

STATEMENT OF PROPOSAL

Review of Fees and Charges 2021-2022

Waitomo District Council

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PURPOSE

Council's vision is to be a vibrant District. This is supported by our four Community Outcomes:

- **A prosperous district:** We will continue to enable a thriving and sustainable economy.
- **A district for people:** We welcome all to a district that is accessible, safe, affordable, and inclusive. We promote health, wellbeing and participation.
- **A district that cares for its environment:** We plan for the wise use and management of all land and resources, now and for future generations.
- **A district that works with you:** We work with you to collectively focus on the right things at the right time for the greater benefit of the District.

Our Fees and charges play an important role in the delivery of these outcomes. To ensure our fees and charges are robust, we review them annually.

BACKGROUND

Council provides a wide range of services and functions to the community which have a cost associated with them. Council's Revenue and Financing Policy identifies two sources of funding for the provision of these services and functions being user charges (private good), and rates (public good). Fees and charges are set by Council to recover costs in varying proportion dependent on where the benefit of the service or function falls.

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 aspires to collect for the relevant activity. The actual fees and charges collected by Council will vary dependent on a number of external factors.

REASON FOR PROPOSAL

Council has carried out its annual review of the fees and charges, which provides the opportunity to consider the changing circumstances in the operating environment. A review of the existing fees and charges (2020-2021) has been completed, which has resulted in some change to the fees and charges proposed for the 2021-2022 year.

Council is seeking public feedback on the proposed changes.

Key dates

WHEN	WHAT
21 April 2021	Submissions open
21 May 2021	Submissions close
27-28 May 2021	Hearings (should people wish to speak to their submissions)
9 June 2021	Deliberations – changes are agreed
29 June 2021	Council adopts the Fees and Charges schedule

This Statement of Proposal has been prepared to fulfil the requirements of section 81(1) (a) and 87(2)(a) of the Local Government Act 2002 (LGA) for the 2021-22 year.

SUMMARY OF CHANGES

The majority of the fees and charges remain unchanged. The following outlines the changes to Council's fees and charges in regards to the specific Council services that are subject to consultation.

Compliance

Building Consent Fees

A lower inspection fee for swimming / spa pools has been proposed. The inspection of pools is currently included in the inspection fee for general compliance inspections including Building Warrant of Fitness. The amount proposed has been reduced from \$190 to \$160 to reflect the actual processing and inspection time incurred.

Inspection Fee	\$	
	Current Fee	Proposed Fee
Compliance inspection: Inspection Fee (compliance inspection/ BWOFF audit etc.) per inspection	190.00	190.00
Swimming / spa pools <i>Note: The first triennial inspection is undertaken at no charge. This fee covers all subsequent inspections. The next triennial inspections will commence in October 2021</i>	190.00	160.00

A new fee category is proposed to differentiate fees for amendments to buildings based on the project value of the work, as this more accurately reflects actual processing costs.

Fees for amendments	\$	
	Current Fee	Proposed Fee
Amendments - project value over \$20,001	465.00	465.00
Amendments – minor works with project value up to \$20,000	465.00	250.00

A new fee category is proposed to address re-issuing certificate of public use (extension of time category). The proposed fee more accurately reflects the actual processing costs.

Reissue of Certificate of public use	\$	
	Current Fee	Proposed Fee
Certificate of Public Use – reissue for extension of time (1 inspection)	650.00	350.00

An increase has been proposed to the administration fee for the refund of cancelled or lapsed consents. The increase is to address the actual costs incurred to receive a lodged consent.

Administration fee for consents	\$	
	Current Fee	Proposed Fee
Administration fee for refund on cancelled or lapsed consents	50.00	125.00

A new fee category is proposed to differentiate fees relating to exemptions from requiring building consent based on the value of the work. This more accurately reflects the actual costs incurred to process these exemptions.

Exemption of building consents	\$	
	Current Fee	Proposed Fee
Applying for an exemption from requiring a building consent under schedule 1 clause 2 of the Building Act 2004, project value over \$20,001 <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>	525.00	525.00
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 <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>	525.00	250.00

A new fee is proposed for processing requests to uplift building line restrictions. The proposed fee reflects the actual costs incurred to process the requests.

Uplifting building line restrictions	\$	
	Current Fee	Proposed Fee
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 building line restriction 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>	-	600.00

Dog Control Fees

Small increases have been proposed to the urban and rural dog fees to reflect the actual costs of providing these services. The proposed fees are consistent with neighboring council's fees.

Urban and rural dog fees	\$	
	Current Fee	Proposed Fee
Urban Fee (for dogs in an urban area which comply with the provisions of Dog Control Act 1996)	115.00	118.00
Rural Dogs	45.00	50.00

An increase has been proposed for an application for a consent to keep more than two dogs in an urban area to reflect the actual time incurred to process these applications. It is noted that the proposed fees are consistent with neighbouring council's fees.

Keeping more than two dogs	\$	
	Current Fee	Proposed Fee
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	30.00	40.00

Environmental Health and Alcohol Licensing

Fees for Functions under the Food Act 2014

The Food Act 2014 came into effect in March 2016 replacing the Food Act 1981 and the Food Hygiene Regulations 1974. The Act provides for Council to perform the following functions:

- Receive and process applications for registration of food businesses;
- Carry out verification activities for those premises operating under a Food Control Plan; and
- Undertake compliance and monitoring activities across the district.

Council implemented this regime within its fees and charges in 2016/17, and these were further refined in 2017/18.

The current fees and charges have now been in effect for three years. After assessing the impact of the new food regime over the last three years, Council has identified that the fees and charges need to be amended to reflect the actual costs of the new regime to council. The main driver behind the proposed changes is to recover the cost of the actual processing times due to the increased complexity of processing applications under the Food Act 2014.

Template Food Control Plan	\$	
	Current Fee	Proposed Fee
Application for new registration of Template Food Control Plan	180.00 <i>(plus hourly rate of 160 after the first hour)</i>	410.00
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	160.00 <i>(plus hourly rate of 160 after the first hour)</i>	160.00 <i>(plus hourly rate of 160 after the first hour)</i>
Application for a minor amendment (section 45(2)) of registration of Template Food Control Plan <i>Minor changes constitute changes to details such as contact information (email, phone, day to day manager, and postal address).</i>	-	No charge

National Programmes	\$	
	Current Fee	Proposed Fee
Application for new registration of premises under a National Programme	120.00 <i>(plus hourly rate of 160 after the first hour)</i>	410.00
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.	-	160.00
Application for a minor amendment of registration under a National Programme, such as a change in contact information, trading name.	-	No charge

Hawkers and Peddlers

No changes have been proposed to the fees and charges, however some applicants may be eligible for a fee waiver. To check for eligibility please enquire with Waitomo District Council Customer Services.

Licensing – Other

Changes to registration fees for offensive trades, sale yard, hairdressers, funeral directors, mortuary premises and camping grounds are proposed. This is a reduction for all the above mentioned except funeral directors, where there is an increase to bring this fee in line with the others. These changes reflect actual costs to process the registration applications.

Registration Fees	\$	
	Current Fee	Proposed Fee
Offensive Trades – Registration Fees	450.00	240.00
Saleyards – Registration Fees	450.00	240.00
Hairdressers – Registration Fees	450.00	240.00
Funeral Director – Registration Fees	40.00	240.00
Mortuary Premises – Registration Fees	450.00	240.00
Camping Grounds – Registration Fees	450.00	240.00

Resource Management

Consents

Minor amendments have been proposed to the wording of the fees and charges relating to landuse consents, subdivision consents and any notified resource consents to provide more clarity on which deposits are payable on lodgment of an application for resource consent, and which deposits are payable following a decision on notification.

Landuse Consents	\$	
	Current Fee	Proposed Fee
Application for land use consent - All land use consents, except as otherwise provided below	Deposit 1,000.00	Deposit 1,000.00
Application for land use consent - All land use consents, except as otherwise provided below - Boundary dispensation (side yard only)	Deposit 600.00	Deposit 600.00

Subdivision Consents	\$	
	Current Fee	Proposed Fee
Application for subdivision consent – Creating 9 lots or less where no road/reserves proposed	Deposit 2,500.00	Deposit 2,500.00
Application for subdivision consent – Creating 10 lots or more, or any subdivision where a road/reserve is proposed	Deposit 3,500.00	Deposit 3,500.00
Application for joint subdivision and land use consent - For any joint subdivision and land use consent application	Deposit 4,500.00	Deposit 4,500.00
Notified resource consents	\$	

	Current Fee	Proposed Fee
Limited notified consent – any resource consent application that required limited notification	Deposit 6,500.00	Deposit 6,500.00
Notified consent - any resource consent application that requires public notification)	Deposit 10,000.00	Deposit 10,000.00

Hazardous Activities and Industries List (HAIL) determinations

An increase is proposed to cover the actual costs to Councils to undertake the investigation.

Investigation Fee	Current Fee	Proposed Fee
Investigation fee	Fixed 80.00	150.00

Resource Management – explanatory notes

The proposed changes to the explanatory notes are below.

Resource Management - explanatory notes

These fees and charges become operative on 1 July 2021 and will apply for all work carried out and decisions issued on or after 1 July 2021, 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(12) 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 in accordance with Section 36AAB(1) of the RMA.

Community Services

Hall Hire

Community Groups may be eligible for a subsidy for hall hireage. To check for eligibility please enquire with WDC Customer Services.

A minor increase has been proposed to the hourly rate of hiring the Te Kuiti Railway Station Buildings 1 and 3 to reflect actual costs to administer.

Te Kuiti Railway Station Buildings 1 and 3	\$	
	Current Fee	Proposed Fee
Hourly rate	20.00	30.00

Elderly Person's Housing

A minor increase in the rental cost has been proposed.

Tenancy arrangement – Elderly Persons Housing	\$	
	Current Fee	Proposed Fee
Small single bedroom - per week	115.00	120.00
Large single bedroom - per week	125.00	130.00
Bedsit - per week	105.00	110.00

District Aquatic Centre

A minor increase is proposed for Learn to Swim lesson fees to better reflect actual costs incurred.

Learn to Swim classes	\$	
	Current Fee	Proposed Fee
Learn to Swim Classes (per lesson)	11.00	12.00

An increase is proposed for lane hire, with a suggested staged approach over the next 3 years to bring this fee in line with industry standard. Lane hire for the swimming club is proposed to remain at the current rate.

Lane hire	\$	
	Current Fee	Proposed Fee
Lane Hire (per lane per hour)	12.00	16.00

Te Kuiti Aerodrome

Council proposes to move to a position of cost neutrality for the Aerodrome over the next 5 years. In line with this approach, the proposal is to increase the ground lease fee to match the market rental rate.

Ground lease fee	\$	
	Current Fee	Proposed Fee
Ground lease fees (annual)		As per market rate

Community Development

Waitomo District Library

Removal of the charge for overdue large print titles is proposed due to these generally being read by senior citizens.

Large print titles	\$	
	Current Fee	Proposed Fee
Overdues – Large print titles	0.30	No Charge

A reduction to the hire fee for classic DVDs is proposed due to these often being donated or the low cost of purchase.

Hire fee for classic DVDs	\$	
	Current Fee	Proposed Fee
Classic DVDs - 1 week hire	3.00	1.00

Corporate Services

Fax services

Proposing to change the charge for second and subsequent sheets for national faxes to match the international fax charge.

Fax – national	\$	
	Current Fee	Proposed Fee
National - Second and subsequent sheet	3.60	1.10

Assets

Roading

Proposing increases to a number of fees in this section to reflect actual costs incurred by Council as follows:

- Entrance way inspection
- Road encroachment
- New and replacement rapid numbers
- No Spray Zone application

Roading Fees			\$
	Current Fee	Proposed Fee	
Entrance way Inspection	184.00	240.00	
Road Encroachment	199.00	240.00	
Rapid Number – New	90.00	160.00	
Rapid Number – Replacement	51.00	80.00	
No Spray Zone Application	224.00	240.00	

A new fee is proposed for the annual licenses system to authorise the temporary occupation of a road reserve.

License fee to occupy road reserve			\$
	Current Fee	Proposed Fee	
Annual License to Occupy a Roding Reserve	-	Minimum of 250.00	

A new application fee to process a License to Occupy a Road Reserve is proposed. This is to accompany the license fee.

Application fee to process License to occupy road reserve			\$
	Current Fee	Proposed Fee	
Application fee to process a License to Occupy a Roding Reserve	-	114.00	

Sewerage Extraction, Treatment and Disposal

An administration fee is proposed for new sewerage connections to recover costs incurred by Council, also in line with the practices of other councils.

Administration Fee			\$
	Current Fee	Proposed Fee	
Administration fee for new connections	-	228.00	

Water Supply

An administration fee is proposed for new water connections to recover actual costs incurred by Council.

Bulk Water take cost per m³ has been rounded up for ease of administration.

Administration Fee	\$	
	Current Fee	Proposed Fee
Administration fee for new connections	-	228.00
Bulk Water take (tankers/hydrant etc) Cost per m ³	11.90	12.00

Kerbside Collection

Council is proposing to encourage the use of official bags for kerbside collection by ensuring it is not cheaper to dispose of non-Council bags directly at the landfill.

To address the issue, Council is proposing to introduce a new minimum cost for general refuse for the landfill of \$5.00 (previously this was \$2.16 per 10kg). The official rubbish bags are also proposed to be increased by \$0.40 to address the government's increase in the Emissions Trading Scheme (ETS) charges and waste levy.

Official rubbish bag	\$	
	Current Fee	Proposed Fee
Purchase of WDC Rubbish Bags - Residents (each)	3.40	3.80

Landfill and Transfer Stations

Increases to charges (per tonne) are proposed to a number of waste types at the District Landfill due to increase in ETS charges and the waste levy. The following types of waste are affected by this increase:

- General refuse
- Green waste
- Timber waste
- Contaminated soils
- Contaminated waste

Charges for waste types	\$	
	Current Fee	Proposed Fee
General Refuse (per tonne), applicable after first 10kg (see below)	216.00	260.00
General refuse minimum charge (under 10kg)	-	5.00
Green Waste (per tonne)	146.00	166.00
Timber Waste (per tonne)	132.00	152.00
Contaminated Soils	275.00	300.00
Contaminated Waste	316.00	340.00

A reduction is proposed for the charge of the green recycle bin due to waste levy subsidy.

Green recycle bin	\$	
	Current Fee	Proposed Fee
Purchase of Recycle Bin (Green Bin, each)	24.50	15.00

A reduction to the charge for television disposal is proposed as e-waste recycling is subsidised by the waste levy, and this also ensures consistency with the whiteware fee.

Television disposal	\$	
	Current Fee	Proposed Fee
Television - each	31.00	21.00

The cost of disposing unofficial rubbish bags the size of an official bag is proposed to be increased to match the proposed increase of the official rubbish bag.

Rural Transfer station	\$	
	Current Fee	Proposed Fee
Disposal of unofficial rubbish bags - (if the size of the unofficial bag used is similar or smaller than WDC rubbish bag)	3.40	3.80
Larger bags will be assessed pro rata (based on the size of the WDC official bag with the maximum cost being \$12)	12.00	12.00

Submission Form



Proposed Fees and Charges 2021 - 2022

Submissions close 5pm 21 May 2021

Sub No.

For office use only

You can share your views by:

- Completing this submission form and returning it to us by:
 - Visiting our office on Queen Street, Te Kuiti
 - emailing it to: haveyoursay@waitomo.govt.nz (scan and pdf or take a photo)
 - Posting to: FREEPOST 112498, Waitomo District Council, PO Box 404, Te Kuiti 3941
- Visiting our website: waitomo.govt.nz/consultation and fill an online submission form

Full Name:	<input type="text"/>
Organisation: <i>(if responding on behalf of)</i>	<input type="text"/>
Phone: <i>(home/mobile)</i>	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Email:	<input type="text"/>

The Local Government Act 2002 requires submissions to be made available to the public. Your name and/or organisation will be published with your submission and made available in a report to elected members and to the public. Other personal information supplied (such as address / email address) will be removed from the public copy.

I wish to speak to Council about my submission.

(Hearings are scheduled for 27 and 28 May 2021. We will contact you to arrange a time.)

Yes No

YOUR FEEDBACK

Please give us your feedback on the proposed Fees and Charges for 2021-2022
