



# Statement of Proposal

Fees and Charges for 2019/20

May 2019

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## CONTENTS

Statement of Proposal .....	2
Consultation and Submissions.....	19
Key Dates .....	19
Submission Form .....	20

# Statement of Proposal

## Proposed Fees and charges for 2019/20

### Reasons for the Proposal

Waitomo District Council sets fees and charges for the provision of certain goods and services to the community.

We apply user fees and charges to fund the operating expenses of activities where the people who benefit can be directly identified and charged. This is a 'user-pays' basis to ensure equity so that people who directly get the benefit of a service pay for the service as well.

Council has carried out an annual review of the fees and charges which provides the opportunity to reflect changing circumstances in the operating environment. This review has resulted in some changes to the fees and charges proposed for the 2019/20 year. Any changes are reflected in the Fees and Charges schedule contained in this statement of proposal in red font.

Council is seeking public feedback on proposed changes to fees for functions under the Local Government Act 2002, the Food Act 2014 (the Food Act), the Resource Management Act 1991 (the Resource Management Act), Sale and Supply of Alcohol Act 2012 and the Building Act 2014. The **schedule of Fees and Charges** requiring change under the Acts mentioned above are included in this proposal.

### Council's Revenue and Financing Policy

When setting the fees and charges a number of considerations are kept in mind, including indirect benefit to the community, distribution of benefits and ability to pay. These considerations are explained in full in Council's Revenue and Financing Policy which can be found under the Policy section of Publications of the Council's website [www.waitomo.govt.nz](http://www.waitomo.govt.nz)

Council's Revenue and Financing Policy provides information on funding sources that are available to Waitomo District Council and provides the rationale for the use of each funding source. Fees and charges are a legitimate source of funding activities (or parts of activities).

Fees and charges are set according to Council's Revenue and Financing Policy where:

- It is assessed that the level of benefit to identified user groups justifies the seeking of charges; and
- There are identifiable and distinct user groups identified by Council's Revenue and Financing Policy; and
- User fees represent the fairest method to seek a contribution from identified users.

The Revenue and Financing Policy includes the percentage of fees and charges Council aims to collect for the relevant activity. The actual fees and charges collected by Council will vary dependent on a number of external factors.

<b>Compliance</b>		
<b>Description</b>	<b>2018/19 Fee or charge (\$)</b>	<b>2019/20 Fee or charge (\$)</b>
<b>Building consent fees</b>		
Building Consent cost includes Inspection fee and Code Compliance Certificate All fees are payable on application		
<del>Certificate of Title</del> <b>Record of title</b>	30.00	30.00
<b>Production of Project Information Memorandum (PIM)</b>	180.00	180.00
<b>Solid Fuel Heaters</b>		
Freestanding ( 1 inspection)	500.00	500.00
Insert (2 inspections)	690.00	690.00
<b>Minor Works (1 inspection)</b>	500.00	500.00
Garden Sheds		
Basic Warning System		
Marquees		
Plumbing or Drainage		
<b>Minor Building Works (2 inspections)</b>	870.00	870.00
Carports		
Demolitions		
Decks		
Swimming Pools		
<b>Other Buildings (2 Inspections)</b>	870.00	870.00
Garages		
Hay Barns		
Implement Sheds		
Bridges		
<b>Detached habitable buildings, no plumbing or drainage (5 inspections)</b>	1,480.00	1,480.00
Sleep Out		
Office		
Studio		
Additions/alterations up to 30m <sup>2</sup>		
Internal alterations to dwellings		
<b>Detached habitable buildings, with plumbing or drainage (6 inspections)</b>	1,730.00	1,730.00
Sleepout with toilet/shower		
Additions/alterations up to <del>30m<sup>2</sup></del> <b>60m<sup>2</sup></b> with plumbing and drainage		
Internal alterations to dwellings		
<b>Additions/alterations <del>30m<sup>2</sup></del> up to <b>60m<sup>2</sup></b> (6 inspections)</b>	1,730.00	1,730.00
<b>Other new buildings up to 60m<sup>2</sup> excluding dwellings and commercial buildings (6 inspections)</b>	1,730.00	1,730.00
<b>Note: For other building work over 60m<sup>2</sup> the below dwelling and commercial/ industrial fees apply.</b>		

Compliance		
Description	2018/19 Fee or charge (\$)	2019/20 Fee or charge (\$)
Dairy Sheds (3 inspections)	1,600.00	1,600.00
Re-sited Dwellings (3 inspections)	1,850.00	1,850.00
Re-site dwellings with additions or alterations (includes 6 inspections)	2,870.00	2,870.00
Dwelling Single Storey up to 100m <sup>2</sup> (8 inspections)	3,030.00	3,030.00
Dwelling Single Storey up to 250m <sup>2</sup> (9 inspections)	3,280.00	3,280.00
Dwelling Single Storey larger than 250m <sup>2</sup> (9 inspections)	3,430.00	3,430.00
Dwelling Two Storey or more up to 250m <sup>2</sup> (9 inspections)	3,500.00	3,500.00
Dwelling Two Storey or more larger than 250m <sup>2</sup> (9 inspections)	3,800.00	3,800.00
Commercial /Industrial up to 300m <sup>2</sup> (9 inspections)	4,010.00	4,010.00
Commercial/Industrial - Basic kit-set type building, no services or internal fit-out (3 inspections)	1,700.00	1,700.00
Commercial/Industrial larger than 300m <sup>2</sup> (9 inspections)	4,510.00	4,510.00
Commercial - Internal Alterations (3 inspections)	1,700.00	1,700.00
Inspection Fee (compliance inspection/swimming pool etc.) <b>per inspection</b>	190.00	190.00
Amendments	340.00	340.00
Compliance Schedules		
New Compliance Schedule (Section 102 Building Act 2004)	280.00	280.00
Amendments to existing Compliance Schedule (Section 106 and 107 Building Act 2004)	280.00	280.00
Request for Extension of Time <b>for a Building Consent – work start or CCC</b>	160.00	160.00
<b>Application for exemption from requirement to carry out seismic work under section 133AN – includes 1 inspection.</b>		679.00
<b>Applications for waivers or modifications to means of restricting access to residential pools under section 67A – includes 1 inspection.</b>		679.00
Processing of Section 71 / 77 Certificate	200.00	200.00
Plus on-charge of Solicitors fee to prepare <b>and register certificate.</b>	Actual Cost	Actual Cost
<b>Certificate of Acceptance - Section 41(c)</b> Any building work in respect of which a building consent cannot practicably be obtained in advance because the building work has to be carried out urgently.	740.00	740.00

<b>Compliance</b>		
<b>Description</b>	<b>2018/19 fee or charge (\$)</b>	<b>2019/20 fee or charge (\$)</b>
<b>Certificate of Acceptance - Section 96(1)(a)</b> (i) the work was done by the owner or any predecessor in title of the owner; and (ii) a building consent was required for the work but not obtained . (In addition to the fees that would have been payable had the owner or previous owner applied for a building consent before carrying out the building work.)	1,180.00 (plus any relevant building consent fees)	1,180.00 (plus any relevant building consent fees)
<b>Certificate of Public Use (1 inspection)</b>	550.00	550.00
<b>Notice to Fix (1 inspection)</b>	450.00	450.00
<b>Accreditation Levy (consents valued over \$20,000)</b>	1.10 per 1,000	1.10 per 1,000
<b>Building Research Levy</b> For every building consent with an estimated value of \$20,000 and over, \$1.00 per \$1,000 is payable	1.00 per 1,000	1.00 per 1,000
<b>MBIE Levy</b> For every building consent with an estimated value of \$20,444 and over, \$2.01 per \$1,000 is payable	2.01 per 1000	2.01 per 1000
<b>Lapsed or Cancelled Building Consents</b> Refunds will be paid to the person(s) who paid the fees on application.	Refund of unused fees less Administration Fee	Refund of unused fees less Administration Fee
<b>Administration fee for refund on cancelled or lapsed consents</b>	50.00	50.00
<b>Peer Review of Specific Designs by External Agents</b>	Actual Cost	Actual Cost
<b>Any additional costs incurred in processing a building consent shall be recoverable on actual and reasonable basis.</b>	160.00 per hour	160.00 per hour
<b>Applying for an exemption from requiring a building consent</b>	250.00	250.00
<b>Other Regulatory Fees and Charges</b>		
Overseas investment certificates – for determining and issuing	300.00	300.00
Section 348 – Right of way (ROW) application – processing application for ROW under the Local Government Act 1974	600.00	600.00
Sale and Supply of Alcohol Certificates <b>for Building Certification</b>	200.00	200.00
<del>Certificate of title search</del> <b>Record of Title (search)</b>	30.00	30.00
<b>Land Information Memorandum (LIM)</b>	300.00	300.00
<b>Administration Fee for refund on cancelled LIM (note where substantial work has been completed on the LIM a refund will not be given; where substantial work has not been completed , the LIM fee will be refunded minus the administration fee).</b>		<b>50.00</b>
<b>Animal and Dog Control Fees</b> All Fees are set in accordance with the Dog Control Act 1996 and by Council <b>Resolution</b> .		
Urban Fee (for dogs in an urban area which comply with the provisions of Dog Control Act 1996)		115.00

Spayed or Neutered Dogs in the Urban Area		90.00
<b>Compliance</b>		
<b>Description</b>	<b>2018/19 fee or charge (\$)</b>	<b>2019/20 fee or charge (\$)</b>
Selected Owner (Dog Control Policy) Dogs		70.00
Note: The penalty for non-payment of dog registration within the required timeframe for a selected owner dog includes the loss of selected owner status.		
Rural Dogs		45.00

Compliance Description	2018/19 fee or charge (\$)	2019/20 fee or charge (\$)
Late registration fee	50% of the fee that would have been payable if that dog had been registered on the first day of the registration year.	50% of the fee that would have been payable if that dog had been registered on the first day of the registration year.
Dangerous Dogs registration fee	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.
Replacement Registration Tag	5.00	5.00
<b>Impounding (Poundage) Fees</b>		
Seizure Fee (per dog seized)	65.00	65.00
First Impounding (registered dog)	70.00	70.00
First Impounding (unregistered dog)	100.00	100.00
Second Impounding	138.00	138.00
Third and subsequent impounding	200.00	200.00
Plus Sustenance fees - per day	15.00	15.00
<b>Re-Homing Fee</b>	Re-homing of unwanted/unclaimed dogs (unregistered) dogs will be the applicable registration fee and micro chipping fee	Re-homing of unwanted/unclaimed dogs (unregistered) will be the applicable registration fee and micro chipping fee
The owner of an impounded dog that is not claimed or signed over to Council remains liable for all impounding and sustenance fees irrespective of the fate of the dog.		
Surrender/disposal fee (in addition to applicable impounding charges and sustenance)	40.00	40.00
Micro-chipping Fee	25.00	25.00
Consent to keep more than 2 dogs in the urban area. <del>(fees will be effective from 1 July 2015)</del> <b>Provided that if more than one inspection is required prior to approval, a further fee of \$30.00 will apply per inspection.</b>	30.00	30.00

Dog Collars		
16mm x 405mm		4.00
19mm x 485mm		5.00
25mm x 570mm		6.00
30mm x 660mm		7.50
<b>Stock Poundage Fee - Excluding dogs</b>		
First impounded animal	110.00	110.00
Per animal thereafter (impounded at the same time as the first impounded animal)	40.00	40.00
<b>Compliance</b>		
<b>Description</b>	<b>2018/19 fee or charge (\$)</b>	<b>2019/20 fee or charge (\$)</b>
<b>Subsequent Impounding</b> – within any 24 month period involving animals owned by the same person/organisation	220.00 plus 40 per additional animal	220.00 plus 40 per additional animal
<b>Driving charges</b> – leading, driving or conveying stock (pursuant to section 14 of the Impounding Act 1955)	125.00 per hour per officer, plus mileage at local government rates, plus any other reasonable costs incurred, including the full costs of	125.00 per hour per officer, plus mileage at local government rates, plus any other reasonable costs incurred, including the full costs of any after-hours response
Grazing (per day) – horses, cattle, mules, ass, deer, pigs	8.00	8.00
Grazing (per day) – sheep, goats, and any others	2.00 plus costs of any hard/supplementary feeds i.e. hay, grain	2.00 plus costs of any hard/supplementary feeds i.e. hay, grain
Advertising costs (pursuant to the Impounding Act 1988) (Actual Costs)	Actual costs	Actual Costs



<b>Environmental Health and Alcohol Licensing</b>		
<b>Description</b>	<b>2018/19 fee or charge (\$)</b>	<b>2019/20 fees or charges (\$)</b>
<b>Health Act Licence Fees</b>		
<b>Amusement Device Permits</b> (Section 11 Amusement Device Regulations 1978)		
1. First Device	11.50	11.50
2. Each additional Device	2.30	2.30
<b>Food Premises</b> <i>Health (Registration of Premises) Regulations 1966</i>		
Low Risk Premises	450.00	450.00
High Risk Premises	570.00	570.00
Any additional inspections required due to non-compliance	150.00	150.00
<b>Fees for Functions under the Food Act 2014</b>		
All administration and verification activities including annual verification, reporting, non-conformance visits and any activity not specified in the schedule below	160.00 per hour	160.00 per hour
Application for new registration of Template Food Control Plan	180.00 (plus hourly rate of 160 after the first hour)	180.00 (plus hourly rate of 160 after the first hour)
Application for renewal of registration of Template Food Control Plan	160.00 (plus hourly rate of 160 after the first hour)	160.00 (plus hourly rate of 160 after the first hour)
Application for amendment of registration of Template Food Control Plan	160.00 (plus hourly rate of 160 after the first hour)	160.00 (plus hourly rate of 160 after the first hour)
Voluntary suspension of Template Food Control Plan	85.00 (plus hourly rate of 160 after the first hour)	85.00 (plus hourly rate of 160 after the first hour)
Application for new registration of premises under a National Programme	120.00 (plus hourly rate of 160 after the first hour)	120.00 (plus hourly rate of 160 after the first hour)
Application for renewal of registration of premises under a National Programme	110.00 (plus hourly rate of 160 after the first hour)	110.00 (plus hourly rate of 160 after the first hour)
Voluntary suspension of National Programme	85.00 (plus hourly rate of 160 after the first hour)	85.00 (plus hourly rate of 160 after the first hour)
Issue of improvement notice, or review of an improvement notice	150.00 (plus hourly rate of 160 after the first hour)	150.00 (plus hourly rate of 160 after the first hour)

Environmental Health and Alcohol Licensing		
Description	2018/19 fee or charge (\$)	2019/20 fees or charges (\$)
Application for statement of compliance	150.00 (plus hourly rate of 160 after the first hour)	150.00 (plus hourly rate of 160 after the first hour)
Copy of Food Control Plan folder and documents	25.00	25.00
Cancelling an audit or verification within 24 hours of the scheduled date and time of audit	100.00	100.00
Administration fee for refund on cancelled applications pursuant to the Food Act (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee)		50.00
<b>Hawkers and Pedlars</b> ( <i>Public Places Bylaw Clause 14</i> )		
Hawkers and Pedlars	60.00	60.00

<b>Environmental Health and Alcohol Licensing</b>		
<b>Description</b>	<b>2018/19 fee or charge (\$)</b>	<b>2019/20 fee or charge</b>
Itinerant Traders	170.00	170.00
Mobile Shops	170.00	170.00
<b>Impounding of Stereo</b> <i>Impounding Charges for Stereo (RMA 1991 sec 336). Note: Impounded stereo will be sold after six months if not claimed and impounding fees not paid.</i>	180.00	180.00
<b>Licensing – Alcohol (Ref: Sale and Supply of Alcohol (Fees) Regulations 2013)</b>		
New Licenses, Renewals and Variations		
Off/On/Club Application Fee - Very Low Risk	368.00	368.00
Off/On/Club Application Fee - Low Risk	609.50	609.50
Off/On/Club Application Fee - Medium Risk	816.50	816.50
Off/On/Club Application Fee - High Risk	1,023.50	1,023.50
Off/On/Club Application Fee - Very High Risk	1,207.50	1,207.50
<b>Annual Fees</b>		
Off/On/Club Application Fee - Very Low Risk	161.00	161.00
Off/On/Club Application Fee - Low Risk	391.00	391.00
Off/On/Club Application Fee - Medium Risk	632.50	632.50
Off/On/Club Application Fee - High Risk	1,035.50	1,035.50
Off/On/Club Application Fee - Very High Risk	1,437.50	1,437.50
Managers Certificate - New and Renewal	316.25	316.25
Temporary Authority	296.70	296.70
Special Licences		
Class 1	575.00	575.00
Class 2	207.00	207.00
Class 3	63.25	63.25
Administration fee for refund on cancelled sale and supply of alcohol applications (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee)		50.00
<b>Licensing – Other</b>		
Transfer of Certificates of Registration or Licence	90.00	90.00
Offensive Trades - Registration Fees	450.00	450.00
Saleyards - Registration Fees	450.00	450.00
Hairdressers - Registration Fees	450.00	450.00
Funeral Director	40.00	40.00

<b>Environmental Health and Alcohol Licensing</b>		
<b>Description</b>	<b>2018/19 fee or charge (\$)</b>	<b>2019/20 fee or charge (\$)</b>
Mortuary Premises	45.00	450.00
Camping Grounds	45.00	450.00
Skateboarding impounding fee	60.00	60.00
Application for Lease of Airspace	100.00	100.00
Lease of Airspace	Charge will be assessed on a site by site basis	Charge will be assessed on a site by site basis
<b>Parking Infringement Fees</b>		
<b>Excess Parking</b> - For parking on a road in breach of the provisions of Waitomo District Council's Land Transport Bylaw 2015, in excess of a period fixed by the bylaw or otherwise where the excess is:		
Not more than 30 minutes	12.00	12.00
More than 30 minutes but not more than 1 hour	15.00	15.00
More than 1 hours but not more than 2 hours	21.00	21.00
More than 2 hours but not more than 4 hours	30.00	30.00
More than 4 hours but not more than 6 hours	42.00	42.00
More than 6 hours	57.00	57.00
<b>Other Parking Offences</b>		
Parking on designated bus stop	40.00	40.00
Parking on designated loading zone	40.00	40.00
Parking on a footpath	40.00	40.00
Parking contrary to parking signage	40.00	40.00
Parking on ornamental verge	40.00	40.00
Parking within 1 m of a vehicle entrance	40.00	40.00
Parking on or within 6m of an intersection	60.00	60.00
Inconsiderate parking	60.00	60.00
Double parking	60.00	60.00
Parking on a yellow broken line	60.00	60.00
Parking in a designated space for disabled persons	150.00	150.00
<b>Towage Fees</b>		
Towage fees are additional to the above fines.	Actual cost	Actual Cost

Environmental Health and Alcohol Licensing		
Description	2018/19 fee or charge (\$)	2019/20 fees and charges (\$)
<b>Litter Infringement Fee</b>		
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier's consent - First Offence	100.00	100.00
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier's consent - Second or Subsequent Offence within a Year	400.00	400.00
Litter, of more than 1 litre and less than or equal to 20 litres, left in a public space, or on private land, without the occupier's consent <sup>1</sup> - First Offence	150.00	150.00
Litter, of more than 1 litre and less than or equal to 20 litres, left in a public space, or on private land, without the occupier's consent - Second or Subsequent Offence within a Year	400.00	400.00
Litter, of more than 20 litres and less than or equal to 120 litres, left in a public space, or on private land, without the occupier's consent <sup>2</sup> - First Offence	250.00	250.00
Litter, of more than 20 litres and less than or equal to 120 litres, left in a public space, or on private land, without the occupier's consent - Second or Subsequent Offence within a Year	400.00	400.00
Litter, of more than 120 litres left in a public space, or on private land, without the occupier's consent - First Offence	400.00	400.00
Litter, of more than 120 litres left in a public space, or on private land, without the occupier's consent - Second or Subsequent Offence within a Year	400.00	400.00
Hazardous or offensive litter left in a public space, or on private land without the occupier's consent - First Offence	400.00	400.00
Hazardous <sup>3</sup> or offensive litter <sup>4</sup> left in a public space, or on private land without the occupier's consent - Second or Subsequent Offence within a Year	400.00	400.00
<sup>1</sup> - 20 litres is the approximate maximum capacity of two standard supermarket bags in normal conditions <sup>2</sup> - 120 litres is the approximate maximum capacity of a standard mobile garbage bin in normal conditions (for example the red lid 'wheelie bin' used for domestic refuse collection in the Waitomo area) <sup>3</sup> - Hazardous litter includes broken glass, barbed wire, jagged metal, medicines, hazardous waste etc <sup>4</sup> - Offensive waste includes rotting food, animal remains, faeces including discarded nappies etc		

<b>Resource Management</b>			
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>			
<b>Description</b>		<b>2018/19 fee or charge (\$)</b>	
<b>General</b>			
Pre application	Pre application meeting	Actual staff time	Actual staff time
Lodgement meeting	To lodge any consent	Actual staff time	Actual staff time
Pre-hearing meeting	For any meeting or mediation held (s99)	Actual staff time	Actual staff time
Joint subdivision and landuse	For any joint subdivision and land use consent application	Deposit 4,500.00	Deposit 4,500.00
Limited notified consent	<b>Any</b> resource consent that requires limited notification	Deposit 6,500.00	Deposit 6,500.00
Notified consent	<b>Any</b> resource consent that requires public notification	Deposit 10,000.00	Deposit 10,000.00
<del>Activity Exemption</del> <b>Deemed Boundary Activity</b> (s87BA)	Consider and issue notice	Fixed 165.00	<b>Fixed 350.00</b>
Marginal or temporary rule breaches / <b>exemptions</b> (s87BB) <i>Note: please discuss this with Council's Planner prior to application</i>	Consider and issue notice (if applicable)	Fixed 165.00	<b>Fixed 600.00</b>
<b>Land use consents</b>			
Non notified	All land use consents, except as otherwise provided below	Deposit 1,000.00	Deposit 1,000.00
Non notified	Boundary dispensation (side yard only)	Deposit 600.00	Deposit 600.00
<b>Subdivision Consents</b>			
Non-notified	creating 9 lots or less where no road/reserves proposed	Deposit 2,500.00	Deposit 2,500.00
Non-notified	Creating 10 lots or more, or any subdivision where a road/reserve is proposed	Deposit 3,500.00	Deposit 3,500.00
<b>Subdivision processes (post approval)</b>			
Section 223 certification		250.00	250.00
Section 224C certification		250.00	250.00
Section 241	Cancellation/partial cancellation of amalgamation condition	Fixed 450.00	Fixed 450.00
Section 221	Consent notice - preparation, authorisation, change or cancellation	Fixed 250.00	Fixed 250.00
Cross lease	Amendments to flats plans	Deposit 600.00	Deposit 600.00
Engineering	For inspections of any works for conditions, including checking engineering plans and any amendments	Actual staff time	Actual staff time

<b>Resource Management</b>			
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>			
<b>Description</b>		<b>2018/19 fee or charge (\$)</b>	
<b>Other resource management activities</b>			
Section 127	Application to change or cancel condition(s) of consent (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 1,000.00	Deposit 1,000.00
Section 125/126	Applications for extensions of consent periods	Deposit 600.00	Deposit 600.00
Section 124	Exercise of resource consent while applying for new consent	Deposit 1,500.00	Deposit 1,500.00
Section 128-132	Review of consent conditions (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 800.00	Deposit 800.00
Section 134	Transfer of holders interest in a consent (fixed fee)	Deposit 150.00	Deposit 150.00
Section 139A	Existing use right	Deposit 2,000.00	Deposit 2,000.00
Section 138	Application to surrender a resource consent	Deposit 500.00	Deposit 500.00
Section 139	Application for Certificate of Compliance	Deposit 1,000.00	Deposit 1,000.00
Section 357	Objection pursuant to sections 357(A) or (B)	Deposit 450.00	Deposit 450.00
NES	Confirmation of compliance with National Environmental Standard	Actual staff time	Actual staff time
Other	Any application pursuant to the RMA not listed elsewhere	Deposit 1,500.00	Deposit 1,500.00
<b>Designations</b>			
Public or limited notified	Notice of Requirement for Designation	Deposit 10,000.00	Deposit 10,000.00
Non-notified	Notice of Requirement for Designation	Deposit 5,000.00	Deposit 5,000.00
Sections 181, 182	Requirement for alteration or removal/partial removal of designation	Deposit 1,500.00	Deposit 1,500.00
Section 184/184A	Application to determine designation lapsing	Deposit 2,500.00	Deposit 2,500.00
Section 180	Transfer of rights and responsibilities for designations	Deposit 1,500.00	Deposit 1,500.00

<b>Resource Management</b>			
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>			
<b>Description</b>		<b>2018/19 fee or charge</b>	<b>2019/20 fee or charge</b>
Sections 177, 178	Request to the requiring authority responsible for an earlier designation. Application to do anything which would prevent or hinder the public work or project	Deposit 600.00	Deposit 600.00
Section 176	Application for outline plan	Deposit 650.00	Deposit 650.00
Section 176A(2)	Waiver of requirement for outline plan	Deposit 150.00	Deposit 150.00
<b>Heritage orders</b>			
Sections 189/189A, 196, 177	Requirement for a heritage order. Requirement for removal of heritage order. Request to requiring authority responsible for the earlier heritage order.	Deposit 1,500.00	Deposit 1,500.00
<b>Plan Change application (to amend the District Plan)</b>			
1st schedule	Processing, considering and determining a private plan change application.	Deposit 30,000.00	Deposit 30,000.00
<b>Compliance and monitoring</b>			
General	Administration, review, correspondence.	Actual staff time	Actual staff time
Inspections (excluding engineering)	To monitor progress with giving effect to any resource consent, and compliance with consent conditions.	150.00 per inspection	150.00 per inspection
Engineering	For any inspection required.	Actual staff time	Actual staff time
<b>Miscellaneous charges</b>			
Legal instruments	Search for easement documents, covenants, encumbrances, or any other document registered on Certificates of Title.	Actual staff time + LINZ costs	Actual staff time + LINZ costs
Affixing council's seal/authorising document	For administrative costs incurred in affixing council's seal and/or signature to any document where a charge is not otherwise listed.		Fixed 170.00
Variation/cancellations	Variation or cancellation of any legal document/ instrument not otherwise listed.		Fixed 450.00



<b>Resource Management</b>			
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>			
<b>Description</b>		<b>2018/19 fee or charge (\$)</b>	<b>2019/20 fee or charge (\$)</b>
Public notice	Costs associated with public notices.	Actual staff time + advertisement fees	Actual staff time + advertisement fees
Signs	Affixing signs on site.	Fixed 35.00 per sign	Fixed 35.00 per sign
Delegated approvals	Staff decision on application, acting under delegated authority.	Actual staff time	Actual staff time
Bonds – excluding engineering	Preparation, release and signing of any bond (excluding engineering).	Fixed 300.00	Fixed 300.00
Bonds - engineering	Preparation, release and signing of any bond - engineering (roading and servicing works).	Fixed 400.00 per sign	Fixed 400.00 per sign
Consultants	The applicant will reimburse council for any fees paid by council to any consultants.	Actual consultant costs + actual costs	Actual consultant costs + actual costs
Noise control (for the return of equipment seized under the RMA)	For the return of equipment seized under the RMA.	Fixed 180.00	Fixed 180.00
<b>Hearings</b>			
Attendance	A charge will be made for the costs of all staff and/ or consultants required to attend a hearing.	Actual staff/ consultant time	Actual staff/ consultant time
Hearing by commissioner(s)	Where independent commissioner(s) preside.	Actual costs	Actual Costs
Hearings by commissioner(s) where requested pursuant to s100A of the RMA  Note: applies to applicants and Requiring Authorities	1 . Where applicant requests (whether or not also requested by a submitter(s))	Actual costs to be paid by applicant	Actual costs to be paid by applicant

	<p>2. Where requested by a submitter(s):</p> <p>(a) The applicant shall pay the amount WDC estimates it would cost for the applicant to be heard and decided if the request was not made.</p> <p>(b) The submitter(s) who made the request will pay equal shares of any amount by which the cost of the application being heard/decided exceeds the amount payable by the applicant (i.e. in (a) above)</p>	<p>Actual costs</p> <p>As per 2(a) and (b)</p>	<p>Actual costs</p> <p>As per 2(a) and (b)</p>
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## Resource Management

To be read in conjunction with the explanatory note for Resource Management fees and charges, found below

Description		2018/19 fee or charge (\$)	2019/20 fee or charge (\$)
Hearing by Council	A charge will be made per councillor, including time spent on site visits.	260.00 + 204.00 for each 1/2 hour or part thereof	260.00 + 204 .00 for each 1/2 hour or part thereof
Postponement/withdrawal or cancellation	If the applicant fails to give a minimum of 5 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing.	Actual costs	Actual Costs
Venue	Hiring a venue for the hearing	Actual costs	Actual Costs
<b>Request for information/supply of resource management documents</b>			
Providing information	Any request to provide information in respect of the District Plan or any consent.	Actual staff time	Actual staff time
Providing general advice	Providing advice and considering proposed applications	Actual Staff Time	Actual Staff Time
Providing copies	Copying information relating to consents and Council's functions under section 35 of RMA and the supply of any document.	Actual staff time + photocopying costs	Actual staff time + photocopying costs
Waitomo District Plan	Full printed copy of text and planning maps.	150 .00 per copy	150 .00 per copy
Photocopying – charged as per Council's corporate rate			
<b>Officer's hourly charge out rates</b>			
Group Manager Compliance		190.00 per hour	190.00 per hour
Managers – any other		175.00 per hour	175.00 per hour
Principal / Senior Planner		175.00 per hour	175.00 per hour
Planner		165.00 per hour	165.00 per hour
Engineer		160.00 per hour	160.00 per hour
Technical staff – any other		160.00 per hour	160.00 per hour
Team Leader Monitoring and Compliance/ Officer		150.00 per hour	150.00 per hour
Administrator (any) and any other staff member not listed		95.00 per hour	95.00 per hour
Consultant		Actual costs	Actual costs
<b>Mileage</b>			
For each kilometre travelled		1.20 per km	1.20 per km

Hazardous Activities and Industries List (HAIL) determinations		
Investigation fee	Fixed 80.00	Fixed 80.00

## Resource Management - explanatory note

### Resource management fees and charges – explanatory note

These fees and charges become operative on 1 July 2019 and will apply for all work carried out and decisions issued on or after 1 July 2019, irrespective of when the application was lodged with the Council.

#### Fixed charges

1. The charges set out in this schedule are charges which are fixed pursuant to Section 36 of the Resource Management Act 1991 (RMA).

All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.

2. All fixed charges are payable in full in advance. Pursuant to Section 36(7) of the RMA, the Council will not perform the action or commence processing the application to which the charge relates until it has been so paid.

**Note:** Documentation or certificates will not be issued until payment of charges have been cleared.

#### Additional charges

Where a fixed charge is in any particular case inadequate to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.

The following may also be included as additional charges:

- a) If it is necessary for the services of a consultant to be engaged by the Council (including their attendance at any hearing or meeting) then the consultant's fees will be charged in full to the applicant as an additional charge;
- b) If any legal fees are incurred by the Council in relation to legal advice obtained for any particular application, including any fees incurred if Council's solicitor is required to be present at any hearing, mediations or meetings, these fees will be charged in full to the applicant as an additional charge;
- c) If any Commissioner hearing fees and associated costs are incurred in considering and determining any particular application, these fees will be charged in full to the applicant as an additional charge.

#### Purpose

The purpose of each fixed charge and any additional charge is to recover the actual and reasonable costs incurred by the Council in receiving and processing applications and in issuing decisions and monitoring performance of conditions.

#### Charge-out rates for council officers and mileage

Charge out rates for Council officers are set out in this schedule and:

- a) Are fixed charges;
- b) If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- c) The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
  - o if the fixed charge which has been paid in advance is greater by more than \$20.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
  - o if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred).

**Additional fixed fees**

At any time after the receipt of an application and before a decision has been made the Council may fix a fee pursuant to Section 36(1) of the RMA which is in excess of the fixed charge set out in this schedule.

In that event:

- a) The Council may require that no further action will be taken in connection with the application until that fixed fee is paid in accordance with Section 36(7) of the RMA; and
- b) May also, pursuant to Section 36(3) of the RMA make additional charges.

**Remission of fees**

Staff with delegated authority may decide to reduce any charges following the criteria of Section 36(4) (b) of the RMA .

***Building Act 2004 fees and charges – explanatory note***

*These fees and charges become operative on 1 July 2019 and will apply for all work carried out and decisions issued on or after 1 July 2019, irrespective of when the application was lodged with the Council.*

***Fixed, Variable and Deposit Charges***

*The charges set out in this schedule are pursuant to Subpart 9, Section 281 A, B and C of the Building Act 2004.*

*All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.*

***Additional charges***

*Where a fixed charge is in any particular case inadequate pursuant to section 281B to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.*

***Purpose***

*The purpose of each fixed charge and any additional charge is to recover the actual and reasonable costs incurred by the Council in receiving and processing applications and in issuing decisions and monitoring performance of conditions.*

***Charge-out rates for council officers and mileage***

*Charge out rates for Council officers are set out in this schedule and:*

*Are fixed charges;*

*If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;*

*The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:*

- o If the fixed charge which has been paid in advance is greater by more than \$50.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and*
- o If the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred).*

## ***Consultation and Submissions***

Council is using the Special Consultative Procedure set out in section 83 of the Local Government Act 2002 through consultation, decision making, and adoption of these fees and charges.

Anyone can make a submission and we encourage you to tell us your views. A submission form is attached to this proposal document.

**Consultation will take place from Thursday 4 April 2019 to Monday 6 May 2019 until 5pm.**

Submissions may be made to Council by post, hand delivery or email.

Details of each of these methods are as follows:

- **Email:** [consultation@waitomo.govt.nz](mailto:consultation@waitomo.govt.nz)
- **Post:**  
Waitomo District Council,  
PO Box 404,  
Te Kuiti 3941
- **Hand Delivery:**  
Waitomo District Council, Queen Street, Te Kuiti

### ***Key Dates***

<b>Key Milestone</b>	<b>Planned timeframe</b>
<b>Council Meeting</b> to adopt the proposed changes to the 2019/20 fees and charges under the Food Act and the Resource Management Act for public consultation	26 March 2019
<b>Consultation Period</b>	4 April – 6 May 2019
<b>Hearing</b> of submitters who wish to speak to their submission	14 May 2019
<b>Council Meeting</b> to make decisions (deliberate) and adopt the 2019/20 fees and charges under the Food Act and the Resource Management Act	28 May 2019

**Remember, submissions close at 5pm on Monday 6 May 2019.**





Submission Form

# Proposed 2019/20 fees and charges

**Submissions close 5pm Monday 6 May**

Sub No.

*For office use only*

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**Council intends to hear submissions on Tuesday 14 May 2019 from 1pm in the Council Chambers.**

Do you wish to speak to Council at the hearing about your submission?    Yes     No

*If you do not tick yes, we will assume that you do not wish to attend the hearing.*

Please note that all information contained in submissions will become public documents.

**Please tell us what you think:**

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I have attached additional pages to my submission form