

# FEES AND CHARGES 2024/25

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**Effective from 1 July 2024**

*All Fees and Charges are inclusive of GST,  
with the exception of bonds, penalties and residential housing*

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COMPLIANCE	
Description	2024/25 fee or charge (\$)
<b>Building consent fees</b>	
Building Consent cost includes Inspection fee (\$200) and Code Compliance Certificate (\$160) All fees are payable on application.	
<b>Record of title</b>	30.00
<b>Production of Project Information Memorandum (PIM)</b>	315.00
<b>Solid Fuel Heaters</b>	
Freestanding (1 inspection)	555.00
Insert (2 inspections)	780.00
<b>Minor Works (1 inspection)</b> Garden Sheds Basic Warning System Marquees Plumbing or Drainage Swimming pools/Spa pool fence only	650.00
<b>Minor Building Works (2 inspections)</b> Carports Demolitions Decks Swimming Pools over 35,000 litre capacity (includes fence)	1060.00
<b>Other Buildings (2 Inspections)</b> Garages Hay Barns Implement Sheds Bridges	1060.00
<b>Detached habitable buildings, no plumbing or drainage (5 inspections)</b> Sleep Out Office Studio Additions/alterations up to 30m <sup>2</sup> Internal alterations to dwellings	1730.00
<b>Detached habitable buildings, with plumbing or drainage (6 inspections)</b> Sleepout with toilet/shower Additions/alterations up to 60m <sup>2</sup> with plumbing and drainage Internal alterations to dwellings	2050.00
<b>Additions/alterations up to 60m<sup>2</sup> (6 inspections)</b>	2050.00
<b>Other new buildings up to 60m<sup>2</sup> excluding dwellings and commercial buildings (6 inspections)</b> <i>Note: For other building work over 60m<sup>2</sup> the below dwelling and commercial/ industrial fees apply.</i>	2050.00
<b>Dairy Sheds (3 inspections)</b>	2170.00
<b>Re-sited Dwellings (3 inspections)</b>	2435.00
<b>Re-sited dwellings with additions or alterations (includes 6 inspections)</b>	3510.00
<b>Dwelling Single Storey up to 100m<sup>2</sup> (8 inspections)</b>	3460.00
<b>Dwelling Single Storey up to 250m<sup>2</sup> (9 inspections)</b>	3778.00
<b>Dwelling Single Storey larger than 250m<sup>2</sup> (9 inspections)</b>	4150.00
<b>Dwelling Two Storey or more up to 250m<sup>2</sup> (9 inspections)</b>	4270.00
<b>Dwelling Two Storey or more larger than 250m<sup>2</sup> (9 inspections)</b>	4690.00
<b>Commercial /Industrial up to 300m<sup>2</sup> (9 inspections)</b>	4600.00
<b>Commercial/Industrial - Basic kit-set type building, no services or internal fit-out (3 inspections)</b>	2015.00
<b>Commercial/Industrial larger than 300m<sup>2</sup> (9 inspections)</b>	5175.00
<b>Commercial - Internal Alterations (3 inspections)</b>	2015.00
<b>Inspection Fee (compliance inspection/ etc.) per inspection</b>	200.00
<b>Travel costs – applies to inspections in excess of 5km from the Waitomo District Council Queen Street office</b>	Tier 1 rate per km – 95 cents
<b>Inspection fee – swimming / spa pools</b>  <i>Note: The first triennial inspection is undertaken at no charge. This fee covers all subsequent inspections.</i>	160.00
<b>Amendments - project value over \$20,001</b>	500.00
<b>Amendments – minor works with project value up to \$20,000</b>	275.00
<b>Compliance Schedules</b>	
New Compliance Schedule (Section 102 Building Act 2004)	400.00
Amendments to existing Compliance Schedule (Section 106 and 107 Building Act 2004)	295.00
<b>Request for Extension of Time for a Building Consent – work start or CCC</b>	168.00

COMPLIANCE	
Description	2024/25 fee or charge (\$)
<b>Application for exemption from requirement to carry out seismic work under section 133AN – includes 1 inspection.</b>	715.00
<b>Applications for waivers or modifications to means of restricting access to residential pools under section 67A – includes 1 inspection.</b>	715.00
<b>Code Compliance Certificate - CCC</b>	160.00
<b>Processing of Section 71/77 Certificate</b>	265.00
Plus on-charge of Solicitors fee to prepare and register certificate. (Actual Cost)	Actual Cost
<b>Certificate of Acceptance - Section 41(c) (1 inspection)</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.	990.00
<b>Certificate of Acceptance - Section 96(1)(a) (1 inspection)</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)	2000.00
<b>Certificate of Public Use (1 inspection)</b>	685.00
<b>Certificate of Public Use – reissue for extension of time (1 inspection)</b>	350.00
<b>Notice to Fix (1 inspection)</b>	475.00
<b>Accreditation Levy (consents valued over \$20,000)</b>	1.75 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
<b>MBIE Levy</b> For every building consent with an estimated value of \$65,000 and over, \$1.75 per \$1,000 is payable	1.75 per \$1,000
<b>Lapsed or Refused Building Consents</b> Refunds will be paid to the person(s) who paid the fees on application. <i>Note: Refund will have an administration fee deducted (see below)</i>	Refund of BRANZ and MBIE levies, ccc and unused inspection fees, and less administration fee
<b>Administration fee for refund on refused or lapsed consents</b>	210.00
<b>Peer Review of Specific Designs by External Agents</b>	Actual Cost
<b>Any additional costs incurred in processing a building consent shall be recoverable on actual and reasonable basis.</b>	170.00 per hour
<b>Applying for an exemption from requiring a building consent under schedule 1 clause 2 of the Building Act 2004, project value over \$20,001.</b> <i>Note: this is an application for an exemption only. It is not guaranteed that the exemption will be granted. The application fee is non-refundable.</i>	555.00
<b>Applying for an exemption from requiring a building consent under schedule 1 clause 2 of the Building Act 2004, project value up to \$20,000</b> <i>Note: this is an application for an exemption only. It is not guaranteed that the exemption will be granted. The application fee is non-refundable.</i>	265.00
<b>Application for an exemption to carry out seismic work (1 inspection)</b> Process application for exemption from requirement to carry out seismic work on a building subject to an earthquake-prone building notice (Section 133AN Building Act 2004)	630.00
<b>Other Regulatory Fees and Charges</b>	
Overseas investment certificates – for determining and issuing	330.00
Section 348 – Right of way (ROW) application – processing application for ROW under the Local Government Act 1974	680.00
Sale and Supply of Alcohol Certificates for Building Certification	220.00
Record of Title search	30.00
Fee for uplifting building line restrictions. <i>Note: It is not guaranteed that the building line restriction will be approved. The application fee is non-refundable.</i> <i>Note: There are legal fees associated with having the BLR removed from the Record of Title. These legal fees are not included in this fee. Please enquire with your solicitor or conveyancer regarding their fees.</i>	700.00

## Building Act 2004 – explanatory note

- These fees and charges become operative on 1 July 2024 and will apply for all work carried out and decisions issued on or after 1 July 2024, irrespective of when the application was lodged with the Council.
- 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.
- 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.

### 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:
  - 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
  - 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).

## COMPLIANCE

Description	2024/24 fee or charge (\$)
<b>Land Information Memorandum (LIM)</b>	
Land Information Memorandum (LIM)	330.00
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).	55.00
Hardcopy LIM	25.00
<b>Animal and Dog Control Fees</b>	
<b>All Fees are set in accordance with the Dog Control Act 1996 and by Council Resolution.</b>	
Urban Fee (for dogs in an urban area which comply with the provisions of Dog Control Act 1996)	130.00
Spayed or Neutered Dogs in the Urban Area	98.00
Selected Owner (Dog Control Policy) Dogs	77.00
Gold card discount of 10% for urban dogs	117.00
Rural Dogs	55.00
Rural Dogs > 5	Multiple rural dog discount
For every 5 rural dogs you register the 6th dog registration is free if paid on or before registration date.	
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
Dangerous Dogs registration fee	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.
Disability Assist Dog registration fee	No charge
<i>Note: To be eligible, the dog must be certified as a disability assist dog in accordance with Schedule 5 of the Dog Control Act 1996.</i>	
Replacement Registration Tag	5.25
<b>Impounding (Poundage) Fees</b>	
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.	
Seizure Fee (per dog seized)	68.00
First Impounding (registered dog)	75.00
First Impounding (unregistered dog)	110.00
Second Impounding	150.00
Third and subsequent impounding	220.00
Plus Sustenance fees - per day	18.00
<b>Re-Homing Fee</b> Re-homing of unwanted/ unclaimed dogs (unregistered) dogs will be the applicable registration fee and micro-chipping fee <b>and all other reasonable associated costs.</b>	Applicable costs

COMPLIANCE	
Description	2024/24 fee or charge (\$)
Surrender/disposal fee (in addition to applicable impounding charges and sustenance)	80.00
Micro-chipping Fee	30.00
Consent to keep more than 2 dogs in the urban area. Provided that if more than one inspection is required prior to approval, a further fee of \$30.00 will apply per inspection.	60.00
Barking collars	40.00
Batteries for barking collars	6.00
<b>Stock Poundage Fee - Excluding dogs</b>	
<b>First impounded animal</b>	125.00
Per animal thereafter (impounded at the same time as the first impounded animal)	45.00
<b>Subsequent Impounding</b> – within any 24 month period involving animals owned by the same person/organisation	245.00
Per animal thereafter (impounded at the same time as the subsequently impounded animal)	45.00
<b>Driving charges</b> – (per hour, per officer) – leading, driving or conveying stock (pursuant to section 14 of the Impounding Act 1955) plus mileage at local government rates, plus any other reasonable costs incurred, including the full costs of any after-hours response	140.00
Grazing (per day) – horses, cattle, mules, ass, deer, pigs plus costs of any hard/ supplementary feeds i.e. hay, grain	10.00
Grazing (per day) – sheep, goats, and any others plus costs of any hard/ supplementary feeds i.e. hay, grain	5.00
Advertising costs (pursuant to the Impounding Act 1988)	Actual cost

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING	
Description	2024/25 fee or charge (\$)
<b>Health Act Licence Fees</b>	
<b>Amusement Device Permits</b> (Section 11 Amusement Device Regulations 1978)	
1. First Device (first 7 days or part thereof)	10.00
2. Each additional Device (first 7 days or part thereof)	2.00
3. Each device for further period of 7 days or part thereof	1.00
<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	185.00
<b>Fees applicable to Template Food Control Plans</b>	
Application for new registration of Template Food Control Plan (plus hourly rate of 185 after the first hour)	450.00
Application for renewal of registration of Template Food Control Plan (plus hourly rate of 185 after the first hour)	360.00
Application for a significant amendment (section 45(3)) of registration of Template Food Control Plan, or move from Template Food Control Plan to National Programme (plus hourly rate of 185 after the first hour)	180.00
Application for a minor amendment (section 45(2)) of registration of Template Food Control Plan. <i>Note: Minor changes constitute changes to details such as contact information (email, phone, day to day manager, and postal address).</i>	80.00
Voluntary suspension of Template Food Control Plan (plus hourly rate of 185 after the first hour)	90.00
<b>Fees applicable to National Programmes</b>	
Application for new registration of premises under a National Programme (plus hourly rate of 185 after the first hour)	450.00
Application for renewal of registration of premises under a National Programme. (plus hourly rate of 185 after the first hour)	360.00
Application for significant amendment (section 81) of registration under a National Programme or move from National Programme to Template Food Control Plan during the registration year. (plus hourly rate of 185 after the first hour)	180.00
Application for a minor amendment of registration under a National Programme, such as a change in contact information, trading name.	180.00
Voluntary suspension of National Programme. (plus hourly rate of 185 after the first hour)	90.00
Issue of improvement notice, or review of an improvement notice. (plus hourly rate of 185 after the first hour)	170.00

## ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING

Description	2024/25 fee or charge (\$)
Application for statement of compliance. (plus hourly rate of 185 after the first hour)	170.00
Copy of Food Control Plan folder and documents.	30.00
Cancelling an audit or verification within 24 hours of the scheduled date and time of audit.	110.00
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).	55.00
<b>Hawkers, Mobile Shops, and Stalls (Public Places Bylaw Clause 11)</b>	
<b>Hawkers</b>	
Note: Some applicants may be eligible for a fee waiver -to check for eligibility please enquire with WDC Customer Services.	66.00
Street stalls, raffle days, street collections - non commercial	Free
Street Stalls day	20.00
Street Stalls month	60.00
<b>Mobile Shop</b>	
Mobile Shop 1 day rate	40.00
Mobile shop 1 month rate	80.00
Mobile shop annual fee	400.00
Mobile Trader 1 day rate	40.00
Mobile trader 1 month rate	80.00
Mobile Trader annual fee	400.00
<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>	198.45
<b>Licensing – Alcohol (Ref: Sale and Supply of Alcohol (Fees) Regulations 2013)</b>	
<b>New Licenses, Renewals and Variations</b>	
Existing premises - Section 100(f) certificates certifying that the proposed use of the premises meets the requirements of the RMA	157.50
New or altered premises - Section 100(f) certificates certifying that the proposed use of the premises meets the requirements of the RMA	262.50
Off/On/Club Application Fee – Very Low Risk	368.00
Off/On/Club Application Fee – Low Risk	609.50
Off/On/Club Application Fee – Medium Risk	816.50
Off/On/Club Application Fee – High Risk	1,023.50
Off/On/Club Application Fee – Very High Risk	1,207.50
<b>Annual Fees</b>	
Off/On/Club Application Fee – Very Low Risk	161.00
Off/On/Club Application Fee – Low Risk	391.00
Off/On/Club Application Fee – Medium Risk	632.50
Off/On/Club Application Fee – High Risk	1,035.50
Off/On/Club Application Fee – Very High Risk	1,437.50
Managers Certificate – New and Renewal	316.25
Temporary Authority	296.70
<b>Special Licences</b>	
Class 1	575.00
Class 2	207.00
Class 3	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)	53.00
<b>Licensing – Other</b>	
Transfer of Certificates of Registration or Licence <i>Note: This covers transfer of certificates of registration or licence due to change in ownership of the business.</i>	100.00
Offensive Trades – Registration Fees	
Saleyards – Registration Fees	265.00
Hairdressers – Registration Fees	265.00
Funeral Director – Registration Fees	265.00
Mortuary Premises – Registration Fees	265.00
Camping Grounds – Registration Fees	265.00
Skateboarding impounding fee	66.00
Application for Lease of Airspace	110.00
Lease of Airspace	Charge will be assessed on a site by site basis



## ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING

Description	2024/25 fee or charge (\$)
<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
More than 30 minutes but not more than 1 hour	15.00
More than 1 hours but not more than 2 hours	21.00
More than 2 hours but not more than 4 hours	30.00
More than 4 hours but not more than 6 hours	42.00
More than 6 hours	57.00
<b>Other Parking Offences</b>	
Parking on designated bus stop	40.00
Parking on designated loading zone	40.00
Parking on a footpath	40.00
Parking contrary to parking signage	40.00
Parking on ornamental verge	40.00
Parking within 1 m of a vehicle entrance	40.00
Parking on or within 6m of an intersection	60.00
Inconsiderate parking	60.00
Double parking	60.00
Parking on a yellow broken line	60.00
Parking in a designated space for disabled persons	150.00
<b>Towage Fees</b>	
Towage fees are additional to the above fines.	Actual Cost
<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	110.00
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
Litter, of more than 1 litre and less than or equal to 20 litres <sup>1</sup> , left in a public space, or on private land, without the occupier’s consent – First Offence	165.00
Litter, of more than 1 litre and less than or equal to 20 litres <sup>1</sup> , left in a public space, or on private land, without the occupier’s consent – Second or Subsequent Offence within a Year	400.00
Litter, of more than 20 litres <sup>1</sup> and less than or equal to 120 litres <sup>2</sup> , left in a public space, or on private land, without the occupier’s consent – First Offence	275.00
Litter, of more than 20 litres <sup>1</sup> and less than or equal to 120 litres <sup>2</sup> , left in a public space, or on private land, without the occupier’s consent – Second or Subsequent Offence within a Year	400.00
Litter, of more than 120 litres <sup>2</sup> left in a public space, or on private land, without the occupier’s consent – First Offence	400.00
Litter, of more than 120 litres <sup>2</sup> left in a public space, or on private land, without the occupier’s consent – Second or Subsequent Offence within a Year	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 – First Offence	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

<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.



RESOURCE MANAGEMENT		
Description		2024/25 fee or charge (\$)
<b>General</b>		
Pre application	Pre application meeting	Actual staff time
Lodgment meeting	To lodge any consent	Actual staff time
Pre-hearing meeting	For any meeting or mediation held (s99)	Actual staff time
Deemed Boundary Activity (s87BA)	Consider and issue notice	Fixed 420.00
Marginal or temporary rule breaches / exemptions(s87BB)	Consider and issue notice (if applicable)	Fixed 700.00
<i>Note: please discuss this with Council's Planner prior to application</i>		
<b>Land use consents</b>		
Application or land use consent	All land use consents, except as otherwise provided below	Deposit 1500.00
<b>Notified resource consents</b>		
Limited notified consent	<b>Any</b> resource consent application that requires limited notification	Deposit 6,500.00
Notified consent	<b>Any</b> resource consent application that requires public notification	Deposit 10,000.00
<b>Subdivision Consents</b>		
Application for subdivision consent	Creating 9 lots or less where no road/reserves proposed	Deposit 3,000.00
Application for subdivision consent	Creating 10 lots or more, or any subdivision where a road/reserve is proposed	Deposit 4,500.00
Application for joint subdivision and land use consent	For any joint subdivision and land use consent application	Deposit 4,500.00
<b>Subdivision processes (post approval)</b>		
Section 223 certification	for subdivisions < 2 Lots	300.00
Section 223 certification	For subdivisions > 3 Lots	600.00
Section 224C certification		500.00
Section 241	Cancellation/partial cancellation of amalgamation condition	Fixed 550.00
Section 221	Consent notice – preparation, authorisation, change or cancellation	Fixed 350.00
Cross lease	Amendments to flats plans	Deposit 630.00
Engineering	For inspections of any works for conditions, including checking engineering plans and any amendments	Actual staff time
<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 1500.00
Section 125/126	Applications for extensions of consent periods	Deposit 600.00
Section 124	Exercise of resource consent while applying for new consent	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
Section 134	Transfer of holders interest in a consent (fixed fee)	Deposit 150.00
Section 139A	Existing use right determination	Deposit 2,000.00
Section 138	Application to surrender a resource consent	Deposit 500.00
Section 139	Application for Certificate of Compliance	Deposit 1,000.00
Section 357	Objection pursuant to sections 357(A) or (B)	Deposit 450.00
NES	Confirmation of compliance with National Environmental Standard	Actual staff time
Other	Any application pursuant to the RMA not listed elsewhere	Deposit 1,500.00
<b>Designations</b>		
Public or limited notified	Notice of Requirement for Designation	Deposit 10,000.00
Non-notified	Notice of Requirement for Designation	Deposit 5,000.00
Sections 181, 182	Requirement for alteration or removal/partial removal of designation	Deposit 1,500.00
Section 184/184A	Application to determine designation lapsing	Deposit 2,500.00
Section 180	Transfer of rights and responsibilities for designations	Deposit 1,500.00
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
Section 176	Application for outline plan	Deposit 800.00
Section 176A (2)	Waiver of requirement for outline plan	Deposit 250.00

<b>RESOURCE MANAGEMENT</b>		
<b>Description</b>		<b>2024/25 fee or charge (\$)</b>
<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
<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
<b>Compliance and monitoring</b>		
General	Administration, review, correspondence.	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
Engineering	For any inspection required.	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
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 250.00
Variation/cancellations	Variation or cancellation of any legal document/ instrument not otherwise listed.	Fixed 450.00
Public notice	Costs associated with public notices.	Actual staff time + advertisement fees
Signs	Affixing signs on site.	Fixed 35.00 per sign
Delegated approvals	Staff decision on application, acting under delegated authority.	Actual staff time
Bonds – excluding engineering	Preparation, release and signing of any bond (excluding engineering).	Fixed 1000.00
Bonds - engineering	Preparation, release and signing of any bond - engineering (roading and servicing works).	Fixed 1000.00
Consultants	The applicant will reimburse council for any fees paid by council to any consultants.	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
<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
Hearing by commissioner(s)	Where independent commissioner(s) preside.	Actual costs
Hearings by commissioner(s) where requested pursuant to s100A of the RMA	1. Where applicant requests (whether or not also requested by a submitter(s)) 2. Where requested by a submitter(s): (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. (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).	Actual costs to be paid by applicant Actual costs As per 2(a) and (b)
Note: applies to applicants and Requiring Authorities		
Hearing by Council	A charge will be made per councillor, as set by the Remuneration Authority, including time spent on site visits.	\$93 for Hearing Member \$116 for Hearing Chair
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
Venue	Hiring a venue for the hearing	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
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
Waitomo District Plan	Full printed copy of text and planning maps.	200.00 per copy
<b>Photocopying – charged as per Council's corporate rate</b>		
<b>Officer's hourly charge out rates</b>		
General Manager – Strategy and Environment		200.00 per hour
Managers – any other		185.00 per hour
Principal / Senior Planner		185.00 per hour
Planner		175.00 per hour

## RESOURCE MANAGEMENT

Description	2024/25 fee or charge (\$)
Engineer	170.00 per hour
Technical staff – any other	170.00 per hour
Team Leader Monitoring and Compliance/ Officer	160.00 per hour
Environmental Health Officer	185.00 per hour
Administrator (any) and any other staff member not listed	100.00 per hour
Consultant	Actual costs
<b>Mileage</b>	
For each kilometre travelled	1.35 per km
<b>Hazardous Activities and Industries List (HAIL) determinations</b>	
Investigation fee	157.00

### Resource Management - explanatory notes

These fees and charges become operative on 1 July 2024 and will apply for all work carried out and decisions issued on or after 1 July 2024, irrespective of when the application was lodged with the Council.

#### Fixed charges

- 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.

- All fixed charges are payable in full in advance. Pursuant to Section 36AAB (2) 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:

- 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;
- 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;
- 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:

- 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:
  - 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
  - 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)

#### Remission of fees

Staff with delegated authority may decide to reduce any charges Section 36AAB(1) of the RMA.

## RECREATION AND PROPERTY

Description	2024/25 fee or charge (\$)
<b>Cemeteries (Public Amenities Bylaw Clause 8)</b>	
<b>Te Kuiti Cemetery</b>	
<b>Plot Purchase (Berm and Lawn Cemetery)</b>	
Adult	1793.00
Child (under 12 years)	754.00
<b>Ashes Plot</b>	
Ashes Wall	381.00
Garden of Memories	509.00
RSA	
<b>Interment Fees Te Kuiti</b>	
Adult	1378.00
Child (under 12 years)	715.00
Ashes interment	289.00
Stillborn	153.00
<b>Rural Cemeteries: Piopio, Mokau, Te Waitere and Aria</b>	
<b>Plot Purchase</b>	
Adult	1330.00
Child (under 12 years)	557.00
Ashes Plot	231.00
<b>Interment Fees</b>	
Adult	1467.00
Child (under 12 years)	726.60
Ashes interment	404.00
Stillborn	227.00
<b>Sundry (for all cemeteries in the District)</b>	
Extra for breaking concrete	180.60
Additional depth	253.00
Extra Saturday	243.00
Extra Public Holiday	485.00
Fixing of Plaque	181.00
<b>Disinterment Fees (all Cemeteries)</b>	
An estimate will be provided to customer, actual cost will be charged	
Burial	Actual Cost Plus 10% Administration
Ashes	Actual Cost Plus 10% Administration
<b>Non-Residents (out of district burials)</b>	
	Add 60% to plot purchase
<b>Research Fees</b>	
	66.00
<b>Hall Hire – Les Munro Centre</b>	
Full day - Commercial	960.00
Full Day - Community Group*	480.00
Hourly Rate - Commercial	120.00
Hourly Rate - Community Group*	60.00
Funeral Rate	480.00
Booking Fee	5.00
<b>Bond - Credit card hold</b>	
	50.00
<i>Bookings of less than 50 people - card holder bond \$50.00. Bookings of more than 50 people and less than 100 people - card holder bond \$250.00. Bookings of more than 100 people - card holder bond of \$500.00</i>	
	250.00
	500.00
<i>Cancellation Fee - 50% of the hire cost if canceled within 5 working days</i>	
	50% of hire cost
<i>A minimum hire duration of 2 hours applies to Les Munro Centre, Railway Building 3 and Piopio Hall, a fee of \$50.00 will be imposed for pre-inspections if hirer fails to attend within 15 minutes of agreed meeting time.</i>	
*Community Group means a not-for-profit organisation that has the primary objective to provide programmes, services or activities that benefit any or all of the social, cultural, economic, and environmental wellbeing of communities.	
<b>Community Halls</b>	
<b>Piopio Hall</b>	
Complex hire	
Full day	160.00
Hourly rate	20.00
PA system	No charge
Bond – Credit card hold of \$100.00	100.00

## RECREATION AND PROPERTY

Description	2024/25 fee or charge (\$)
<b>Te Kuiti Railway Station Buildings 3</b>	
Full day	140.00
Hourly rate	32.00
Bond - Credit card hold of \$100.00	100.00
<i>Community Groups may be eligible for a subsidy for hall hireage. To check for eligibility please enquire with WDC Customer Services.</i>	
<b>Elderly Persons Housing - Tenancy arrangement</b>	
Small single bedroom - per week	150.00
Large single bedroom - per week	160.00
Bedsit - per week	140.00
<b>Parks and Reserves</b>	
Commercial Users Only – All Parks	
Ground Hire (per day)	366.00
Bond	525.00
Application fee for an Activity Requiring Authorisation pursuant to the Reserve Management Plan	168.00
Application fee for a variation to an existing Activity Requiring Authorisation pursuant to the Reserve Management Plan	168.00
Application fee for an allowed activity pursuant to the Reserves Management Plan	30.00
<b>District Aquatic Centre</b>	
Adult	5.00
Adult swimmer with an under 5	3.50
Seniors	3.50
Disability/health (green script of letter from health professional required)	2.10
Child	2.50
Students	3.50
Under 5's	
Spectators	1.00
Learn to Swim Classes (per lesson)	13.50
Hire of whole complex (per hour) under 50 swimmers + 31.00 for lifeguard per hour	110.00
Hire of whole complex (per hour) over 50 swimmers + 31.00 per lifeguard per hour e.g. 300 people would require 6 lifeguards	110.00
Lane Hire (per lane per hour)	17.50
Lane Hire for Swimming Club (per lane per hour)	13.20
Schools Base Fee (per hour)	
31.00 per lifeguard per hour	39.00
BBQ Hire (per hour) a refundable cleaning bond of 22.00	33.00
<b>Te Kuiti Aerodrome</b>	
Visiting Aircraft Landing Fee	15.00
Touch and go First	15.00
Te Kuiti Aeroclub Members Landing Fee	15.00
Commercial Users	20.00
Annual Plane Storage (casual)	562.00
Ground lease fees (annual) >200sqm	\$3.18/sqm
Ground lease fees (annual) <200sqm	\$6.61/sqm

## COMMUNITY AND PARTNERSHIPS

Description	2024/25 fee or charge (\$)
<b>Waitomo District Library</b>	
Rentals (Fiction) – Books up to 4 years old (Rental 21 Days)	0.60
Rentals (Fiction) – Books over 4 years old (Rental 21 Days)	No charge
Bestseller Collection - 14 day hire	5.50
Classic DVDs - 1 week hire	No charge
DVDs - 1 week hire	No charge
Electronic Games - 1 week hire	2.00
Magazines - 1 week hire	1.60
Jigsaw Puzzles (21 days)	2.20
Children's Wooden Puzzles (21 days)	No charge
Rental Talking Books	1.70
Board games	2.50

## COMMUNITY AND PARTNERSHIPS

Description	2024/25 fee or charge (\$)
Kit Collection (3 Days)	6.10
Kit Collection (3 Days) – high value kits	11.00
Kit Collection (1 week)	11.00
Lost or Damaged Items	Replacement Cost Plus 7.30
Books by Mail - postage fee (per item)	6.30
Requests to other Libraries (per item) where reciprocal agreement exists	6.30
Requests to other Libraries (per item) where no reciprocal agreement exists	26.50
International Requests to other Libraries (per item)	55.10
Aotearoa Peoples Network (APNK) internet/computer charges	No charge
Items requests/hold, per request	No charge
Annual Non-Resident Fee (excluding Ōtorohanga and Ruapehu District)	49.60
Membership Card (initial)	No charge
Temporary membership bond	22.00
Lost Membership Card replacement	5.50
Covering Books (Small)	5.50
Covering Books (Large)	6.60
Scanning (per request)	0.6
Binding documents	5.50
Sale of Books	0.90
Sale of Books - Fill a Bag	3.30
Library Bags	6.30
<b>Overdue Charges</b>	
Overdues – (per day per book) Book collection	No charge
Over dues - All DVDs and Games (per day, per item)	No charge
Magazines – Overdues – Magazine (per day)	0.10 per day
Overdues - Board Games (per day)	0.50 per day
Overdues - Kit Collection per day	1.50 per day
<b>3D printing service</b>	
3D printing	2.00 Service fee + 0.30 per gram of filament.
<b>Photocopying</b>	
A4 Black and White printing/photocopying – Per side	0.20
A4 Colour printing/photocopying – Per side	0.40
<b>Laminating</b>	
A4, per page	3.40
A3, per page	6.70

## CORPORATE SERVICES

Description	2024/25 fee or charge (\$)
<b>Official Information</b>	
Handling of enquiries - charge per half hour plus actual and reasonable costs (first hour free of charge)	38.00
Supply of property records (Hardcopy property files accessed by a customer)	11.00
Record of Title	30.00
<b>GIS System – Generating and Printing of Maps/ Plans</b>	
A4 (Plan)	0.50
A4 (Aerial)	0.70
A3 (Plan)	1.10
A3 (Aerial)	2.10
A2 Plotter (plan)	5.30
A2 Plotter (aerial)	11.00
A1 Plotter (plan)	8.60
A1 Plotter (aerial)	13.30
A0 Plotter (plan)	16.30
A0 Plotter (aerial)	20.50
Creation of non-standard maps / plans (cost is per half hour plus printing fees)	52.50
Supply of data in digital form by email (cost is per half hour)	52.50
<b>Property number, allocation only (urban and rural RAPID number)</b>	No charge

CORPORATE SERVICES	
Description	2024/25 fee or charge (\$)
<b>Email and digital</b>	
Supply of data in digital format by email. Includes producing a document by computer and sending via email to customer. (per half hour plus actual and reasonable costs)	52.50
Supply of information regarding Rating Information Database to commercial entities (per half hour plus actual and reasonable costs – minimum charge one hour)	52.50
<b>Community Owned Facility Insurance</b>	
Administration fee	110.00
ASSETS	
Description	2024/25 fee or charge (\$)
<b>Roading</b>	
<b>Traffic Management Plans (TMP) – Processing Fee</b>	
Vehicle crossing and minor works	157.50
Major works 5+ days or pavement excavation	315.00
Event minor less 1000 people	157.50
<i>Does not include Road Closure Fee - Traffic Management Coordinator may use discretion to waive Road Closure Fee dependent on complexity of TMP.</i>	
Urban/CBD major works / Major Events (1000+ people)	525.00
<i>Does not include Road Closure Fee - Traffic Management Coordinator may use discretion to waive Road Closure Fee dependent on complexity of TMP.</i>	
Road Closure Application Fee	569.00
<i>Fee includes administration and the cost of one advertisement; two adverts are required. Council will cover the cost of one advertisement</i>	
Entrance way Inspection	273.00
Annual License to Occupy a Roding Reserve (minimum)	275.10
Application fee to process a License to Occupy a Roding Reserve	126.00
<b>Road Damage Deposit</b>	
Bond (deposit refundable)	6279.00
Road Opening Notice	219.50
Road Encroachment	264.60
<b>Rapid Number</b>	
New	176.40
Replacement	88.20
<b>Overweight</b>	
Overweight Permit	305.60
Overweight Permit Renewal	259.40
<b>No Spray Zone Application</b>	
	264.60
<b>Roding Information</b>	
Land Information Request	74.00
Engineering Consent	86.10
<b>High Productivity Motor Vehicle (HPMV) Permit</b>	
HPMV Permit	385.40
HPMV Permit up to 10 identically configured HPVM vehicles, belonging to the same company	394.80
HPMV Permit Renewal	259.40
<b>Sewerage Extraction, Treatment and Disposal</b>	
Administration fee for new connections	251.00
Connection (Te Kuiti, Te Waitere, Maniaiti/Benneydale - All Council supplies excluding Piopio)	
Connection length - up to 8 meters to sewer main. Client will be charged actual costs for installation of pipe length past 8 meters.	2415.00
<i>This fee covers the cost associated with accessing Council's infrastructure and are applicable irrespective of existing infrastructure. Traffic Management Plan approval and implementation to be charged at actual cost.</i>	
Disconnection	250.00
<b>Piopio Wastewater</b>	
Connection involving retrofitting of an existing approved septic tank	11214.00
Connection (including new septic tank)	
Connection length - up to 8 meters to council sewer main. Client will be charged actual costs for installation of pipe length past 8 meters.	23888.00
<i>Traffic Management Plan approval and implementation to be charged at actual cost.</i>	
<b>Trade Waste</b>	
<b>Administrative Charges</b>	
Required Trade Waste Application Fee	177.00



ASSETS	
Description	2024/25 fee or charge (\$)
Non-compliance Re-inspection Fee	136.00
<b>Annual Trade Waste Consent Charges</b>	
Exempt Trade Waste Licence	134.00
Permitted Trade Waste Licence	266.00
Conditional Trade Waste licence (includes disposal from cleaning of separator unit x2 per annum)	748.00
<b>Tankered Trade Waste Charges</b>	
Receipt treatment and disposal of liquid trade wastes per m <sup>3</sup> (1,000 litres) at Te Kuiti Wastewater Treatment Plant:	
Septage disposal from within Waitomo District per m <sup>3</sup> (1,000 litres) <i>Septage is septic tank waste including partially treated sludge that accumulates in a septic tank</i>	267.00
Greywater per m <sup>3</sup> (1,000 litres)	41.50
Grease Trap waste per m <sup>3</sup> (1,000 litres)	294.00
All out of Waitomo District tankered waste per m <sup>3</sup> (1,000 litres) casual users	345.00
<i>Note: Tankered trade waste compromising a mixed waste load will be charged at the higher rate</i>	
<b>Stormwater</b>	
Connection	3502.00
Connection length - up to 8 meters to stormwater pipe main. Client will be charged actual costs for installation of pipe length past 8 meters. This fee covers the cost associated with accessing Council's infrastructure and are applicable irrespective of existing infrastructure. <i>Traffic Management Plan approval and implementation to be charged at actual cost</i>	
Kerb Connection	1250.00
<b>Water Supply (Water Services Bylaw 2015)</b>	
<b>Water Supply Rates</b>	
Cost per m <sup>3</sup> above 292m <sup>3</sup> -Water rates set by RFP new rate calculated annually through rate setting process.	
Te Kuiti	3.94
Piopio	4.30
Maniaiti/Benneydale	4.74
Mokau	6.30
<b>Bulk Water (tankers/hydrant etc.)</b>	
Bulk Water take (tankers/hydrant etc.) Cost per m <sup>3</sup>	13.00
General Administration fee cover cost per invoice received	35.00
Annual Fee - this covers the cost associated with management of hydrant standpipe, contractors, volume of water take calculation and annual calibration of water meter and testing of non-return valve.	170.00
Administration fee	251.00
Connection Fee Te Kuiti, Piopio, Mokau, Maniaiti/Benneydale (All council supplies)	3150.00
Connection length - up to 8 meters to water pipe main. Client will be charged actual costs for installation of pipe length past 8 meters. This fee covers the cost associated with accessing Council's infrastructure and are applicable irrespective if a connection has already been laid. <i>Traffic Management Plan approval and implementation to be charged at actual cost.</i>	
Disconnection Fee	568.00
<b>Testing Meters Fee</b>	
Domestic 15 mm and 20 mm	488.00
40 mm large connection	580.00
50 mm and 100 mm bulk	891.00
Reconnection	568.00
Water Permit (standpipe) Hire	238.00
Water Take Application Fee	177.00
Toby/ Valve locates	159.00
Water Meter Reading Fee 10% administrative costs	
• Te Kuiti	125.00
• Mokau	215.00
• Maniaiti/Benneydale	146.00
• Piopio	128.00
<b>Other Charges</b>	
For identification of underground services or any other operation deemed to differ from the normal fees and charges line item.	Cost Recovery Basis Plus 10% administrative costs
<b>Solid Waste Management</b>	
<b>Kerbside Collection</b>	
Purchase of WDC Rubbish Bags - Residents (each)	5.00

ASSETS	
Description	2024/25 fee or charge (\$)
<b>Landfill and Transfer stations</b>	
<b>Waitomo District Landfill</b>	
<i>(Note: most charges are per 1 tonne (1,000kgs). There is no charge to dispose of official WDC Refuse Bags at Landfill)</i>	
<b>Purchase of Recycle Bin (Green Bin, each)</b>	16.00
<b>General Refuse</b>	
General Refuse (per tonne), 10kg and above (see below)	336.00
General refuse minimum charge (under 10kg)	12.00
<i>*Note: refer to example of weighbridge charges below</i>	
<b>Green Waste</b>	
Green Waste (per tonne)	220.00
<b>Special Refuse</b>	
Concrete and Bricks (per tonne)	95.00
Fibreglass (per tonne)	300.00
Clean Fill (per tonne)	59.00
Clay (per tonne)	47.00
Whiteware – each	35.00
Television - each	24.00
Computer - each	21.00
Household kitchen appliances	9.00
Oil, paint – per litre	7.00
Lead Cell Batteries (each)	36.00
Gas Cylinders (each)	17.00
Metal (scrap only, per tonne)	103.00
Polystyrene (per tonne)	1491.00
Timber Waste (per tonne)	190.00
Burial (per unit)	77.00
<b>Tyres</b>	
Car	18.00
4x4	23.00
Light Truck	23.00
Truck	28.00
Tractor	69.00
<b>Contaminated Soils</b>	381.00
<b>Contaminated Waste</b>	426.00
<b>Bulk Liquid Wastes will not be accepted</b>	
<b>Rural Transfer Stations</b> <i>Charges are per refuse item: Van (each). If the amount of general refuse is over and above the standard item, additional charges will be applied.</i>	
<b>General Refuse</b>	
Disposal of Unofficial rubbish bags - (if the size of the unofficial bag used is similar or smaller than WDC rubbish bag)	5.00
Wheelie Bin	37.00
Car boot	40.00
Van	70.00
Ute	80.00
Trailer	80.00
Special Refuse (E.g. Whiteware)	35.00
Televisions – each	24.00
Computer – each	21.00
Household kitchen appliances	9.00
<b>Landscape Supplies</b>	
<b>Riverstone (per tonne)</b>	
Riverstone 19mm Rolys	123.00
Riverstone 25-65mm Rolys	134.00
Riverstone 65-200mm Rolys	150.00
Riverstone Builder Mix	134.00

\*Waitomo District Landfill example of weighbridge charges:

6kg - **\$12.00**      11kg - **\$12.34**      19kg - **\$15.02**      22kg - **\$16.03**