles that Council staff undertake under the two regulatory frameworks.

ISSUES AND OPTIONS

- 14 Of the submissions received on the Long Term Plan 2018-38, 96 related to the proposed fees and charges in the Regulatory Services area.

14.1 There were 34 submissions which included general comments relating to Council fees and charges. The general tenor of submissions was that Council fees should reduce.

- There were eight submissions directly supportive of the proposed fees or endorsing a user-pay approach.
- There were a couple of comments about an administrative fee being charged on refunds. Comment has been added to the fee schedule to clarify that this is only charged where the building consent has been cancelled.
- Two submitters suggested waiving Council fees and levies for affordable or social housing. Council practice has been not to waive fees as funds can be available through a grant. This is seen as a more transparent process.

14.2 The majority (49) of the submissions related to the Food Act. Forty six had direct concerns about potential impacts for market stall holders. Two submitters were supportive of the fees and one was 'bemused'.

- Councils have a statutory obligation to administer the legislation which brings markets into line with other food sellers.
- Revenue and Financing policy for Environmental Health is 25% private funding (collected via fees and charges), 75% public (rates) funding.
- The fees as consulted propose a reduced fee for market stall holders.
- There is opportunity for individual licensees to minimise costs by being adequately prepared for verification. Applications to date have been variable in their completeness.
- There is more emphasis now on ensuring all food sold or traded is safe and suitable. There has been a significant shift from an inspection-based regime to businesses adopting a risk-based measure where they demonstrate their competence. All food businesses must register their business and adopt a risk based measure.
- Any food businesses including market sellers can apply for an exemption from the requirement to register under section 33 of the Food Act 2014. Council does not have the power to grant exemptions under the Food Act 2014.
- Fees proposed for the Food Act are generally consistent with other councils, with most using a fee structure based on two hours of staff for food control plan registration, and four hours for a standard verification.
- In relation to markets, there is no longer a specific policy for "Approval of Food Stalls at Markets, Events and other sites", which reduced requirements for approved operators. However food operators can now apply for an exemption directly from the Ministry

for Primary Industries. Obtaining an exemption would also mean no fees were payable.

- Council has received food control plan registrations from some market stall holders, particularly those who attend Paraparaumu market, and also some from the Waikanae market. It is also noted that some market stall holders have a wider food business, including other premises, and therefore require a food control plan, regardless of their market attendance.

14.3 There were three submissions with regard to building consent fees being too high. An additional submitter was simply 'bemused'.

- No increases have been proposed other than LGCI adjustments.
- The hourly charge is consistent across the Council for technical officers.
- No comments were received with the proposed changes to damage deposits.

14.4 There were five submissions with regard to resource consent fees.

- One suggested collecting fees from incomplete resource consents and two others sought clarification around fees. Fees are charged prior to work being undertaken and based on actual time spent with refund of any deposit fee not used where the actual time taken is less than that covered by the deposit.
- One submission related to encroachments. Fees for permitting trading on Council land are now provided in fee schedules of another Council group.
- One submission supported a reasonable fee structure with resource consent fees kept to a minimum for conduct of regular farm duties.

14.5 Nine submissions were received about dog fees. One was supportive of the fees.

- Three submissions commented on aspects other than fees. One suggested having dog owner assessments and two submissions urged stronger enforcement actions.
- One submission thought our fees were comparatively high. Comparisons with neighbouring councils do not support this perception. This Council has differentiated fees encouraging owners to de-sex dogs.
- Three submissions suggested that cats be registered. There is no legislation that allows for registration of cats.
- Two submissions asked for fee reductions for working dogs. The current and proposed fee structure already includes a reduced working dog fee.

14.6 Three submissions related to residential pool fencing questioned the need for fees related to residential pools.

- New legislation requires that pools are inspected every three years and that councils keep the records.
 - The legislation allows for inspections to be undertaken by private registered (by central Government) individuals. Currently there are no registered individuals providing this service in the district and Council is providing this service.
 - Fees are set to recover costs as this is a purely private benefit.
- 15 No changes to the fees are suggested having considered the submissions. Additional commentary has been included in Appendix 1 to clarify fees in response to some submissions.

CONSIDERATIONS

Policy considerations

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

Legal considerations

- 17 The fees and charges for approval are attached as Appendix 1. The following sets out the legislative basis for these fees, and any requirements imposed through associated legislation.
- 18 As discussed in this paper, the fees and charges meet the requirements of the Local Government Act 2002 and any other relevant legislation.

Local Government Act 2002

- 19 The Local Government Act 2002 (LGA) allows fees and charges to be imposed by a local authority as long as:
- 19.1 the fees are prescribed using the special consultative procedure (Section 150(3)(b) of LGA) – Note: the consultation process undertaken on the draft Long Term Plan 2018-38 met these requirements; and
 - 19.2 another enactment does not specifically prescribe the rate of fee or require the service to be free (Section 150(1)(b) of the LGA).
- 20 The following fees are authorised by Section 150 and Section 175 of the Local Government Act 2002:
- Environmental Health and Food Premises Fees
 - Other Fees Related to Food Activity
 - Other Fees Activities – Rest Homes Fees
 - Premises required to be Registered under the Health Act 1956 and associated Regulations
 - Trade Waste Consent Fees, and
 - General Compliance Fees.
- 21 The LGA 2002 Section 175 allows councils to recover for wilful or negligent behaviour. This includes the cost incurred by the Local Authority by removing the stoppage or obstruction or interference caused by depositing litter, which includes waste and debris.

Building Act 2004

22 A Territorial Authority may impose a fee in relation to a building consent and for the performance of any other function or services under the Building Act (Section 219(1)(a)). The fees proposed in line with the Building Act 2004 are:

- Building Consent Fees
- Project Information Memorandum (PIM) Fees
- Multi Proof Consent Fees
- Building Consent Fees – Other Charges
- Compliance, inspections and administering residential pool barriers.

Local Government Official Information and Meetings Act 1987

23 A territorial authority may impose a fee in relation to Land Information Memorandum (LIMs) and for providing information requested under the Local Government Official Information and Meetings Act 1987. The fees proposed are:

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

Resource Management Act 1991

24 The Resource Management Act 1991(RMA) allows that fees may be fixed using the criteria set out in Section 36 of the Resource Management Act. The following fees meet the criteria of the RMA:

- Resource Management Fees
- Engineering Fees.

Food Act 2014

25 The Food Act 2014 (Section 205) allows a territorial authority to set fees and outlines the criteria and matters for which fees can be set. The following fees meet the criteria of the Food Act 2014:

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

Dog Control Act 1996

26 The Dog Control Act 1996 (Section 37(1)) allows a territorial authority to set fees and outlines the matters for which fees can be set. The following fees are made under the Dog Control Act 1996:

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

27 In addition, Section 37(6) of the Dog Control Act 1996 requires that any fees be publically notified in a local newspaper at least once during the month preceding the start of every registration year. This will be actioned once these fees have been approved by Council.

Financial considerations

- 28 The financial considerations for the Long Term Plan 2018-38 have been discussed through consultation and the open workshops. All user charges are indexed to achieve the Council Revenue and Finance Policy.

Tāngata whenua considerations

- 29 There are no significant considerations.

SIGNIFICANCE AND ENGAGEMENT

Degree of significance

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

Consultation already undertaken

- 31 The Council has complied with the Local Government Act 2002 in respect of consulting on these fees as part of the Long Term Plan 2018-38 submission process.

Engagement planning

- 32 An engagement plan is not needed to implement this decision.

Publicity

- 33 A media release will be prepared about this early adoption of fees. Council customers will receive, as appropriate, an explanation of the new fees and charges as they relate to them.
- 34 A public notice, as required by Section 37(6) of the Dog Control Act 1996, will be published in a local newspaper at least once during the month preceding the start of the 2018/19 registration year.
- 35 We will also send out email advisories to our regular customers with a copy of the new fees and charges schedule and a summary of the main changes.

RECOMMENDATIONS

- 36 That Council adopts under Section 150 of the Local Government Act 2002 the following 2018/19 fees and charges attached as Appendix 1 to this Report RS-18-498:
- Environmental Health and Food Premises Fees
 - Other Fees Related to Food Activity
 - Premises required to be Registered under the Health Act 1956 and associated Regulations
 - Trade Waste Consent Fees, and
 - General Compliance Fees.
- 37 That Council adopts under Section 219(1)(a) of the Building Act 2004 the following 2018/19 fees and charges attached as Appendix 1 to this Report RS-18-498:

- Building Consent Fees
 - Project Information Memorandum (PIM) Fees
 - Multi Proof Consent Fees
 - Building Consent Fees – Other Charges.
- 38 That Council adopts under Section 44A(4) of the Local Government Official Information and Meetings Act 1987 the Land Information Memorandum and Official Information fees and charges as detailed in Appendix 1 of this Report RS-18-498.
- 39 That Council adopts under Section 36 of the Resource Management Act 1991 the following 2018/19 fees and charges attached as Appendix 1 to this Report RS-18-498:
- Resource Management Fees
 - Engineering Fees.
- 40 That Council adopts under Section 205 of the Food Act 2014 the following 2018/19 fees and charges attached as Appendix 1 to this Report RS-18-498:
- Registration Fees
 - Verification Fees
 - Other associated fees under the Food Act 2014.
- 41 That Council adopts under Section 37(1) of the Dog Control Act 1996 the following 2018/19 fees and charges attached as Appendix 1 to this Report RS-18-498:
- Animal Control Fees
 - Animal Control Impoundment Charges
 - Other Animal Control Charges.

Report prepared by

**Approved for
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ATTACHMENT:

Appendix 1: Regulatory Fees (Schedule of User Fees and Charges)

Schedule of user fees and charges

Schedule of user fees and charges

All fees and charges include GST.

Building consent fees

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

Under some conditions, applicants may be required to pay additional fees when processing is completed. This will include fees for development levies, additional inspections, and other fees required under the Building Act 2004.

The inspection fee¹ is estimated on the number of inspections required for the type of work. If the number of inspections has been over-estimated a refund will be made. If additional inspections are required, they will be charged at the rate applicable at the time they occurred and will need to be paid before we issue a code of compliance certificate.

The fees exclude BRANZ, MBIE levies, and refundable deposits which are scheduled in the 'other fees' section and are additional to the building consent fees.

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

¹This fee includes inspection onsite, travel and review of documentation in office.

If the project is in a remote area or has difficult access, additional travel time will be charged.

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

Building consent fees (continued)

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

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

¹This fee includes inspection onsite, travel and review of documentation in office.

If the project is in a remote area or has difficult access, additional travel time will be charged.

Project information memorandum (PIM) fees

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

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

Multi-proof consent fees

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

Under some conditions you may be required to pay additional fees when processing is completed. This will include fees for development levies, additional inspections and other fees required under the Building Act 2004.

If the number of inspections has been over-estimated, a refund will be made.

The multi-proof consent fees below include a digital storage charge of \$46.

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

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

Building consent fees – other charges

BRANZ and MBIE levies are not set by the Council.

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

Other charges	
Registration of Section 77(1) certificate (as at January 2018 the disbursements are \$285 per registration)	\$224 plus disbursements (includes registration at Land Information New Zealand)
Digital storage charge (if applicable and not already included in a separate fee)	\$46 per consent additional to above consent fees
Amendment to building consent application	\$235 lodgment fee (includes half-hour assessment) plus \$153 per hour over and above first half-hour
Application for discretionary exemption (Schedule 1, Part 1, Section 2, Building Act 2004)	\$235 lodgment fee (includes half-hour assessment) plus \$153 per hour over and above first half-hour
Warrant of fitness audit inspections	\$153 per hour
Inspection fees associated with a notice to fix	\$153 per hour
Engineering technical assessment/peer review	Cost plus 10%
New/amended compliance schedule	\$143

Building consent fees – other charges (continued)

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

Other charges	
An Infrastructure damage deposit of \$600 will be taken for each new build to ensure that Council's assets in the road reserve are protected, and that if damaged, can be repaired. If no damage is found during inspection and/or the damage has been repaired satisfactorily, the deposit will be refunded less the inspection fee.	
The deposit is increased to \$1600 if a new vehicle crossing is required to provide access from a residential building to the legal road.	
The deposit is increased to \$2600 if a new commercial vehicle crossing is required to provide access from a commercial building to the legal road	
Provision of building files and/or aerial maps via email or on CD	\$17
Access to building files/all copying/printing charges additional to the above services	Black and white: A4 – first 20 copies free then \$0.30 per page A3 – \$0.40 per page
	Colour: A4 – \$2.20 per page A3 – \$3.60 per page
Building certificate for supply and sale of alcohol	\$133
Building warrant of fitness renewal (one-two systems) up to half an hour processing	\$77 (first half-hour) \$153 per hour thereafter
Building warrant of fitness renewal (three + systems) up to 45 minutes' processing	\$153 (first 45 minutes) \$153 per hour thereafter
Removal of Section 72 certificate	\$143 plus disbursements

Building consent fees – other charges (continued)

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

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

Resource management fees

Fees are as set under Section 36 of the Resource Management Act 1991. Initial deposit fees are set under section 36(1) and must be paid before we start processing your application. Further charges will be incurred if additional time is spent processing the request, or if disbursement costs are incurred, which are over and above the allocated time provisions.

If any charge for an application is not paid by the due date, then Kāpiti Coast District Council reserves the right under Section 36AAB(2) of the Resource Management Act 1991 to stop processing the application. This may include the cancellation of a hearing or the issuing of a decision. If a hearing is cancelled or postponed due to the non-payment of a charge, the applicant will be charged for any costs that may arise from that cancellation or postponement.

Discounts shall be paid on administrative charges for applications for resource consent applications that are not processed within the statutory timeframes. The discounts shall be in accordance with the Regulations to the Resource Management Act 1991.

Notified applications	
Publicly notified applications	\$4,590 deposit (covers first 30 hours of processing time; balance to be charged on time and material basis including advertising)
Limited notified applications	\$3,978 deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)

Non-notified land use applications (including temporary events)	
Permitted activities (including temporary events)	nil
Trim protected tree (urban area)	nil
Home occupation (Controlled activities)	\$210 fixed fee
Non-notified land use activities – general	\$1,224 deposit (covers first 8 hours of processing time, \$153 per hour thereafter)
Fast track resource consent (Controlled activities)	\$1,148 deposit (covers the first 7.5 hours of processing time, \$153 per hour thereafter)
Fixed fee activities ² 1. removal/trimming protected trees causing significant structural damage (as determined by an appropriately delegated, qualified and experienced person, i.e. an ecologist or Council staff member); 2. trimming of protected vegetation to maintain existing farm tracks; and 3. earthworks to maintain existing farm tracks.	\$107

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

Resource management fees (continued)

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

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

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

Resource management fees (continued)

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

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

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

Resource management fees (continued)

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

Hourly charge out rates and disbursements	
Elected member commissioner costs per hour for any hearing:	\$204 per hour (or part thereof)
Sitting collectively without an independent commissioner: (chairperson, hearing commissioners)	\$102 per hour per elected member as chair and \$82 per hour per elected member on a committee up to a collective total of \$204 per hour (or part thereof)
Sitting with an independent commissioner	
Independent commissioners	At cost
Postage and stationery	At cost
Consultant's fees (the use of consultants/peer review will be undertaken in consultation with the applicant)	At cost
Provision of resource consent files via email or on CD	\$17 fixed fee
Copying and printing	Black and white: A4 – first 20 copies free then 30c per page
	Black and white: A3 – 40c per page
	Colour: A4 – \$2.20 per page A3 – \$3.60 per page

Engineering fees

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

Commercial/industrial development or infrastructure development	Application deposit	\$918 per application (includes the first 6 hours, \$153 per hour thereafter)
	Compliance monitoring administration fee	\$306 (includes the first 2 hours, \$153 per hour thereafter)
Non-notified land use consents		
Commercial/industrial development or infrastructure development	Engineering drawing approval	\$1,377 (includes three submissions of engineering drawings, beyond this will be charged at \$153 per hour thereafter)
	Engineering construction supervision	Determined as 2% of the total estimated value of services (water, sanitary, drainage and road), including engineering and contingency fees (minimum of \$10,050)

Monitoring		
All compliance monitoring is to be charged at an hourly basis for staff time		\$153 per hour
Subdivision engineering drawing approval and engineering construction supervision		\$612 plus \$306 per lot deposit (\$153 per hour thereafter)
Other		
Objection to decision		\$153 per hour
Variation to consent conditions		\$153 per hour
Plan change applications		\$153 per hour
Easement – new/cancellation	Application deposit per application	\$306 deposit (includes the first 2 hours, \$153 per hour thereafter)
Specialist consultants		At cost

Animal management fees

Registration Entire dog		
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 July 2018
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$66	\$99
Working dogs (third and subsequent (B)	\$40	\$59
Standard dog (C)	\$182	\$272
Approved owner (D)	\$156	\$234
Registration fee for dog owner over 65	\$170	\$255
Dogs classified as dangerous dogs (H)	\$272	\$408
Owner current member of NZ Kennel Club (G) – provide proof of membership annually	\$156	\$234

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

Animal management impoundment charges

These fees are also set so they're in line with the local government cost index and have increased by 2% for the 2018/19 financial year.

Impounding has occurred when a dog is confined to a dog control officer's vehicle or impounded.

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

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

Item	First impound	Second impound in any two year period	Third and subsequent impound in any two year period
Impounded (must be registered and microchipped to release)	\$51	\$166	\$296
Impounded - unregistered	\$92		
Sustenance – dog (per day)	\$12	\$12	\$12
Microchipping – dog	\$40	N/A	N/A
Seizure and take custody fee	\$70	\$70	\$70

Prearranged after-hours release (two officers) – all	\$153 / Officer (one hour of time, additional time at \$102 per hour)	\$153 / Officer (one hour of time, additional time at \$102 per hour)	\$153 / Officer (one hour of time, additional time at \$102 per hour)
Impounding – sheep and goats	\$35 per head plus any costs incurred in transporting stock	\$61 per head plus any costs incurred in transporting stock	\$125 per head plus any costs incurred in transporting stock
Impounding – cattle and horses	\$61 per head plus any costs incurred in transporting stock	\$125 per head plus any costs incurred in transporting stock	\$250 per head plus any costs incurred in transporting stock
Animal control officer hourly charge-out rate		\$102 per hour	

Impoundment charges (continued)

Item	First impound or seizure	Second impound or seizure in any two year period	Third and subsequent impound or seizure in any two year period
Officer charges relating to impounding of stock	\$102 per hour - 0800-1700 hours \$153 per hour - 1701-0759 hours	\$102 per hour - 0800-1700 hours \$153 per hour - 1701-0759 hours	\$102 per hour - 0800-1700 hours \$153 per hour - 1701-0759 hours
Sustenance – sheep and goats (per day)	\$6 per day	\$6 per day	\$6 per day
Sustenance – cattle and horses (per day)	\$12 per day per unit	\$12 per day	\$12 per day

Other animal management charges

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

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

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

Environmental Health Food Act 2014 Fees

Registration and verification fees provide for a set time provision. Any additional time may be subject to the hourly rate of \$153.

Registration fees	
New Food Control Plans (FCP) or National Programme (NP)	\$300
Renewal of FCP and NP	\$150
New registration multisite business (FCP or NP)	\$300, plus \$150 for each additional site
Renewal of registration multisite business	\$150, plus \$50 for each additional site
New FCP or NP (market operator less than 52 time per year)-	\$150
Registered KCDC food business transitioning to a FCP or NP	\$150
Amendment to registration	\$153 per hour
Significant Amendment to registration	\$300

Verification fees	
These fees include preparation, travel [within the district] reporting and administration time, if the activity exceeds the maximum hours set, there will be an extra charge of \$153 per hour.	
Food Control Plan (FCP)	\$600
FCP (low risk cakes and biscuits only that do not require refrigeration)	\$153 per hour
National Programme 1 (NP1)	\$153 per hour
National Programme 2 (NP2)	\$153 per hour
National Programme 3 (NP3)	\$153 per hour
Deemed (FCP)	\$600
Verification multisite business	See FCP or NP charges for first site plus \$153 per hour for any other site requiring verification
Unscheduled verification	\$153 per hour
Verification outside the district - FCP or NP	See cost for verification and add any extra time, actual travel and accommodation costs

Note for verification fees

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

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

Environmental health fees

Food businesses operating under the Food Hygiene

Regulations 1974 and grading system prior to 30 November 2018

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

Fee structure related to Food Hygiene Regulations 1974 and grading system

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

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

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

Other food activities

Other food activity under the grading system

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

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

Alcohol licensing fees

The application fee applies to applications for new licences, renewals of licences and variations to licences. Application fees are payable on date of application.

In the case of a new licence, the annual fee must be paid prior to the issue of the licence and subsequently must be paid on the anniversary of the date the licence was issued.

In the case of an existing licence, the annual fee is payable on the most recent of the following:

- the date on which the licence was issued;
- the date on which the licence renewed; and
- the date on which a variation of the licence was granted.

Pursuant to Regulation 6(4) of the Sale and Supply of Alcohol (Fees) Regulations 2013 the Council may in its discretion and in response to particular circumstances assign a fees category to premises that is one level lower than the fees category determined.

Alcohol licensing fees – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013	
Very low	Application fee \$368 and annual fee \$161
Low	Application fee \$609.50 and annual fee \$391
Medium	Application fee \$816.50 and annual fee \$632.50
High	Application fee \$1,023.50 and annual fee \$1,035
Very high	Application fee \$1,207.50 and annual fee \$1,437.50

The Sale and Supply of Alcohol Act 2012 (the Act) was fully enacted on 19 December 2013.

The Sale and Supply of Alcohol (Fees) Regulations 2013 associated with the Act include a fee regime for licensed premises and other types of licensing applications. In addition it includes a risk-based fee structure for licensed premises which includes both an application and annual fee component.

Dependent on changes to the operation of the premises or enforcement actions undertaken against a licensee or manager, the fees may change each year. The fee categories represent a risk rating for types of premises, their trading hours and if they have had enforcement actions taken against them. They are calculated in accordance with Regulation 4 to 8 of the Sale and Supply of Alcohol (Fees) Regulations 2013.

Alcohol licensing fees (continued)

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

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

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

Pursuant to Regulation 10(2) of the Sale and Supply of Alcohol (Fees) Regulations 2013, the territorial authority may, in its discretion and in response to particular circumstances, charge a fee for a special licence that is one class below the class of licence that is issued.

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

Trade waste fees

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

Residential Pool Fencing – Building (Pools) Amendment Act 2016

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

* Each inspection incurs a 30 minute travel component

General compliance fees – Environmental Protection

General compliance	
Extraordinary activities – bylaw permits, additional officer time	\$153 per hour
Litter Removal	Cost incurred for removal of litter plus 20%
Noise control – seizure fee (noise making equipment)	\$235 plus \$34 each additional callout plus any additional towage fee related to seizure of a vehicle
Noise control – alarm deactivation fee	Cost of service plus 20%
Amusement devices*	1 x 11.50 2 x 13.80 3 x \$16.10 4 x \$18.40
Environmental Compliance Officer hourly rate **	\$153
Compliance administration fee	\$102
Return of non-compliant signs	\$51
Permit renewal fee to use Council land to trade in a public place	\$189 (fixed charge)

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

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

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