



RĀRANGI TAKE AGENDA

Additional Kaunihera | Council Meeting

**I hereby give notice that a Meeting of the Kāpiti Coast District Council
will be held on:**

Te Rā | Date: Thursday, 23 May 2024

Te Wā | Time: 1.30pm

**Te Wāhi | Location: Council Chamber
Ground Floor, 175 Rimu Road
Paraparaumu**

**Darren Edwards
Chief Executive**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Kāpiti Coast District Council will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 23 May 2024, 1.30pm.

Kaunihera | Council Members

Mayor Janet Holborow	Chair
Deputy Mayor Lawrence Kirby	Deputy
Cr Glen Cooper	Member
Cr Martin Halliday	Member
Cr Sophie Handford	Member
Cr Rob Kofoed	Member
Cr Liz Koh	Member
Cr Jocelyn Prvanov	Member
Cr Kathy Spiers	Member
Cr Shelly Warwick	Member
Cr Nigel Wilson	Member

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1 NAU MAI | WELCOME

2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING

I a mātou e whiriwhiri ana i ngā take kei *As we deliberate on the issues before us,*
mua i ō mātou aroaro

E pono ana mātou ka kaha tonu ki te *We trust that we will reflect positively on the*
whakapau mahara huapai mō ngā hapori e *communities we serve.*
mahi nei mātou.

Me kaha hoki mātou katoa kia whaihua, *Let us all seek to be effective and just,*
kia tōtika tā mātou mahi,

Ā, mā te māia, te tiro whakamua me te *So that with courage, vision and energy,*
hihiri

Ka taea te arahi i roto i te kotahitanga me *We provide positive leadership in a spirit of*
te aroha. *harmony and compassion.*

3 WHAKAPĀHA | APOLOGIES

4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE | DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Notification from Elected Members of:

4.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

4.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

5 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Leave of Absence

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

7 PŪRONGO | REPORTS

7.1 2024-34 LONG-TERM PLAN SUBMISSION DELIBERATIONS

Kaituhi | Author: **Sheryl Gavin, Principal Advisor Corporate Services**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

TE PŪTAKE | PURPOSE

- 1 To provide the information necessary to enable the Kāpiti Coast District Council (Council) to deliberate on submissions received during the statutory consultation period for the proposed 2024-34 Long-term Plan (LTP).

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The Council's consultation document and supporting information were adopted on 28 March 2024. Consultation took place between 28 March and 28 April. 371 submissions were received. 51 submitters spoke at hearings in the Council Chambers on 2 and 7 May 2024.
- 3 It is not a requirement of the Special Consultative Process for this LTP to receive a representative number of submissions. It is however a requirement that the submissions received are read and analysed to fully inform Council's decision-making process for the LTP. The actual number of submissions received is not a representative sample (this is currently approximately 800).
- 4 It is now for the Council to consider the submissions received to enable the completion of the final full LTP document for adoption on 27 June 2024.

TE TUKU HAEPAPA | DELEGATION

- 5 Only the Council has the authority to adopt the Long-Term Plan.

TAUNAKITANGA | RECOMMENDATIONS

That the Council:

- A. Receives this report including Appendix 1 to this report.
- B. Maintains its preference to rates fund the \$4.7 million operating cost shortfall for three waters services.
- C. Applies an average rate increase of 6% per year from 2025/26 to 2033/34 to build a resilient future and reduce debt, noting its preference was previously to apply an average rate increase of 7% per year across the same period.
- D. Maintains its preference to transfer its older persons' housing to a new community housing provider.
- E. Does not introduce a new climate action rate, noting its preference was previously to introduce a new Climate Action Rate.
- F. Adopts the draft Rates Remission Policy with no changes.
- G. Adopts the draft Revenue and Financing Policy with no changes.
- H. Adopts the draft Development Contributions Policy with extended maps for water and wastewater funding service areas in Waikanae as identified through the submissions.
- I. Adopts the draft Development Contributions Limited Remissions Policy with no changes.
- J. Agrees that officers further investigate and report back on security mechanisms that may be applied to protect Council's Development Contributions policy interests in the event of a change in use of a development from community housing or papakainga use.

- K. Adopts the draft Significance and Engagement Policy with no changes.
- L. Continues to consider what more can be done to enhance democracy.
- M. Agrees to support Te Ara Korowai non-financially in seeking alternative funding.
- N. Agrees to support Kapiti Citizens Advice Bureau non-financially in seeking alternative funding and accommodation options.
- O. Defers the request for funding the NZ Symphony Orchestra's music school fit-out to the 2025/26 or 2026/27 Annual Plan.
- P. Defers the request to increase the operating grant to the Wellington Free Ambulance to the 2025/26 or 2026/27 Annual Plan.
- Q. Agrees to continue the establishment of the Kapiti Coast Trails Trust as planned with no further funding allocated at this time.
- R. Notes the proposed impact of these recommendations on the average rates increase for 2024/25 of the LTP.
- S. Including approved adjustments after public consultation consideration of the submissions, Council approves a draft average rates increase of% for 2024/25 of the LTP.
- T. Council will further consider and adopt the final audited 2024-34 Long Term Plan on the 27 June 2024.

TŪĀPAPA | BACKGROUND

- 6 The Local Government Act 2002 requires the Council adopt a new Long-term Plan every three years. Elected members and iwi representatives attended a series of public briefings in the latter half of 2023 to agree Council's direction on its financial and infrastructure strategies, proposed forecast financials, policies, levels of service and the content and messaging of the LTP Consultation Document.
- 7 The Council adopted the consultation document on 28 March 2024. Public consultation commenced on 28 March and concluded on 28 April 2024.
- 8 Following deliberations, the LTP will be amended for final audit and Council adoption at the Council meeting scheduled for 27 June 2024.
- 9 The Consultation Document asked the community to submit on the following:
 - How should the Council fund the increased cost to deliver three waters services and proposed two options.
 - How quickly should the Council proactively reduce Council debt and proposed three options.
 - How can the Council provide more sustainable council housing for our older people and proposed three options.
 - Should the Council introduce a new climate action targeted and proposed two options.
 - Updates to the Council's Rates Remission and Revenue and Financing Policies.
 - Updates to the Council's Development Contributions Policy and a new Development Contributions Limited Remissions Policy.
 - Updates to the Council's Significance and Engagement Policy.
 - Proposed fees and charges for 2024/25.
 - A proposed Alcohol Licensing Fees bylaw.
 - What more could the Council do to enhance democracy.

- 10 Public Voice were contracted to undertake independent analysis of the 371 submissions received. Public Voice Limited is a research and engagement consultancy located in Wellington, New Zealand. They specialise in research and engagement activities related to public policy and public consultation.
- 11 Public hearings held on 2 May and 7 May 2024 gave submitters an opportunity to present their submissions to the Council. These hearings were live streamed and there was also dedicated timeslots for people to connect interactively online via Zoom. 51 submitters presented to the Council.
- 12 Public Voice provided the Council with a report capturing community preferences for the proposals in the Consultation Document. Their report is attached as Appendix 1 to this report.

HE KŌRERORERO | DISCUSSION

Analysis and officer recommendations

Proposal 1 - How should Council fund the increased costs to deliver three waters services?

- 13 60.3% agreed the Council should rates fund the \$4.7 million operating cost shortfall for three waters services in year 1 of the LTP (2024/25) while 39.7% favoured funding the shortfall by taking on \$4.7 million of debt each year.
- 14 Submitter comments indicate that those preferring rates funding of the shortfall felt that operating costs should not be funded by debt, and there was a strong sentiment that the district cannot afford unnecessary debt. In contrast, those who preferred debt funding the shortfall were concerned about the affordability of rates increases, and suggested Council focus on core services and reduce overall expenditure.

Officer recommendation:

That the Council maintains its preference to rates fund the \$4.7 million operating cost shortfall for three waters services.

Proposal 2 – Proactively reduce Council debt

- 15 15.1% advocated for rates increases of 8%, 32.6% advocated for rates increases of 7%, and the remaining 52% preferred 6%. While there was general agreement that the Council should reduce debt levels, there was a strong preference to keep annual rates increases as low as possible, slowing the pace of debt reduction.

Officer recommendation:

That the Council applies an average rate increase of 6% per year from 2025/26 to 2033/34 to build a resilient future and reduce debt, noting its preference was previously to apply an average rate increase of 7% per year across the same period.

Proposal 3 – providing more sustainable council housing for our older people

- 16 59.7% of respondents favoured transferring the Council's older persons' housing assets to a newly-established Community Housing Provider (CHP) with some level of council influence. Meanwhile 27.9% expressed a preference for transferring the assets to an existing CHP. 12.4% felt the assets should continue to be owned and operated by the Council.
- 17 Most respondents felt that housing should not be managed directly by the Council and should be put in the hands of providers with greater expertise and experience in social housing management. There was, however, strong support for the Council maintaining some level of influence in the ongoing service provision.

Officer recommendation:

That the Council maintains its preference to transfer its older persons' housing to a new community housing provider.

Proposed changes to our rates

- 18 While 42.7% of respondents supported the introduction of a new targeted climate action rate based on a property's capital value, 57.3% did not. Those in favour felt that the rate would increase transparency and allow for better tracking of climate action funding and spending, however those not in favour felt that no separation of cost was necessary. Many were also concerned that despite the rate proposing to shift costs from the general rate there would still be a rates increase for most ratepayers and affordability could become an issue.

Officer recommendation:

That the Council does not introduce a new climate action rate, noting its preference was previously to introduce a new Climate Action Rate

Rates Remission Policy

- 19 Public feedback on the updated Rates Remission Policy indicated support for the policy and its provisions for rates relief. A small number of submitters requested further concessions for older residents and rate postponement arrangements.
- 20 Officers note that the financial assistance remission in the policy and the Government's rates rebate scheme are available to assist those who need help paying their rates. The postponement of rates, subject to qualifying criteria is also provided for in the policy.

Officer recommendation:

That the Council adopts the Rates Remission Policy with no changes.

Revenue and Financing Policy

- 21 The Revenue and Financing Policy sets broad ranges for public/private funding for each service provided by Council. In setting these ranges, the Council considers who benefits (the wider public or private users).
- 22 Submitter comments raise concerns about the affordability of rates and the extent of increases over time, and there was one suggestion that regulatory fees should be completely funded by user fees.
- 23 Additionally, there was a suggestion that the development contribution charge be reduced in favour of implementing a targeted rate for a set period to help offset the operating costs of new or upgraded assets related to the development. Officers note, however, that the Infrastructure Funding and Financing Act does provide a mechanism for this, subject to qualifying criteria.

Officer recommendation:

That the Council adopts the Revenue and Financing Policy with no changes.

Development Contributions and Development Contributions Limited Remission Policies

- 24 The general sentiment of respondents was support for the concept of development contribution charges to cover the infrastructure and servicing costs of development.
- 25 While many comments related to the structure and administration of the policy, several landowners requested the extension of funding service areas in Waikanae to include their property. There were also requests to alter the timing of capital works for the Waikanae water reservoir and pipeline works. Officers agree that the timing of this work will be examined as part of future annual and long-term plans.
- 26 Two submitters sought further reduction of development contributions for retirement units. Officers note that retirement units and aged care rooms are already discounted in the policy

in recognition of lower demand for some types of infrastructure than that of other residential developments.

- 27 The inclusion of open space and reserves contributions in the policy rather than financial contributions made under the District Plan was raised. Officers recommend that this be included in the scope of the next policy review ahead of the 2027-37 Long Term Plan.
- 28 Limited feedback on the Limited Remissions policy was received with one comment suggesting the policy be removed and capping community housing development contributions instead. The approach suggested, however, would not provide any remission and would be contrary to the intent of the policy. A query was raised at the Council meeting on 28 March 2024 on including the ability for the Council to recover any remitted development contributions where there may be change of use from community housing or papakāinga use. The policy will be monitored over next twelve months while suitable mechanisms to provide this security are investigated and reported back to the Council.

Officer recommendation:

That the Council adopts the draft Development Contributions Policy with extended maps for water and wastewater funding service areas in Waikanae as identified through the submissions.

That the Council adopts the draft Development Contributions Limited Remissions Policy with no changes.

That the Council agrees that officers further investigate and report back on security mechanisms that may be applied to protect the Council's Development Contributions policy interests in the event of a change in use of a development from community housing or papakāinga use.

Significance and Engagement Policy

- 29 The updated Significance and Engagement policy attracted limited comments from submitters. It was suggested that significant decisions be voted on by affected ratepayers at annual meetings, and that consulting with communities should be changed to listening to communities' voices and acting on those views. One submitter asked that the policy allow for people to be notified on issues that affect them, for example on LIM report alterations.
- 30 Officers acknowledge these comments but note that the policy requirements are prescribed by the Local Government Act, and the policy provides a clear framework for identifying whether a matter should be consulted on and/or engaged directly with the community.

Officer recommendation:

That the Council adopts the draft Significance and Engagement Policy with no changes.

Fees and Charges and Alcohol Licensing Fees Bylaw

- 31 These items are addressed separately on the meeting agenda and are not addressed in this report.

Enhancing Democracy

- 32 Respondents expressed dissatisfaction with the way council operates in an undemocratic manner, citing examples such as disregarding the public's vote on Māori wards and implementing policies without proper consultation. They emphasise the need for transparency, proper consultation and a reduction in staff who do not support democratic changes.

Officer recommendation:

That the Council continues to consider what more can be done to enhance democracy.

Additional funding requests received

33 In addition to feedback on the proposals presented in the LTP consultation document, requests for funding assistance were received from several submitters:

- **Te Ara Korowai:** The submitter requests \$86,000 per annum for their mental health community centre, as their current funding from Manatu Taonga ends in June 2024. Providing funding in the LTP will require additional rates revenue. On that basis, officers recommend supporting Te Ara Korowai to access alternative funding opportunities including annual Council contestable funding and grant programmes external to Council.
- **Kāpiti Citizens Advice Bureau: (CAB).** The submitter requests an annual operating grant of \$35,000 to cover their expected deficit in 2024/25. Allocating funding in the LTP will require additional rates revenue. Officers therefore recommend engaging with CAB to provide support for investigating other solutions that may be available, such as helping to secure more affordable accommodation. The potential for any future financial support from Council would need to be part of a wider consideration around shifts in the funding landscape for social and community organisations, and how Council may choose to respond to this.
- **NZ Symphony Orchestra.** The submitter requests a one-off contribution of \$53,000 towards the fit-out of the national music centre in Wellington's Te Ngākau Civic Square. Officers recommend that the request be deferred for consideration in the 2025/26 or 2026/27 annual plan.
- **Wellington Free Ambulance (WFA).** The submitter requests a continuation of the current funding arrangement of \$26,500 annual grant with a further increase in funding based on forecast population increases.

Request	2024/25	2025/26	2026/27
Additional funding requested (opex)	\$22,500	\$23,200	\$24,000

Officers recommend that this matter be deferred and reconsidered in the 2025/26 or 2026/27 annual plan, including public consultation with the community, noting that WFA only services part of the Kāpiti Coast area.

- **Kāpiti Coast Trails Trust:** The submitter requests seed funding for operational costs to build business cases and seek future funding for the trails network. The funding requested is:

Request	2024/25	2025/26	2026/27
Operating (opex)	\$130,000	\$100,000	\$100,000
Capital (capex)	\$70,000	\$50,000	\$30,000

Operational support for the Trails Trust establishment is currently within the Parks and Reserves budget and work programme. Officers recommend we continue to progress through this avenue.

Officer recommendations:

That Council agrees to support Te Ara Korowai in seeking alternative funding.

That Council agrees to support Kapiti Citizens Advice Bureau in seeking alternative funding and accommodation options.

That Council defers the request for funding the NZ Symphony Orchestra's music school fitout to the 2025/26 or 2026/27 Annual Plan.

That Council defers the request to increase the operating grant to the Wellington Free Ambulance to the 2025/26 or 2026/27 Annual Plan.

That Council agrees to continue the establishment of the Kapiti Coast Trails Trust as planned with no further funding allocated at this time.

Summary of officer recommendations

- 34 Officers recommend making two changes to the draft Schedule of Fees and Charges for 2024/25 as tabled in the report *"Fees and Charges for 2024/25"*, also included in the agenda for the Council meeting to be held on 23 May 2024.
- 35 At the time of issuing this report, actual year to date growth in the rating base has been higher than forecast, enabling an adjustment to the assumed growth for year one of the LTP. This has been factored into the average rates calculation below.
- 36 The table below summarises officer recommendations and the impact these have on the average rates increase for 2024/25 (year one of the LTP). Subject to Council approval, provided no changes were made to these recommendations, the average rates increase for 2024/25 of the LTP would be 16.99%.

Item	Officer Recommendation	Y1 Rates impact \$	Y1 Rates Impact %
What we consulted on			17.10%
Three waters funding	Fund the Three Waters shortfall through a 5% rates increase in year 1 (the proposed option)	-	-
Reduction of debt	Rates increases of 6% per annum from year 2	-	-
Housing for older people	Transfer older persons housing assets to a new CHP with Council representation (proposed option)	-	-
Climate Action targeted rate	Do not introduce new rate	-	-
Rates Remission Policy	No change recommended	-	-
Revenue & Financing Policy	No change recommended	-	-
Significance & Engagement Policy	No change recommended	-	-
Development Contributions Policies	Water and wastewater funding service areas are extended as identified	-	-
Additional requests			
Te Ara Korowai	Do not fund	-	-
Citizens Advice Bureau	Do not fund	-	-
NZ Symphony Orchestra	Defer to Y2/Y3 Annual Plan	Defer Y2-3	-
Wellington Free Ambulance	Defer to Y2/Y3 Annual Plan	Defer Y2-3	-
Kapiti Coast Trails Trust	Do not fund	-	-
Waikanae Pool	Do not progress	-	-
Fees and Charges			
Building files	No change recommended	-	-
Hall hire charges	Revert to 2023-24 fees + inflation	63,000	0.07%
Pool charges over 65's	No change recommended	-	-

Learn to Swim fees	Remove special needs fees as noted	-	-
Housing for Older Persons	Reduce rent increase from 30% to 15%	100,000	0.11%
Uplift in assumed growth of rating base (1.09% year to date vs 0.8% budgeted)			-0.29%
Total Year 1 Rates Increase Revised			16.99%

He take | Issues

37 There are no further issues in addition to those already covered in this report.

Ngā kōwhiringa | Options

- 38 This report reflects officers' recommendations based on Council's preferred options published in the LTP Consultation Document and considering the independent analysis of the 371 submissions as provided by Public Voice.
- 39 The Council has the delegated authority to consider alternate options and amend these recommendations, provided it's not a material departure from what was consulted on.

Mana whenua

40 Mana whenua representatives were invited to Council workshops and briefings throughout the development of the LTP.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

41 There are no climate change issues in addition to those already covered in this report

Ahumoni me ngā rawa | Financial and resourcing

42 There are no financial and resourcing considerations in addition to those already covered in this report.

Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

43 The Council has fully complied with all local government legislative requirements and has fully considered all organisational risks in developing this LTP.

Ngā pānga ki ngā kaupapa here | Policy impact

44 There are no policy impacts in addition to those already covered in this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

45 The Council will respond to all submitters outlining the results and analysis of the 371 submissions including decisions made by Council at this meeting.

Te mahere tūhono | Engagement planning

46 The Council has followed the Special Consultative Process as prescribed by the Local Government Act to develop the LTP. No further engagement events for this LTP are planned prior to Council adoption on 27 June 2024.

Whakatairanga | Publicity

47 A media release is planned to be issued following this meeting.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Public Voice Analysis of LTP 2024-34 Submissions (under separate cover) [↗](#)

7.2 PROPOSED ALCOHOL LICENSING FEES BYLAW

Kaituhi | Author: **Chris Worth, Principal Policy Advisor**

Kaiwhakamana | Authoriser: **Kris Pervan, Group Manager Strategy & Growth**

TE PŪTAKE | PURPOSE

- 1 This report outlines the feedback received from consultation on the draft Alcohol Licensing Fees Bylaw and recommends Council's adoption of the bylaw.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not applicable.

TE TUKU HAE PAPA | DELEGATION.

- 3 Together Section 405 of Sale and Supply of Alcohol Act 2012 and the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013 give Council the power to make a bylaw for the purposes of setting alcohol licensing fees. Council has the delegation for making decisions on bylaws under the Governance Structure and Delegations for the 2022-2025 Triennium.

TAUNAKITANGA | RECOMMENDATIONS

That the Council:

- A. **Receives** the report "Proposed Alcohol Licensing Fees Bylaw" dated 23 May 2024.
- B. **Notes** the analysis of submissions received from consultation carried out between 28 March to 28 April 2024, as detailed in Submission Analysis section of this report.
- C. **Agrees** to adopt:
 - C.1 The **Alcohol Licensing Fees Bylaw 2024** at Attachment 1, increasing the level of cost recover to 90% over five years.
 - OR
 - C.2 The **Alcohol Licensing Fees Bylaw 2024** at Attachment 1, increasing the level of cost recover to 90% over five years, with option to further review the level of cost recovery ahead of the next Annual Plan (for example, lifting recovery to 100%).
 - OR
 - C.3 The **Alcohol Licensing Fees Bylaw 2024** as amended by Council at this meeting.
- D. **Delegates** power to the Mayor and Chief Executive to make amendments to the Alcohol Licensing Fees Bylaw to incorporate any substantive feedback from the Committee arising from considerations of submissions.
- E. **Directs** staff to report back on an operational policy to consider reducing by one category the risk assessment for a licenced premise, on a case-by-case basis, and the criteria to guide such assessment.

TŪĀPAPA | BACKGROUND

- 4 This paper builds on Council's decision on 28 March 2024 where it resolved to consult on a proposed Alcohol Licensing Fees Bylaw to prescribe fees for its Alcohol Licensing functions, with Option 1 of the paper approved. This paper is attached as background in Attachment 3.
- 5 Of particular note:

- 5.1 The current fees for Alcohol Licensing were set in Regulation in 2013, and although reviewed in 2017, have not been increased since introduced. As a consequence, the level of recovery of (increasing) costs to Council has steadily reduced over time.
- 5.2 To ensure appropriate cost recovery is in place, Council proposed a Bylaw introducing increased fees. Fees are to increase in three steps across a five-year period, to eventually recover 90% of the cost of the alcohol licensing function.
- 5.3 In the proposal consulted on, for licences and licence renewals the increases are to occur as follows:
 - Year 1: A 32% increase for Very low and Low risk premises and 60% increase for Medium to Very high-risk premises.
 - Year 3: No increase for Very low and Low risk premises and 16% increase for Medium to Very high-risk premises.
 - Year 5: A 5% increase for Very low and Low risk premises and 10% increase for Medium to Very-high risk premises.
- 5.4 For Special licences, the increases are:
 - Year 1: 60% for Class 1, 2 and 3 licences.
 - Year 3: 16% for the 3 classes.
 - Year 5: 10% for the 3 classes.
- 6 The proposed increases would bring in a further \$387,000 over the five years and take cost recovery from the current 70% up to 90% by year five, reducing the level of subsidisation from the general rate.
- 7 Consultation on the proposed new Alcohol Fees Bylaw was undertaken through April 2024, and submissions were heard in the LTP hearings between 2 and 7 May 2024. The submissions analysis and proposed next steps are outlined in this paper.

HE KŌRERORERO | DISCUSSION

He take | Issues

Submissions analysis

- 8 In total Council received 48 submissions on the proposed bylaw. Of those, five submitters requested to address Council at hearings held on 2 and 7 May 2024.
- 9 Thirty-seven submissions supported introducing the bylaw, with ten against and one unsure. Of the 48 respondents:
 - 9.1 36 were on behalf of individuals,
 - 9.2 12 from organisations. Of the organisations, eight sold or supplied alcohol.
- 10 Respondents came from across the district. Four respondents came from outside the district, and two did not indicate where they came from. Attachment 2 has further analysis of the submissions.
- 11 Submissions are attached at Attachment 4.
- 12 From the 48 submissions, there were 69 submissions points directly related to the bylaw, the timing of its implementation and the quantum of the proposed increases. Additionally, there were 16 further submission points on matters pertaining to alcohol and its sale, supply, and consumption.
- 13 Themes arising from the 69 submission points that commented directly on the bylaw included:

- **Group 1:** 36 submission points agreed with the increase in fees to reduce the impact on general rates. The points raised issues of user pays, that those who profit from the sale of alcohol should pay the cost of doing business, that alcohol was a harmful product, the community already subsidised its sale and supply through regulating and mitigating its societal effects, and that the proposals seemed fair. These submissions of support came predominantly, but not exclusively, from individuals or organisations not involved in selling alcohol. Of these submitters, five identified that Council should be looking to recover 100% of costs associated with the licensing activity.
 - **Group 2:** A smaller grouping of submission points (6) extended these comments to include the bylaw giving Council greater control over licensing, making getting an alcohol licence harder, that the industry should contribute more fairly to the true cost of alcohol, and that the approach was consistent with that of the wider Wellington region.
 - **Group 3:** In opposition, nine submissions points raised concerns at the timing of the increases (given the current economic climate and recent years of difficulty for the hospitality sector), the impact on small businesses, and that the increases amounted to nearly 100% over the five years. These submission points came predominantly from businesses trading in alcohol.
 - **Group 4:** A further 11 submission points developed these concerns further, raising matters such as the first year's 60% increase being too steep, that Council needed to find efficiencies in its operations and not just pass costs on, and having no confidence that it wasn't just another revenue gathering exercise. Two questions were raised around what had changed in the service to warrant more cost (i.e. more scrutiny); and the justification for a 100% increase over the 5 years. These submission points came predominantly from businesses trading in alcohol.
 - **Group 5:** Six submission points commented on the risk-based approach, some seeing it as fair and equitable, while others had issues with it, with two submitters suggesting different approaches to assessing risk or the timing and incident of payment.
- 14 Additional to these Submission points directly commenting on the bylaw, there were 16 more general comments on general matters to do with the sale, supply, and consumption of alcohol.

Specific points raised

- 15 From the submission points and from comments made in presentations to elected members at the hearings, three themes emerged that are further commented on below.

Efficiency

- 16 A number of submissions raised points about Council increasing fees to cover extra costs of the administration of the licensing function.
- 17 In response to this, we provide the following information:
- 17.1 Council's costs in this area have increased across time and are due to factors of general inflation (particularly since 2020) and increased licensing numbers. Currently, the regulated fees for licensing services, first set in 2013, have not increased since 2013.
 - 17.2 The proposed fees anticipate ongoing increases in costs through inflation and are set to increase direct cost recovery from the current 70% to 90%, as a truer reflection of cost/benefit to licence holders. Notably, there were submitters who suggested the private benefit should be assessed at 100%.
 - 17.3 Over the last three years, staffing levels for the function have increased have remained stable at two staff with some support from Democracy services. Over that same period total application processes (licence applications and licence renewals) have remained relatively stable over last four years, 416 to 418 (Table 2). It is not anticipated that staff levels will change within the initial five-year period of the bylaw's fee increases.

17.4 The introduction of an Alcohol Licensing Fees Bylaw will re-allocate costs between council rates and applicant fees and is based on a re-alignment of the public/private costs/benefits of the licensing system. It is aimed at lessening the burden of the function on ratepayers and assigning it more fully to the immediate beneficiary of the service, licence holders.

17.5 The reallocation of costs continues to recognise an element of public good arising from the function, with a retention of 10% of the costs to continue to be funded from rates (after five years). However, 5 submitters advocated against this point, suggesting Council recover 100% of costs. Of note is that the legislation itself (Section 402 (1)(a)) supports this position.

Table 2: Licensing Application processes, 2020 to 2023

Annual DLC Reports	2019-2020	2020-2021	2021-2022	2022-2023	2023-24 (YTD)
Premises Licences	68	61	81	4	40
Special Licences	120	157	137	138	140
Manager Certificates	210	212	212	220	173
Temporary Authorities	18	13	16	12	6
Total Application Processes	416	443	446	424	359
Staff Resource*	2	2	2	2	2

❖ Current staff levels are made up of 1.5 FTE Licensing Officers, and 0.7 Admin Support

Classification of premises by risk

- 18 A small number of submitters queried the risk allocation system that assigns premises to the five different risk categories, very low through to very high.
- 19 In response to this, we provide the following information:
- 19.1 As the risk categories are set via a weighting calculation prescribed nationally¹, Council is not afforded discretion in how the category is calculated for a particular premises (e.g. bottle stores score 15 on the type of premise weighting so are immediately in the medium risk category regardless of opening hours or lack of enforcement action).
- 19.2 However, a TLA can reduce the fee category of an applicant by one level (only) for example, from high to medium, where it considers this is appropriate in the circumstances. Council would likely need to consider each application on a case-by-case basis against some agreed criteria.
- 19.3 One submission also identified the inequitable treatment under the fees schedule given their risk categorisation compared to other premises. There is currently scope under regulations for Council to make changes to risk categories for specified premises meeting specific conditions. Council has done this twice previously:
- 19.3.1 in 2013 (Clubs from Low to Very Low under specific circumstances and Café from Low to Very Low when it doesn't operate after 5pm), and
- 19.3.2 in 2016 (Gift basket supplier from Low to Very Low if no shop front, and Special Licences for service clubs (Lions, Rotary) and Retirement Village Associations from Class 3 to Class 2 under specific circumstances).
- 19.4 If agreed, Officers can bring further advice and options for Council to consider around the possible approaches to apply. To be noted, this situation affects very few premises.

Impact of special licence cost on small venues

¹ [weighting calculation prescribed nationally](#)

- 20 Special licences can either be granted for one-off events, or for a series of linked events. This can have an impact on the costs to the applicant if the events are applied for as a single application or separately. Council Officers are happy to provide advice for any applicant as to how to plan ahead and reduce costs where it is appropriate within the application process.

Ngā kōwhiringa | Options

- 21 In considering whether to proceed with the bylaw, Council has four options:

Option	Reason	Impact
Option 1: adopt the bylaw ² as presented in Attachment 1 , which includes weighted increases by risk category, introduced in a staged manner at years, 1, 3 and 5. (Recommended)	This approach balances recovery of costs earlier in the process while not impacting business with the full increase immediately. It responds to the very clear message in the majority of submissions that rates funding should reduce, and licensing fees are a legitimate cost of business for alcohol outlets.	Provides an early boost to cost recovery. May be more onerous on small low risk businesses. Reaching cost recovery goals across the five years more quickly
Option 2: adopt the bylaw, maintaining the risk weightings, but amending it so that the increases are evenly spread across the five years, with an increase each year.	This approach will lessen the impact of the increases in the first year especially on smaller business and responds to concerns around additional costs in difficult trading times.	Cost recovery delayed, although eventually reaching the 90% wanted. Easier on business cashflow, particularly for smaller businesses.
Option 3: adopt the bylaw, without the risk weightings, and amending it so that the increases are evenly spread across the five years, with an increase each year.	This approach would more evenly spread the impact of the increases between business categories and across years, particularly for the first year, and responds to concerns around additional costs in difficult trading times.	Treats all application as equal in complexity. Significantly higher impact on small business that pose less risk. Cost recovery delayed, although eventually reaching 90% wanted.
Option 4: adopt the Alcohol Licensing Fees Bylaw 2024 at Attachment 1 , increasing the level of cost recover to 90% over five years, with a review of options to lift the level of cost recovery to 100% ahead of the next Annual Plan.	This approach balances recovery of costs earlier in the process while not impacting business with the full increase immediately. It responds to the very clear message in the majority of submissions that rates funding should reduce, and licensing fees are a	Provides an early boost to cost recovery. May be more onerous on small low risk businesses. Reaching cost recovery goals across the five years more quickly.

²Note that the draft bylaw attached has been amended slightly from that which went out for consultation. The main amendment being the addition of information about the risk categories and assessment criteria, are provided for clarity.

Option	Reason	Impact
	legitimate cost of business for alcohol outlets. Adds the option of reviewing options to increase recovery of costs to 100%.	Recovers full costs for undertaking the licensing function from licensees. Reviewing and increasing fees so quickly after setting the bylaw may have reputational risk for Council.
Option 5: Do not implement the bylaw	Maintains status quo during an uncertain economic environment.	Cost recovery delayed indefinitely. Easier on business cashflow, particularly for smaller businesses.

- 22 Option One is **recommended** as, increasing the cost recovery level to 90% over five years reflects the intention of the national legislation to support Council to:
- carry out its functions under the Act, and to
 - recover the cost of doing so, while
 - ensuring a robust licencing system, and
 - the better monitoring of licensees for compliance.
- 23 It retains an element of public good funding (10% at year 5) from rates recognising Council's role in minimising alcohol related harm in the district and administering the Act's licensing regime for the benefit of the whole community.
- 24 It reduces the significant level of rates subsidy of private businesses arising from the current under-recovery of costs.
- 25 With respect to the larger increase in year one, the impact on smaller businesses has been recognised through weighting increases more heavily on the larger, higher risk businesses, with a lower year one increase, no increase in year three, and a final smaller increase in year five. The dollar amounts of the increases reflect the relative levels of turnover for each category of business.
- 26 In response to points raised by submission for recovering 100% of costs for the licensing function over the five years, officers have had a preliminary look at this matter following discussion with councillors. However, appropriate due diligence is needed to determine the implications to ensure that the burden of cost is borne appropriately between private and public good. Further work is required to explore this, and if agreed to by Council, further advice will be bought back on options leading into the 2025/2026 annual plan. This is further discussed in paragraph 33 below.

Mana whenua

- 27 There are no specific or general impacts on mana whenua, or tangata whenua more broadly, from Council adopting an Alcohol Licensing Fees Bylaw as the mechanism for cost recovery of the Alcohol Licensing function. However, Council is aware of the interest our iwi partners have in alcohol licensing matters and in any initiatives that can help reduce alcohol related harm in the community. Maintaining a robust alcohol licensing inspectorate that can monitor licenced premises and deliver effective education to licensees on their responsibilities under the Act and their respective licences, supports this.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 28 There are no climate change implications associated with implementing an Alcohol Licensing Fees Bylaw.

Ahumoni me ngā rawa | Financial and resourcing

- 29 The proposed bylaw implements new fee amounts and charging regime for existing functions and associated activities, replacing existing fees. The new fees will be included within any update of Council's Fees and Charges Schedules for the new financial year if adopted. There may be a small operational cost in publicity for the fee changes which will be met within baselines.

Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

- 30 The fees bylaw is being proposed in accordance with s.405 of the Act and the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013.
- 31 A consultation approach was developed and implemented that met the specific requirements of s.405 of the Act and Council's general consultation approach as signalled by its Significance and Engagement Policy and the requirements of s.76AA of the Local Government Act 2002.

Ngā pānga ki ngā kaupapa here | Policy impact

- 32 If adopted, new fees will apply as new licence applications come in throughout the year and existing licences come up for renewal. The increase in cost recovery will unlikely exceed existing Revenue and Financing Policy splits. However, for the 2025/26 Annual Plan, the Revenue and Financing Policy will need to be reviewed and potentially amended to adjust, if necessary, the public/private cost/benefit split.
- 33 Any decision to increase the level of cost recovery above 90% can be looked at the same time. However, any potential change proposed to the bylaw would likely require further consultation. There could be a reputational risk to Council increasing fees again so soon after setting the bylaw.
- 34 The Act does not prescribe any particular review period for an Alcohol Licensing Fees Bylaw, although the fees regulations, which the bylaw supersedes within the district, must be reviewed every five years. It is proposed therefore, that the bylaw, if commencing on 1 July 2024, set fees for the next five years, with a five-yearly review of the bylaw instituted to keep the fees up-to-date.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

- 35 Licensees will be provided notice that this report is to be presented to Council at this meeting.
- 36 Submissions have been published on the Have Your Say webpage for the bylaw consultations, and after Council's decision on adopting the bylaw, a Summary of Submissions will be made available on Council's website. All submitters, licensees and interested parties, will be provided a copy of the Summary and of Council's decision on the bylaw's adoption.

Whakatairanga | Publicity

- 37 Subject to the decision to adopt, the Alcohol Licensing Fees Bylaw will be publicised on Council's website and licensees will be notified of the new fees. The new fees will be available on Council's Fees and Charges webpage and Alcohol Licensing webpage.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Proposed Alcohol Licensing Fees Bylaw 2024 [↓](#)
2. Proposed Alcohol Licensing Fees Bylaw - Submission analysis [↓](#)
3. Proposed Alcohol Licensing Fees Bylaw - March 2024 Report [↓](#)
4. Proposed Alcohol Licensing Fees Bylaw - Submissions received (under separate cover) [⇒](#)

Attachment 1:

KAPITI COAST DISTRICT COUNCIL
ALCOHOL LICENSING FEES BYLAW 2024
1 July 2024

Pursuant to the Sale and Supply of Alcohol Act 2002 and the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, Kapiti District Council makes the following Bylaw about alcohol licence fees.

Part A

Preliminary provisions

1. Title

- 1.1 This Bylaw is the Alcohol Licensing Fees Bylaw 2024.

2. Commencement

- 2.1 This Bylaw comes into force on 1 July 2024.

3. Application

- 3.1 This Bylaw applies to the Kāpiti Coast District.

4. Purpose

- 4.1 The purpose of this Bylaw is to prescribe fees for on-licences, off-licences, club licences, and Special Licences in accordance with the Sale and Supply of Alcohol (Fees) Regulations 2013 and the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013.

5. Interpretation

- 5.1 Unless the context otherwise requires, words and phrases in the Sale and Supply of Alcohol Act 2012 and the Sale and Supply of Alcohol (Fees) Regulations 2013 have the same meaning in this Bylaw.
- 5.2 Council means the Kapiti Coast District Council.
- 5.3 Any explanatory notes and attachments are for information purposes, do not form part of this bylaw, and may be made, amended, and revoked without formality.
- 5.4 The Legislation Act 2019 applies to this Bylaw.

6. Risk Categories of Premises

- 6.1 The Five Risk categories are:
- 6.2 Very low, Low, Medium, High, and Very High
- 6.3 The five risk categories are based on assessment of three weighted risk factors:
- the type of premises (Restaurant/ Bottle Store/ Club etc.);
 - the latest trading hour allowed by licence and type of licence. (Whether an on-licence finishes earlier or later than 2am, or off-licence finishes earlier or later than 10pm); and the number of enforcement holdings against the premises in last 18 months.

Part B Fees

7. Fees payable

- 7.1 Tabled below are the fees payable to Council for licence application fees, annual relicensing fees, and special licence fees, for functions undertaken by Council under the Sale and Supply of Alcohol Act 2012.

Table 1: Licence Application Fees

Category of premises	Default	Year 1 - Fees	Year 3 - Fees	Year 5 - Fees
Very Low	368.00	485.00	485.00	510.00
Low	609.50	804.50	804.50	845.00
Medium	816.50	1,306.50	1,551.50	1,667.00
High	1023.50	1,637.50	1,899.50	2,089.50
Very High	1207.50	1,932.00	2,241.00	2,465.00

Table 2: Annual Relicensing Fees

Category of premises	Default	Year 1 - Fees	Year 3 - Fees	Year 5 - Fees
Very Low	161.00	212.50	223.00	234.00
Low	391.00	516.00	541.00	569.00
Medium	632.00	1,011.00	1,112.00	1,223.50
High	1035.00	1,656.00	1,821.50	2,004.00
Very High	1437.50	2,300.00	2,530.00	2,783.00

Table 3: Special Licence Fees

Special License	Default	Year 1 - Fees	Year 3 - Fees	Year 5 - Fees
Class 1	575.00	920.00	1,092.50	1202.00
Class 2	207.00	331.00	393.00	432.50
Class 3	63.25	101.00	120.00	132.00

Related information

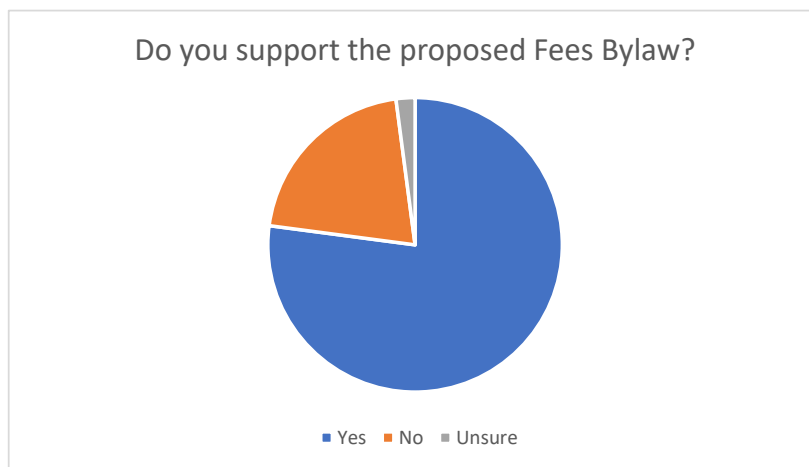
All fees and fee categories represented are as provided in the Sale and Supply of Alcohol (Fees) Regulations 2013. The fees set out in Tables 1, 2 and 3 replace the fees payable under clause 7 of the Regulations but are determined using the framework set by clauses 4, 5 and 6 of the Regulations. All other fees remain as provided for in the Regulations.

Attachment 2: Submission analysis

Number of Submissions received: 48

Q. Do you support the proposed Alcohol Licensing Fees Bylaw?

Do you support the proposed Alcohol Licensing Fees Bylaw?	
Yes	37
No	10
Unsure	1



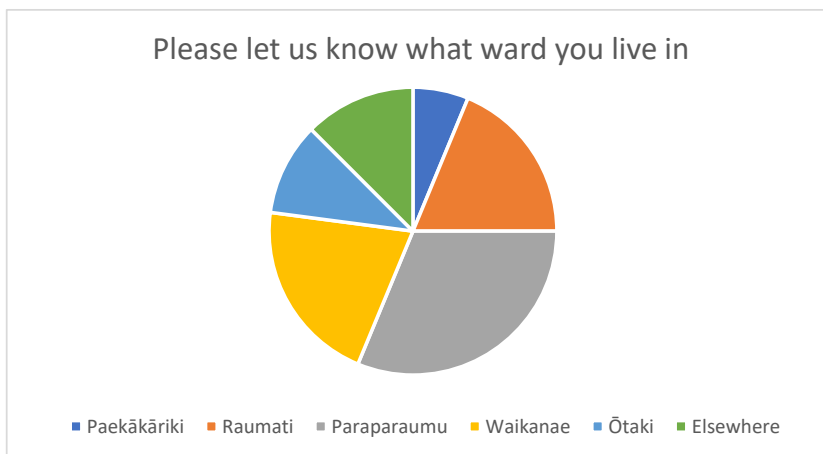
Q. Submission type: I'm providing a submission...	
As an individual	36
On behalf of an organisation	12



Q. Do you or your business supply or sell alcohol?	
Yes	8
No	40



Q. Submitter location: Please let us know what Ward you live in	
Paekākāriki	3
Raumatī	9
Paraparaumu	15
Waikanae	10
Ōtaki	5
Elsewhere	6



Feedback on Proposed Alcohol Licensing Fees Bylaw

Respondents generally express support for shifting the cost burden of alcohol licensing fees from ratepayers to licensees, emphasising the need for businesses to cover their own costs. They also highlight the importance of simplifying and reducing bureaucracy in the licensing process to minimise costs for all parties involved. Some respondents advocate for a more nuanced approach to fees, taking into account the size and nature of the businesses, while others suggest increasing fees to address the social harms associated with alcohol. There are also calls for enhanced democracy and community input, particularly in the decision-making process regarding alcohol licensing.

COUNCIL MEETING AGENDA

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10.3 PROPOSED ALCOHOL LICENSING FEES BYLAW

Kaituhi | Author: **Chris Worth, Principal Policy Advisor**

Kaiwhakamana | Authoriser: **Kris Pervan, Group Manager Strategy & Growth**

TE PŪTAKE | PURPOSE

- 1 This report seeks Council's approval to consult on a draft proposed Alcohol Licensing Fees Bylaw to increase the fees taken to fund Council's Alcohol Licensing function.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 This proposed bylaw enables Council to prescribe its own alcohol licensing fees. The introduction of a bylaw would supersede current fees set out in the Sale and Supply of Alcohol Regulations 2013 for the Alcohol Licensing function. The Regulations must be reviewed every five years and were last reviewed in 2017. However, fees have not been increased since they were introduced in 2013.
- 3 Council is currently recovering approximately 70% of the cost of its Alcohol Licensing function and associated activities, with a growing gap between the costs to administer the Licensing functions and the income received from fees to support the activity.
- 4 It is proposed that fees for this function be increased to help recover increasing costs. This can only be done through a bylaw adopted under section 405 of the Sale and Supply of Alcohol Act 2012, and the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013.
- 5 Under the Local Government Act, the funding needs of the local authority must be met from sources that the local authority determines appropriate. These sources include rates, and fees and charges, to reflect the public/private cost/benefit of Council's functions or activities.
- 6 Consulting on a proposed bylaw alongside the proposed Long-term Plan 2024-2034 would enable new fees to be considered and if adopted, to come into effect from 1 July 2024 for the 2024/2025 financial year; alternatively, a bylaw could be progressed more slowly, subsequently adopted through the Annual Plan, and come into effect later in the triennium.

TE TUKU HAEPAPA | DELEGATION.

- 7 Section 405 of Sale and Supply of Alcohol Act 2012 gives Council the power to make a bylaw for the purposes of setting fees and Council has the delegation for making decisions on bylaws under the Governance Structure and Delegations for the 2022-2025 Triennium.

TAUNAKITANGA | RECOMMENDATIONS

That the Council:

- A. **Receives** the report "Proposed Alcohol Licensing Fees Bylaw" dated 28 March 2024.
- B. **Agrees** to consult on a proposed Alcohol Licensing Fees Bylaw to prescribe fees for its Alcohol Licensing functions and activities on the basis of:
 - B.1 Level of cost recovery and fees change - Option 1, paragraph 29 of the report.
 - B.2 Timing of change – Option 1, paragraph 32 of the report.
 - B.3 Weighting of fees – Option 1, paragraph 37 of the report.
- C. **Approve** the Consultation Document (Attachment 1) and draft Alcohol Licensing Fees Bylaw (Attachment 2) for consultation alongside the LTP 2024-2034 (Option 1, paragraph 41 of the report.).
- D. **Delegates** power to the Mayor and Chief Executive to make amendments to the Consultation Document (Attachment 1) and draft Alcohol Licensing Fees Bylaw (Attachment 2) to incorporate any substantive feedback from the Committee.

COUNCIL MEETING AGENDA

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TŪĀPAPA | BACKGROUND

Sale and Supply of Alcohol Act 2012 and Council's responsibilities

- 8 The Sale and Supply of Alcohol Act 2012 (the Act) puts in place a system of control for the sale, supply, and consumption of alcohol.
- 9 As the territorial local authority (TLA) for its district, Council is responsible for administering the operational and regulatory requirements of the Act. This includes the safe and responsible sale, supply and consumption of alcohol, and minimisation of harm caused by the excessive or inappropriate consumption of alcohol.
- 10 Council's operational and regulatory functions under the Act include appointing and providing support to the District Licensing Committee (DLC). This support includes receiving and processing licence applications and manager's certificates for DLC decision making, as well as preparing material for the DLC to meet their reporting requirements to the Alcohol Regulatory and Licensing Authority (ARLA).
- 11 Council also has monitoring and compliance responsibilities. These include inspections of premises and providing education to licensees to operate within the requirements of the Act. Both functions require Council staff to work closely with Police and the Medical Officer of Health and other regulatory agencies to meet the responsibilities and functions of the Act.

Prescribed licensing process and fees

- 12 Any person wanting to sell and supply alcohol for the purposes of consumption must have an alcohol licence¹. There are four kinds of licences²: on-licences, off-licences, club licences, and special licences. Additionally, any licenced premises must be managed by a person holding a manager's certificate.
- 13 Charges for a particular licence are set under the Sale and Supply of Alcohol Regulations 2013 (the Regulations) according to the risk category of the premises and apply to the initial licence fee and subsequent licence renewals. The five risk categories are based on assessment of three weighted risk factors:
 - the type of premises (Restaurant/ Bottle Store/ Club etc.);
 - the latest trading hour allowed by licence and type of licence. (Whether an on-licence finishes earlier or later than 2am, or off-licence finishes earlier or later than 10pm); and,
 - the number of enforcement holdings³ against the premises in last 18 months.
- 14 Licensees are aware of the risk category of their premises when their application for a licence is first assessed. Council currently has 144 Licensees, made up of 62 on-licences, 1 BYO, 30 club, and 51 off licences. The distribution of current licensees by risk category and fees under the Regulations are set out below in Table 1.

Table 1: Risk categories, licence numbers and fees set in regulation (GST Incl.)

Cost/risk fee category	Licence numbers	Application fee	Annual fee
Very Low	29	\$368.00	\$161.00
Low	61	\$609.50	\$391.00
Medium	49	\$816.50	\$632.50
High⁴	5	\$1,023.50	\$1,035.00
Very High	-	\$1,207.50	\$1,437.50

¹ There are some specific exemptions to this: Certain sales by makers, importers, distributors, and wholesalers, and certain messes and canteens, are exempted. The latter must have a code of practice.

² For each of on- and off-licences, there are some sub-categories (e.g. BYO, direct delivery sales).

⁴ The high-risk category includes supermarkets and other high-volume outlets.

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- 15 Special licences can also be issued for specific events in specified places/premises. They can cover one or more events and may apply for events over a period of up to twelve months. Special licenses and their fees are categorised into three classes based on their potential risk, reflecting the size of the event (number of attendees), the number of events covered by the special licence, and the type of premises.

The ability for Council's to change alcohol licensing fees

- 16 Section 405 provides for Council to charge for any matter for which fees are payable to support it undertaking its functions under the Act. This ability is supported in the same section by providing for Councils to vary fees set under the Regulations by making an Alcohol Licensing Fees Bylaw.
- 17 A Council can use a bylaw to cover fees for licence applications (and renewals), annual licensing fees and special licence fees, but cannot alter the framework for determining cost/risk ratings and fees categories or change fees for manager's certificates or temporary authorities.

HE KŌRERORERO | DISCUSSION

He take | Issues

The Issue and the Proposal

- 18 The current fees for Alcohol Licensing were set in 2013, and although reviewed in 2017, have not been increased since introduced. As a consequence, the level of recovery of (increased) costs by Council has steadily reduced over time.
- 19 To ensure appropriate cost recovery is in place, it is proposed that Council adopt an Alcohol Licensing Fees Bylaw which will introduce increased fees as per the amounts in Tables 2a to 2c (all figures GST inclusive. Note: figures are rounded to nearest \$0.50)

Table 2a: Proposed Weighted Fee increase for Alcohol Licence Application Fees

	Current Fee (Default)	Year 1 Fee	Year 3 Fee	Year 5 Fee	Total incr. over 5 years
Very Low	368.00	486.00	486.00	510.00	142.00
Low	609.50	804.50	804.50	845.00	235.00
Medium	816.50	1,306.50	1,515.50	1,667.00	850.50
High	1,023.50	1,637.50	1,899.50	2,089.50	1,066.00
Very High	1,207.50	1,932.00	2,241.00	2,465.00	1,258.00

Table 2b: Proposed Weighted Fee Increase for Annual licensing

	Current Fee (Default)	New Fee	New Fee	New Fee	Total incr. over 5 years
Very Low	161.00	212.50	223.00	234.00	73.00
Low	391.00	516.00	542.00	569.00	178.00
Medium	632.00	1,011.00	1,112.00	1,223.50	591.50
High	1,035.00	1,656.00	1,821.60	2,004.00	969.00

COUNCIL MEETING AGENDA

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Very High	1,437.50	2,300.00	2,530.00	2,783.00	1,345.50
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Table 2c: Proposed Special Licence Fee changes

	Current Fee	Year 1 Fee	Year 3 Fee	Year 5 Fee	Total incr. over 5 years
Class 1	575.00	920.00	1,092.50	1,202.00	627.00
Class 2	207.00	331.00	393.00	432.00	225.00
Class 3	63.00	101.00	120.00	132.00	69.00

- 20 The proposed increases would bring in a further \$387,000 over the five years and take cost recovery from the current 70% up to 90% by year five, reducing the level of subsidisation from the general rate. A full breakdown of the proposed fee increases can be found in the Consultation Document for the Proposed Alcohol Fees Bylaw 2024, at Attachment 2.
- 21 There are three questions that arise in considering whether to adopt an Alcohol Licensing Fees Bylaw to set higher fees:
- **Level of cost recovery:** that Council considers appropriate for the Alcohol Licensing function and its associated activities;
 - **Timeframe for implementation:** three options have been considered:- a one-off 'all at once' increase; incremental increases each year out to year 5; or staged increases at years 1,3 and 5.
 - **Weighting of fees:** how any increases are applied across the different fees (application and renewal fees) and shared across the regulated cost/risk categories (flat or weighted application).
- 22 There is also a further **process timing issue** that Council needs to be comfortable with. The proposal for an Alcohol Licensing Fees Bylaw is being put forward at this time so that it may be considered, and the proposed new fees included in the Long-term Plan's (LTP) Fees and Charges Schedule. However, should Council prefer, the bylaw proposal can be undertaken on an independent track. Doing so would mean that any subsequent changes to Alcohol Licensing Fees would not be immediate and need to be progressed through subsequent Annual Plan processes.

Level of cost recovery

The issue

- 23 The Act provides for the recovery of fees for undertaking the alcohol licensing function. Without any changes to the Regulations, and with Councils increasing costs, current cost recovery levels have fallen to approximately 70%. With no adjustment in licensing fees revenue, recovery for alcohol licensing is forecast to reduce further to 60% within five years. In practical terms:
- 23.1 Council's costs are expected to increase at 2.93% LGCI⁵ per annum over the next five years.
- 23.2 Under current settings, with no increase in revenue over the same period, Council will potentially not recoup \$633,000 of recoverable costs for the period.

⁵ Local Government Cost Index

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- 23.3 Maintaining current arrangements would mean that this funding gap will need to be met through increasing the general rates subsidy.
- 24 Further to this, with current revenues from licence and manager certificates applications and renewals not covering the cost of the Alcohol Licensing function and its associated activities, the intent of section 405 of the Act, which anticipates a user pays framework, is not met.
- 25 The minimising of alcohol-related harm in our community is consistent with Council's responsibilities under the LGA to promote the wellbeing of its communities in the present and for the future. The two limbs of the Act's object infer a balancing between two of Council's community outcomes for strong communities and a vibrant economy.
- 26 Council can determine its mix and use of funding and fees to support its functions and levels of service. Choice of funding source(s) should be determined after considering community outcomes, distribution of benefits, the period over which those benefits accrue, and the extent that action or inaction by an individual or group may contribute to the need for the activity.
- 27 In making this assessment Council is assessing the relative levels of public/private cost/benefit of an activity. In having the alcohol licensing function and its activities funded by a mix of user fees and general rates income Council recognises:
- 27.1 that this function and its activities provide primary benefit to licensees to lawfully operate a business within a clear operating framework and level operating field;
- 27.2 with the public funding supporting health, safety, and wellbeing through:
- 27.2.1 the facilitation of amenity (the right of individuals to enjoy alcohol);
- 27.2.2 public involvement in licensing applications (the right of the public to have a say in what is happening in their community); and,
- 27.2.3 the minimisation of alcohol-related harm (the right of society to protect itself from the harms of alcohol)⁶.
- 28 This balance is reflected in a proposed increase of fees to recover 90% of the private benefits of the services and the public benefits reflected by the remaining 10%, supported through general rates.

The Options

- 29 There are three options Council can take in respect to the cost recovery amount issue. These are set out in Table 3 along with the effect of each option, its impact on licensees and on the community, and the mechanism to implement any change.

Table 3: Cost Recovery Options and Impacts

Option	Effect	Impact on licensees	Impact on community	Mechanism
Option 1: Change public/private split (increase fees through a new fees bylaw) (Recommended)	Maintains levels of service to at least those currently achieved.	<ul style="list-style-type: none"> Small \$ impact, fees differentially changed across years Small \$ increase for smaller premises/ low risk settings Larger increases for larger premises/ higher risk settings. 	<ul style="list-style-type: none"> Impact on general rate minimal and reducing over time Licensing regime managed to ensure responsible sale, supply, and consumption of alcohol in district. Alcohol-related harm minimised. 	<ul style="list-style-type: none"> Fees bylaw adopted under s.405 of the Act, and the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013 Long-term Plan Revenue & Financing

⁶ McEwan, B., Campbell, M., Lyons, A., and Swain, D. (2013) *Pleasure, profit, and pain: Alcohol in New Zealand and the contemporary culture of intoxication*. University of Waikato Faculty of Arts & Social Sciences. Hamilton (Available online at <http://researchcommons.waikato.ac.nz/handle/10289/8035>)

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Table 3: Cost Recovery Options and Impacts

Option	Effect	Impact on licensees	Impact on community	Mechanism
		<ul style="list-style-type: none"> Increases relative and minimal to premises' turnover. 		Policy reflects change.
Option 2: Change public/private split (Increase rates funding)	Maintains levels of service to at least those currently achieved.	<ul style="list-style-type: none"> Impact on licensees minimal and static 	<ul style="list-style-type: none"> Impact on general rate significant and increasing over time (\$633k over 5 years) Licensing regime managed to ensure responsible sale, supply, and consumption of alcohol in district Alcohol-related harm minimised. 	<ul style="list-style-type: none"> Long-term Plan Revenue & Financing Policy.
Option 3: Reduce levels of service (to statutory minimum)	Levels of service are reduced to bare minimum required under the Act.	<ul style="list-style-type: none"> Potential reduced compliance by licensees. 	<ul style="list-style-type: none"> On-going but lesser impact on general rate. Reduced management of alcohol-related harm Council is not implementing the Act responsibly Potentially more DLC hearings (not directly recoverable), as other partners try to address the risk of harm. 	<ul style="list-style-type: none"> Long-term plan's Levels of Service Statements.

30 **Option One is recommended** as, increasing the cost recovery level to 90% over five years:

30.1 reflects the intention of the national legislation to support Council to:

- carry out its functions under the Act, and to
- recover the cost of doing so, while
- ensuring a robust licencing system, and
- the better monitoring of licensees for compliance.

30.2 retains an element of public good funding from rates recognising Council role in minimising alcohol related harm in the district and administering the Act's licensing regime for the benefit of the whole community; and,

30.3 reduces the significant level of rates subsidy of private businesses arising from the current under-recovery of costs.

Timing and staging of fees

The Issue

31 There are a number of timeframes over which the fees could be set and increased. Each has a differing impact on licensees and Council.

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The Options

32 Implementation of any fees increases could be through:

Table 4: Timing of fees and Impacts			
Option	Effect	Impact on licensees	Impact on community
Option 1: A staged approach, with fees increases at years 1, 3, and 5 (a larger increase in year one, and smaller increases in years 3 and 5). (Recommended)	The year 1 increase to 'catch-up' on the historic underfunding and years 3 and 5 to progress to the 90% recovery mark.	<ul style="list-style-type: none"> Smaller increment changes at years 2 and 4, provide businesses time to absorb the increased costs Increases at years 3 and 5 are quite small in \$ terms relative to the levels of turnover of the businesses in the risk categories. This option provides a middle ground in impact on licensees and on rates. 	<ul style="list-style-type: none"> Reducing the impact on general rates is slower Perception that community is paying unfairly for business benefits.
Option 2: A one-off adjustment	An increase bridging the recovery gap to 90% is made in one step.	<ul style="list-style-type: none"> A full one-off correction to the fees level would place an unnecessary burden on licensees, especially the smaller operators. Perception that Council is making it harder to do business in Kapiti, for those operators who face significant cost increases. 	<ul style="list-style-type: none"> Existing impact on general rates is addressed immediately.
Option 3: Smoothing the increase evenly across the five years	Same \$ increase each year until a 90% cost recovery is reached.	<ul style="list-style-type: none"> It is likely the most manageable for licensees, especially smaller operations. 	<ul style="list-style-type: none"> Provides the slowest increase out to 90% recovery and has the greatest impact year-on-year on rates Perception that community is paying unfairly for business benefits.

- 33 **A staged approach is recommended**, with increases introduced over years 1, 3 and 5 to ensure a significant recover of the current deficit while managing the impacts of change on business over a more measured timeframe.

Weighting of fees

Issue

- 34 Currently under the Regulations, fee categories are tied to the risk profile of the premises. This approach to categorisation must be maintained in the bylaw. However, Council is not required to follow the same cost weightings between categories.
- 35 Premises that are in the medium, high, and very high categories are there because of higher risk factors, whether this is due to the overall level of activity (number of patrons/members), longer operating hours in the higher risk hours of the day, or past issues (Holdings) with operating within general requirements of the Act (e.g. host responsibility, serving underage persons etc.) or specific licence conditions (e.g. opening/trading hours).
- 36 Because of these risk factors, premises in the medium to very high categories require more complex considerations requiring more detailed assessments and greater levels of ongoing monitoring. To recognise this, and, in turn, recognise that small establishments in less risky environments require less time and resource in application assessment and compliance

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monitoring, weighted fees and fee increases could be applied. This has also been the approach from our neighbouring Councils.⁷

Options

37 Options for how fees could be weighted include:

Table 5: Weighting of fees and Impacts			
Option	Effect	Impact on licensees	Impact on community
Option 1: A weighted increase between lower and higher risk licensees (Recommended)	Distributes costs on key criteria to ensure 'fairness' based on complexity and monitoring requirements.	<ul style="list-style-type: none"> The fee reflects level of work for Council in processing less/more complex applications (including potential DLC hearings), and monitoring requirements. Fees are aligned with size of premises and likely ability to pay, and the fees burden on smaller operators/safer environments is reduced in relative terms. 	<ul style="list-style-type: none"> Council is seen to apply rules fairly and to support business to operate in Kāpiti.
Option 2: Proportionate increases based on existing fees	Distributes overall costs across all risk categories.	<ul style="list-style-type: none"> This would see a potentially higher increase of fees on smaller, lower risk licensees, that could have a more significant impact on their operation and business. 	<ul style="list-style-type: none"> Council is seen to make it harder to do business in Kāpiti, for those operators who can least afford it.

38 **A weighted increase is recommended**, as it reflects the size, turnover and risk of businesses as well as the supporting capacity required to undertake licensing functions.

Timing of consideration and adoption of a Fees Bylaw

39 The issue of the reducing level of cost recovery and its associated increase in rates funding became apparent as budgets were being developed for the upcoming 2024 to 2034 LTP.

40 Consultation is required if Council proceeds with proposing the Fees Bylaw, however there are two options for doing so:

40.1 With the LTP 2024-2034: there are some advantages for this consultation to be done at the same time as consultation on the LTP. This timing would allow the bylaw to be adopted in time for the new fees to be included in the 2024-2034 LTP Fees and Charges Schedule.

40.2 Consideration of the bylaw could be placed on a slower track, with consultation carried out separately from the LTP process.

41 The Impacts of these options is as follows:

Table 5: Timing of considering the introduction of the Fees Bylaw and Impacts			
Option	Effect	Impact on licensees	Impact on community
Option 1: Take the bylaw out to consultation with the LTP. (Recommended)	The Fees Bylaw would apply for the LTP 2024-2034.	<ul style="list-style-type: none"> Clarity on fee changes but shorter timeframe to prepare for impacts to business operations. 	<ul style="list-style-type: none"> The recovery gap is addressed immediately. The new fees regime for Alcohol Licensing, if adopted, would apply

⁷ C.f. <https://wellington.govt.nz/have-your-say/public-inputs/consultations/closed/alcohol-fees-bylaw-2021> (accessed 29 February 2024)

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Table 5: Timing of considering the introduction of the Fees Bylaw and Impacts			
Option	Effect	Impact on licensees	Impact on community
			immediately for the LTP 2024-34. <ul style="list-style-type: none"> Lower costs of consultation.
Option 2: Consultation and adoption of the bylaw is a discrete process that Council undertakes separately from the LTP process	The Fees Bylaw would not immediately apply for the LTP 2024-34.	<ul style="list-style-type: none"> Longer timeframe to prepare for the change to business operations. 	<ul style="list-style-type: none"> The recovery gap would take longer to address. An amendment to the LTP could be required, which attracts additional undue cost. Or changes would be made at a later time through the 2025/26 Annual Plan delaying adoption of the new fees' regime.

- 42 Should the adoption of the bylaw occur after the adoption of the 2024-2034 Long-term Plan and the fees and charges schedule, the new fees could be incorporated through amendment to the LTP and fees and charges schedule. This could occur as the bylaw would have been through a public consultation process including the issuing of a Statement of Proposal, as required for an amendment to the LTP. The Statement of Proposal would need to clearly indicate that the bylaw will amend the fees and changes schedule in the LTP.
- 43 **Option 1 is recommended**, enabling the proposed bylaw to go out and be consulted, and subject to decision, adopted for the new financial year.

Mana whenua

- 44 There are no specific or general impacts on mana whenua, or tangata whenua more broadly, from using an Alcohol Licensing Fees Bylaw as the mechanism for cost recovery of the Alcohol Licensing function. However, Council is aware of the interest our iwi partners have in alcohol licensing matters and in any initiatives that can help reduce alcohol related harm in the community. Maintaining a robust Alcohol Licensing inspectorate delivers on this.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 45 There are no climate change implications associated with implementing an Alcohol Licensing Fees Bylaw.

Ahumoni me ngā rawa | Financial and resourcing

- 46 The proposed bylaw implements new fee amounts and charging regime for existing functions and associated activities, replacing existing fees. The new fees will be included within any update of Council's Fees and Charges Schedules for the new financial year (if to be included in the LTP). There may be a small operational cost in publicity for the fee changes which will be met within baselines.

Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

- 47 The fees bylaw is being proposed in accordance with s.405 of the Act and the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013.
- 48 A consultation document has been developed outlining the background issues and a proposed response, and the proposed increases in fees. In accordance with s.405(4) of the Act, officers will also directly contact affected parties (licensees) indicating where information on the proposed bylaw is available and the means through which they can have their say.

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- 49 This consultation approach meets the principles for consultation in the LGA and specific requirements of the Act, covering Council's obligations to consult with affected parties and provides an opportunity for members of the general public to have their say.

Ngā pānga ki ngā kaupapa here | Policy impact

- 50 As the fees will apply as new licence applications come in throughout the year and existing licences come up for renewal, an increase in cost recovery will unlikely exceed existing Revenue and Financing Policy splits. However, for the 2025-2026 Annual Plan, the Revenue and Financing Policy will need to be reviewed and potentially amended to adjust, if necessary, the public/private cost/benefit split.
- 51 The Act does not prescribe any particular review period for an Alcohol Licensing Fees Bylaw, although the fees regulations, which the bylaw supersedes within the district, must be reviewed every five years. The bylaw is proposing to set fees for the next five years, beginning 1 July 2024. A five-yearly review of the bylaw would therefore be appropriate.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

- 52 Consultation for the proposed bylaw will meet the requirements of Section 405 of the Sale and Supply of Alcohol Act 2012 by consulting with affected persons affected by the changes proposed. As a matter of good practice, Council will also look to reflect the principles of consultation as outlined in the Local Government Act, providing for the opportunity to be heard through oral presentation of submission, in the making of the bylaw.
- 53 Currently it is proposed that the consultation period will run from 25 March to 28 April, in concert with the Long-Term Plan consultation. A consultation document along with the draft bylaw will be sent out to affected parties and made available through Council's usual consultation channels, with submissions (via website, by email, mail and drop-box at service centres and libraries) invited during that period. Submitters will be provided an opportunity to speak to their submissions at a hearing.
- 54 A letter indicating Council's consideration of a proposed Alcohol Licensing Fees Bylaws was sent to licensees on 14 March 2024.

Whakatairanga | Publicity

- 55 Subject to the decision to consult, the draft Alcohol Licensing Fees Bylaw will be publicised on the Council website and licensees will be notified.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Alcohol Fees Bylaw 2024 Consultation Document
2. Proposed Alcohol Fees Bylaw 2024

7.3 FEES AND CHARGES FOR 2024/25

Kaituhi | Author: **Sheryl Gavin, Principal Advisor Corporate Services**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

TE PŪTAKE | PURPOSE

1. To adopt the schedule of fees and charges for the 2024/25 financial year.

HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

2. The Council reviews and adjusts its fees and charges annually. For the 2024/25 financial year increases were limited to the Local Government Cost Index (LGCI) inflation factor of 2.9% with several exceptions that were consulted on from 28 March through to 28 April 2024.

TE TUKU HAE PAPA | DELEGATION

3. Only the Council has the authority to approve fees and charges.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Council notes and receives this report, including Appendix 1 to this report.
- B. That the Council approves the following amendments to the draft Schedule of Fees and Charges that was previously adopted on 28 March for consultation:
 - a. Hall Hire charges reverted back to 2023-24 charges plus 2.9% LGCI inflation
 - b. Removal of the following items from Swimming Pool charges:
 - i. Learn to Swim: private lessons \$18 (special needs); and
 - ii. Learn to Swim: private lessons (special needs) – 5 concession \$80 (20-minute lesson).
 - c. Housing for Older Persons rental fees as follows:
 - i. Individuals weekly rent reduced from \$234 to \$208
 - ii. Couples weekly rent reduced from \$347 to \$305.
- C. That the Council adopt the amended Schedule of Fees and Charges for 2024/25 as attached as Appendix 1 to this report.

TŪĀPAPA | BACKGROUND

- 4 The Revenue and Financing Policy guides our decisions on how to fund Council services. The policy takes into consideration who benefits from a service (individuals, parts of the community or the community as a whole) to help determine how the service should be funded. It then sets targets for each Council activity specifying which portion should be funded from user charges, general rates, targeted rates, and other sources of income.
- 5 The Council's Revenue and Financing Policy and funding targets were reviewed by Officers and consulted on through the special consultative procedure as part of the 2024-34 Long Term Plan (LTP). The policy will be adopted by the Council as part of the final LTP on 27 June 2024.

HE KŌRERORERO | DISCUSSION

Submissions received raised various concerns:

- 6 **Building file fees.** Two submitters were concerned that the cost of obtaining a building file will rise from \$19 to \$119. Officers acknowledge this is a significant increase, however it covers the actual administration time for supplying the material. Officers recommend that the Council proceed with the increased fee as proposed.
- 7 **Hall hire charges.** Several submissions were received from community providers concerned that the increase in charges may compromise their ability to continue to deliver much-valued programmes at community halls. Upon analysis of these submissions, officers acknowledge the potential negative effect these fee increases may have on the community and recommend that fees and charges for hall hire revert to the fees for 2023-24 adjusted for inflation at the LGCI factor of 2.9%.
- 8 **Swimming pools.** A small number of submitters request free access to pools for over 65's. Officers note that this demographic is a considerable part of our market and account for approximately 35% of pools revenue. Over 65's already enjoy significantly discounted admission fees. On this basis officers recommend the Council proceed with the swimming pool fees as proposed.
- 9 Although no submissions were received on the topic, officers also recommend that fees for special needs Learn to Swim be removed due to lack of uptake for this recently reviewed service. A review of the Learn to Swim programme found this service had become a "catch all" for a variety of customer needs with no qualifying criteria. The aquatics team is piloting another more targeted product for students with higher needs. If the pilot is successful, a continuance will be proposed for the 2025/26 fees and charges.
- 10 **Housing for Older Persons rent.** The proposed schedule of fees for Older Persons rent included rent increases of 30% based on a combination of increased maintenance costs and an attempt to move closer to the Revenue and Financing Policy private funding criteria.
- 11 Officers acknowledge the potential negative effect an increase of this extent will have on many tenants, and therefore suggest that the increase be reduced to 15% from 2023/24. This results in an annual decrease in rent revenue of \$100,000 in year 1 (2024/25) of the LTP (as the impact was intended to take effect part-way through the year) and \$158,000 in subsequent years.

He take | Issues

- 12 There are no further issues other than those already discussed in this report.

Ngā kōwhiringa | Options

- 13 There are no further options other than those already discussed in this report.

Mana whenua

- 14 There are no mana whenua considerations arising directly from this report.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 15 There are no climate change considerations arising directly from this report.

Ahumoni me ngā rawa | Financial and resourcing

- 16 There are no financial considerations other than those already discussed in this report.

Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

- 17 The Local Government Act 2002 Section 150 allows fees and charges to be imposed by a local authority. The fees and charges meet the requirements under the LGA and all other relevant legislation.

Ngā pānga ki ngā kaupapa here | Policy impact

- 18 This report is linked to the Revenue and Financing Policy which is a key policy document of the LTP that is to be adopted by the Council on 27 June 2024.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 19 A comprehensive communications and engagement plan was developed to guide consultation activities on fees and charges alongside the LTP.

Te mahere tūhono | Engagement planning

- 20 No further engagement is required.

Whakatairanga | Publicity

- 21 A media release will be published following adoption of the Fees and Charges for 2024/25.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Schedule of Fees and Charges for 2024/25 [↓](#)

Schedule of Fees and Charges

2024–34

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1. Building consent fees

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

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

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

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

The building consent fees in the following table include the plan vetting and digital storage charges and costs associated with scanning hard copy applications or alternatively paying application costs for electronic applications received through the portal. The building consent fees (other than minor works) include the fee for provision of electronic copy of a building consent.

Minor work (This includes one or two inspections as indicated. Additional inspections will be charged at \$179 per hour.)	2024/25 Fee
Solid fuel heater (includes one inspection)	\$300
Solid fuel heater with wetback (includes two inspections)	\$433
Solar water heating (includes one inspection)	\$290
Minor building work <\$5,000 (includes one inspection) e.g. sheds	\$356
Minor building work <\$10,000: retaining walls/carports decks/swimming/spa pools/conservatories/pergolas/plumbing and drainage (includes two inspections)	\$890

Processing of residential building consents	2024/25 Fee
Residential new building/alterations: \$10,001-\$20,000	\$861
Residential new building/alterations: \$20,001-\$50,000	\$1,216
Residential new building/alterations: \$50,001-\$100,000	\$1,566
Residential new building/alterations: \$100,001-\$250,000	\$1,922
Residential new building/alterations: \$250,001-\$500,000	\$2,278
Residential new building/alterations: \$500,001 upwards	\$2,278 plus \$228 for each \$100,000 (or part thereof) above \$500,000

Processing of commercial/industrial consents	2024/25 Fee	
Commercial/offices/retail buildings: <\$20,000	\$1,397	
Commercial/offices/retail buildings: \$20,001-\$50,000	\$2,278	
Commercial/offices/retail buildings: \$50,001-\$100,000	\$3,168	
Commercial/offices/retail buildings: \$100,001-\$250,000	\$3,702	
Commercial/offices/retail buildings: \$250,001-\$500,000	\$4,231	
Commercial/offices/retail buildings: \$500,001-\$1,000,000	\$4,943	
Commercial/offices/retail buildings: >\$1,000,001	\$4,943	plus \$228 per additional \$100,000 value

Inspection fees ¹	2024/25 Fee	
Standard inspection fee	\$179	per inspection
Final inspection fee (includes officer time completing the records for CCC)	\$179	(includes first hour) plus additional hours charged at \$179 per hour

2. Project information memorandum (PIM) fees

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

Residential new dwellings	2024/25 Fee
PIM – simple residential (fee simple title)	\$510
PIM – multi-residential and commercial (cross lease and unit titled)	\$891

¹ As noted on previous page, this fee includes inspection onsite, travel, creating inspection records and review of documentation in office. If the project is in a remote area or has difficult access, additional travel time will be charged at the additional hours charge rate. The inspection fee also applies to meetings prior to Code Compliance Certificate (CCC) issue

3. Multi-proof consent fees

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

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

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

The multi-proof consent fees below include a digital storage charge of \$54.

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

Multi-proof consents	2024/25 Fee	
Multi-proof consent (includes 3 hours processing)	\$854	plus additional hours charged at \$179 per hour

4. Building consent fees – other charges

BRANZ and MBIE levies are not set by the Council. They apply to all work valued at \$20,000 or more.

Levies	2024/25 Fee	
BRANZ levy per \$1,000 or part (of project value over \$20,000)	\$1	
MBIE levy per \$1,000 or part (of project value over \$65,000)	\$1.75	
Accreditation levy per \$1,000 of project value over \$20,000	\$1	
For staged projects, the levies are to be assessed on the total project value		

Other charges	2024/25 Fee	
Plan vetting per hour (half hour charge included in building consent fees)	\$179	
Registration of Section 72 certificate (includes registration at Land Information New Zealand).	\$179	plus disbursements at \$311 per registration
Administration staff	\$119	per hour
Process refund application (applicable if building consent application cancelled by applicant)	\$179	
Administration time in coordinating and attending pre-request meetings	first 2 hours, no fee	\$119 per hour thereafter
Building officer/engineer time in preparing for and attending pre-request meetings	first 2 hours, no fee	\$179 per hour thereafter

Other charges (continued)	2024/25 Fee	
Registration of Section 77(1) certificate (includes registration at Land Information New Zealand).	\$269	plus disbursements at \$311 per registration
Digital storage charge (included in consent fees)	\$54	per application
Amendment to building consent application	\$274	lodgement fee (includes half-hour assessment) plus \$179 per hour over and above first half-hour
Application for discretionary exemption (Schedule 1, Part 1, Section 2, Building Act 2004)	\$274	lodgement fee (includes half-hour assessment) plus \$179 per hour over and above first half-hour
Warrant of fitness audit inspections	\$179	per hour
Inspection fees associated with a notice to fix	\$179	per hour
Engineering technical assessment/peer review	cost plus 10%	\$0
New/amended compliance schedule (part of a building consent or initiated by an Independently qualified person IQP)	\$167	
Application for code compliance certificate	\$91	
Certificate of public use	\$374	
Application for certificate of acceptance	\$747	includes first 2 hours. \$358 per hour thereafter, plus building consent fees applicable to project

Other charges (continued)		2024/25 Fee
<p>The building consent fee does not include the cost of any structural engineer assessment which may be required.</p> <p>Go Council and GoGet are not set by the Council, collecting on behalf.</p>		
Land information memorandum (LIM)	\$367	payable on application up to 5 hours. Any additional time required to complete the application after 5 hours, the fee of \$179 per hour will apply
Land information memorandum (LIM) with building plans	\$387	payable on application up to 5 hours. Any additional time required to complete the application after 5 hours, the fee of \$179 per hour will apply
Record of title	\$41	payable on application
Reassessment fee (amended plans/further information received)	\$179	per hour
Alternative design/details applications	\$179	per hour
Environmental health/plan vetting	\$179	per hour
GoCouncil building consent online application fee (SIMPLI)	\$51.75	per application
GoGet building consent processing fee	\$114.70	per application

Other charges (continued)		2024/25 Fee
<p>An infrastructure deposit will be taken for each significant new build including pile driving, building relocation, drainage works, earthworks for building platforms, concrete pours and new vehicle crossing to ensure that Council's assets in the road reserve are protected, and that if damaged, can be repaired. If no damage is found during inspection and/or the damage has been repaired satisfactorily, the deposit will be refunded.</p> <p>An infrastructure inspection fee will be taken for each significant new build including pile driving, building relocation, drainage works, earthworks for building platforms, concrete pours and new vehicle crossing. This fee includes a pre-construction onsite inspection and/or documentation review, a post construction onsite inspection and certification.</p> <p>If the works require further inspections, additional time will be charged as per the hourly inspection fee.</p>		
Infrastructure inspection fee	\$179	inspection fee
Hourly infrastructure inspection fee	\$179	per hour
<p>Where both a new build and a new vehicle crossing are in the same application, only one infrastructure inspection fee will be charged:</p> <p>a) the deposit where no new vehicle crossing is included;</p> <p>b) the deposit where a new vehicle crossing is required to provide access from a residential building to the legal road;</p> <p>c) the deposit where a new commercial vehicle crossing is required to provide access from a commercial building to the legal road.</p>		
	\$698	
	\$1,862	
	\$2,026	
Provision of building files, copy of building consents, copy of compliance schedules or aerial maps via email, or on USB. Disbursements additional.	\$119	plus disbursements
Access to building files/all copying/printing charges additional to the above services:		
Printing charges - black and white A4 per page (first 20 pages free)	\$0.30	
Printing charges - black and white A3 per page	\$0.40	
Printing charges - colour A4 per page	\$2.70	
Printing charges - colour A3 per page	\$4.20	
Building certificate for supply and sale of alcohol	\$179	
Customer complaint compliance investigation	\$179	
Non-cancellation building consent inspection charge (less than 24 hours' notice)	\$179	

Other charges (continued)		2024/25 Fee
Building warrant of fitness renewal (one-two systems)	\$90	includes first half hour (\$179 per hour thereafter)
Building warrant of fitness renewal (three plus systems)	\$134	includes first 45 minutes (\$179 per hour thereafter)
Non-cancellation building warrant of fitness inspection charge (less than 24 hours' notice)	\$179	fixed charge
Removal of Section 72 certificate	\$179	plus disbursements
Removal of Section 77(1) certificate	\$179	plus disbursements
Time extension fee (for consents about to lapse or 24 months after issue)	\$113	
List of building consents issued each week (emailed)	\$100	per year
List of building consents issued each month (emailed)	\$50	per year
List of building consents issued each month (posted)	\$78	per year
Receiving third party reports or other information to place on a property file at the owner's request	\$119	plus digital storage charge
Application for exemption from the requirement to carry out seismic work on the building or part	\$274	lodgement fee (includes half-hour assessment) plus \$179 per hour over and above first half-hour
Application for extension of time to complete seismic work for heritage building	\$274	lodgement fee (includes half-hour assessment) plus \$179 per hour over and above first half-hour
Application for extension of time to provide seismic assessment	\$274	lodgement fee (includes half-hour assessment) plus \$179 per hour over and above first half-hour

District plan check fee all applications (except minor)	2024/25 Fee	
Building consents with a project value <\$20,000	\$89	per application
Building consents with a project value >\$20,001	\$358	per application

Schedule of Fees and Charges 2024-25

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5. Residential Pool Fencing

Building (Pools) Amendment Act 2016

Residential Pool Fencing	2024/25 Fee	
Compliance inspection fee	\$179	per hour
Administration fee	\$119	per hour
Non-cancellation inspection charge (less than 24 hours' notice)	\$179	fixed fee

6. Resource management fees

Resource management fees are payable when:

- you apply to the Kāpiti Coast District Council to undertake an activity which is not otherwise permitted by the Resource Management Act 1991 or the district plan
- you lodge a request to change the district plan (commonly known as a “private plan change”).

Resource management fees are also payable for a range of other activities as set out at the end of this section.

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

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

Please also note specifically in relation to applications for resource consent:

- under Sections 88G and 88H of the Resource Management Act 1991, the applicable statutory timeframe will not commence until the initial deposit fee is paid
- in accordance with the Resource Management (Discount on Administrative Charges) Regulations 2010, discounts shall be paid on administrative charges for applications that are not processed within statutory timeframes.

Notified applications	2024/25 Fee	
Publicly notified applications	\$5,370	deposit (covers first 30 hours of processing time; balance to be charged on time and material basis including advertising)
Limited notified applications	\$4,654	deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)

Non-notified land use applications (including temporary events)	2024/25 Fee	
Permitted activities (including temporary events)	nil	
Trim protected tree (urban area)	nil	
Home occupation (controlled activities)	\$269	fixed fee
Non-notified land use activities – general	\$1,790	deposit (covers first 10 hours of processing time and 1 hour of compliance monitoring) \$179 per hour thereafter
Fast track resource consent (controlled activities)	\$1,343	deposit (covers first 7.5 hours of processing time) \$179 per hour thereafter
Fixed fee activities* <ol style="list-style-type: none"> removal/trimming protected trees causing significant structural damage (as determined by an appropriately delegated, qualified and experienced person, i.e. an ecologist or council staff member) trimming of protected vegetation to maintain existing farm tracks. earthworks to maintain existing farm tracks. 	\$179	deposit (covers first hour of processing time) \$179 per hour thereafter

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

Designations	2024/25 Fee	
Notice of requirement to designate land – non-notified	\$1,790	deposit (covers first 10 hours of processing time) \$179 per hour thereafter
Notice of requirement to designate land - notified	\$4,654	deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)
Alteration to designation (non-notified)	\$1,432	deposit (covers first 8 hours of processing time) \$174 per hour thereafter
Outline plan approval	\$1,253	deposit (covers first 7 hours of processing time) \$179 per hour thereafter
Outline plan waiver	\$716	deposit (covers first 4 hours of processing time) \$179 per hour thereafter

Non - Notified subdivision Applications	2024/25 Fee	
Subdivisions – 2-lot	\$3,222	deposit (covers first 18 hours of processing time) \$179 per hour thereafter
Subdivisions (between 3 to 19 lots)	\$3,580	deposit (covers first 20 hours of processing time) \$179 per hour thereafter
Subdivisions (20 or more lots)	\$5,370	deposit (covers first 30 hours of processing time) \$179 per hour thereafter
Boundary adjustment (as defined by district plan) and subdivisions where no additional lots are created	\$1,432	deposit (covers first 8 hours of processing time) \$179 per hour thereafter
Update existing cross-lease	\$358	deposit (covers first 2 hours of processing time) \$179 per hour thereafter
Update cross-lease to fee simple title	\$716	deposit (covers first 4 hours of processing time) \$179 per hour thereafter

Subdivision Certificates	2024/25 Fee	
Section 223 certificate	\$358	deposit (covers first 2 hours of processing time) \$179 per hour thereafter
Section 224(c) certificate including other certificates	\$1,432	deposit (covers first 8 hours of processing time) \$179 per hour thereafter
Section 224(f)	\$358	deposit (covers first 2 hours of processing time) \$179 per hour thereafter
Section 25(5), s32(2)(a) of Unit Titles Act 2010 (staged unit developments)	\$358	deposit (covers first 2 hours of processing time) \$179 per hour thereafter
Section 221 consent notice (when issued as a separate notice)	\$358	fixed charge
Section 226 certificate (certify subdivision complies with district plan provisions).	\$895	deposit (covers first 5 hours of processing time) \$179 per hour thereafter
Reserves valuation calculation	at cost	

Miscellaneous applications/certificates	2024/25 Fee	
Administration time in coordinating and attending pre-application and business start-up meetings	first 2 hours, no fee	\$119 per hour thereafter
Planner/engineer time in preparing for and attending pre-application and business start-up meetings	first 2 hours, no fee	\$179 per hour thereafter
Boundary activity	\$358	deposit (covers first 2 hours of processing time, \$179 per hour thereafter)
Marginal and temporary exemptions	\$358	deposit (covers first 2 hours of processing time, \$179 per hour thereafter)
Marginal and temporary exemptions in relation to temporary events (as defined by the District Plan)	nil	
Certificate of compliance (certifies land use complies with district plan provisions)	\$1,074	deposit (covers first 6 hours of processing time, \$179 per hour thereafter)
Existing use rights certificate	\$1,074	deposit (covers first 6 hours of processing time, \$179 per hour thereafter)
Transfer/surrender of consent in whole or in part	\$358	fixed charge
Section 125 extensions of time	\$895	deposit (covers first 5 hours of processing time, \$179 per hour thereafter)
Change or cancellation of conditions/consent notice	\$895	deposit (covers first 5 hours of processing time, \$179 per hour thereafter)

Non-notified subdivision applications	2024/25 Fee	
Revocation of easements	\$358	deposit (covers first 2 hours of processing time, \$179 per hour thereafter)
Right of way (ROW) approval	\$1,074	deposit (covers first 6 hours of processing time, \$179 per hour thereafter)
Section 348 (Local Government Act 2002) certificate (ROW certification)	\$895	deposit (covers first 5 hours of processing time, \$179 per hour thereafter)
Re-Issue certificate (all types)	\$358	fixed charge
Transfer instruments and other miscellaneous legal documents	\$358	deposit (covers first 2 hours of processing time, \$179 per hour thereafter)

District Plan Change	2024/25 Fee	
Administration time in coordinating and attending pre-request meetings	First 2 hours, no fee	\$119 per hour thereafter
Planner/engineer time in preparing for and attending pre-request meetings	First 2 hours, no fee	\$179 per hour thereafter
Request to change the district plan	\$7,160	deposit (covers first 40 hours of processing time following receipt of a written request to change the plan, balance to be charged on time and material basis including advertising)

Other	2024/25 Fee	
Objection to development contributions – note, fee to be refunded in part or in full depending on level of objection upheld by independent hearing commissioners	\$895	deposit (covers first 5 hours of processing time, \$179 per hour thereafter)
Planning certificate – alcohol licensing	\$179	fixed charge
Cost recovery charge for inspection of confirmed breach of district plan provisions	\$179	per hour
Cancellation of building line restriction	\$699	fixed charge
Customer complaint compliance investigation	\$179	Ppr hour

Hourly charge out rates and disbursements	2024/25 Fee	
Staff: planner/engineer (all levels)	\$179	per hour
Staff: planning manager, asset manager	\$214	per hour
Staff: environmental protection staff (all levels)	\$179	per hour
Administration staff	\$119	per hour
Elected member commissioner costs per hour for any hearing:	\$238	per hour (or part thereof)
Sitting collectively without an independent commissioner (chairperson, hearing commissioners)	\$119	per hour per elected member as chair and
Sitting with an independent commissioner	\$96	per hour per elected member on a committee up to a collective total of \$238 per hour (or part thereof)
Independent commissioners	at cost	
Postage and stationery	at cost	
Consultant's fees (the use of consultants/peer review will be undertaken in consultation with the applicant)	at cost	
Provision of resource consent files via email	\$20.40	fixed fee
Copying and printing. black and white: A4 – first 20 copies free then per page	\$0.30	
Copying and printing. black and white: A3 per page	\$0.40	
Copying and printing. colour: A4 per page	\$2.70	
Copying and printing. colour: A3 per page	\$4.20	

7. Engineering fees

Note: These fees apply in addition to the resource consent deposit fees on the preceding pages. All consents will be subject to compliance monitoring which will be charged on an actual time basis at \$174 per hour.

Engineering Fees: Non-notified land use consents	2024/25 Fee	
Commercial/industrial development or infrastructure development - application deposit fee	\$1,074	per application (includes the first 6 hours, \$179 per hour thereafter)
Commercial/industrial development or infrastructure development - compliance monitoring administration fee	\$358	(includes the first 2 hours, \$179 per hour thereafter)
Commercial/industrial development or infrastructure development - engineering drawing approval	\$1,611	(includes three submissions of engineering drawings, beyond this will be charged at \$179 per hour thereafter)
Commercial/industrial development or infrastructure development - engineering construction supervision	2%	determined as 2% of the total estimated value of services (water, sanitary, drainage and road), including engineering and contingency fees (minimum of \$10,500)

Engineering Fees: Monitoring	2024/25 Fee	
All compliance monitoring including additional land use monitoring is to be charged at an hourly basis for staff time	\$179	per hour
Subdivision engineering drawing approval and engineering construction supervision	\$716	fixed fee plus per lot deposit (\$179 per hour thereafter)
	\$358	per lot deposit

Engineering Fees: Other	2024/25 Fee	
Objection to decision	\$179	per hour
Variation to consent conditions	\$179	per hour
Plan change applications	\$179	per hour
Easement – new/cancellation	\$358	application deposit per application (includes first 2 hours, \$179 per hour thereafter)
Specialist consultants	at cost	

8. Animal management fees

Registration Entire Dog Fee	2024/25 Fee	
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 July 2024
Disability assist dog (A)	nil	nil
Working dog (B)	\$77	\$115
Working dogs (second and subsequent (B)	\$46	\$69
Standard dog (C)	\$212	\$318
Approved owner (D)	\$182	\$273
Registration fee for dog owner over 65	\$198	\$296
Dogs classified as dangerous dogs (H)	\$316	\$473
Owner current member of NZ Kennel Club (Dogs New Zealand) (G) – provide proof of membership annually	\$198	\$296

Registration Neutered/Speyed Dog Fee	2024/25 Fee	
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 July 2024
Disability assist dog (A)	nil	nil
Working dog (B)	\$77	\$115
Working dogs - second and subsequent (B)	\$46	\$69
Standard dog (E)	\$109	\$164
Approved owner (F)	\$77	\$115
Registration fee for dog owner over 65	\$87	\$131
Dogs classified as dangerous dogs (I)	\$165	\$247
Owner current member of New Zealand Kennel Club (Dogs New Zealand) (G) – provide proof of membership annually	\$87	\$128

9. Animal management impoundment charges

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

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

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

Animal management impoundment charges	2024/25 Fee		
Item	First impound or seizure	Second impound in any two-year period	Third and subsequent impound in any two-year period
Impounded (must be registered and microchipped to release)	\$59	\$193	\$346
Impounded - unregistered	\$106		
Sustenance – dog (per day)	\$14	\$14	\$14
Microchipping – dog	\$46		
Seizure and take custody fee	\$82	\$82	\$82
Prearranged after-hours release (two officers) – all (per hour charge per officer)	\$179	\$179	\$179
Impounding – sheep and goats (per head charge plus any costs incurred in transporting stock)	\$41	\$71	\$146
Impounding – cattle and horses (per head charge plus any costs incurred in transporting stock)	\$71	\$146	\$290
Animal control officer hourly charge-out rate – this includes driving and securing stock costs	\$179		
Sustenance – sheep and goats (per day, per unit)	\$7	\$7	\$7
Sustenance – cattle and horses (per day, per unit)	\$14	\$14	\$14

Adopting animals from Shelter	2024/25 Fee
Dogs	\$308
Stock	Auction*

Adoption of a dog requires a property inspection, dog ownership history check. The dog is registered, microchipped and if dog is entire it comes with a voucher for de-sexing.

*Auction is a requirement of Impound Act 1955.

10. Other animal management charges

Permits charges	2024/25 Fee		
Item	Working	Standard	Entire
Permit for three or more dogs (special license)	n/a	\$71	\$71
Approved owner application	n/a	\$56	\$56
Approved owner re-inspection fee**	n/a	\$31	\$31
Other animal management charges	2024/25 Fee		
Replacement tag (first replacement) ***	\$7		
Replacement tag (subsequent tags) ***	\$14		
Relinquishment fee****	\$129		

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

*** For losses outside of failure of tag

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

11. Environmental Health Food Act 2014 Fees

Registration and verification fees provide for a set time provision. Any additional time may be subject to the hourly rate of \$174.

Environmental Health Food Act 2014: Registration fees	2024/25 Fee	
New Food Control Plans (FCP) or National Programme (NP)	\$376	
Renewal of FCP and NP	\$188	
New registration multisite business (FCP or NP)	\$376	plus \$170 for each additional site
Renewal of registration multisite business	\$200	plus \$83 for each additional site
New FCP or NP (market operator less than 52 time per year)	\$200	
Amendment to registration	\$204	per hour
Significant Amendment to registration	\$376	

Environmental Health Food Act 2014: Verification fees		2024/25 Fee
These fees include preparation, travel [within the district] reporting and administration time, if the activity exceeds the maximum hours set, there will be an extra charge of \$179 per hour.		
Food Control Plan (FCP)	\$716	deposit (covers first four hours including administration and processing time)
FCP (low risk cakes and biscuits only that do not require refrigeration)	\$179	per hour
National Programme 1 (NP1)	\$179	per hour
National Programme 2 (NP2)	\$179	per hour
National Programme 3 (NP3)	\$179	per hour
Verification multisite business	\$179	see FCP or NP charges for first site plus \$179 per hour for any other site requiring verification
Unscheduled verification	\$179	per hour
Verification outside the district - FCP or NP	See cost for verification and add any extra time, actual travel and accommodation costs	
Technical expert for verification or unscheduled verification	at cost	

Note for verification fees

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

Other associated fees under Food Act 2014	2024/25 Fee	
Corrective Action Request (CAR) follow up, charge per hour	\$179	per hour
Investigation resulting in improvement notice or direction	\$179	per hour
Follow-up in relation to compliance with an improvement notice or direction	\$179	per hour
Processing an application for review of improvement notice	\$179	per hour
Monitoring of food safety and suitability	\$179	per hour
Investigation and enforcement activity related to registration or complaint	\$179	per hour
Technical expert review (advice or verification) associated with an investigation	at cost	
Cancelling or rescheduling a verification (less than 48 hours' notice)	\$85	
Failure to attend or facilitate a scheduled verification	\$179	
Mentoring and additional expert support and advice for implementation of FCP or NP	\$179	per hour
Replacement FCP or NP guidance	\$43	
Replacement license	\$43	
Events – food stall approvals	\$179	per hour
Copying and printing. black and white: A4 – first 20 copies free then per page	\$0.30	per page
Copying and printing. black and white: A3 per page	\$0.40	per page
Copying and printing. colour: A4 per page	\$2.70	per page
Copying and printing. colour: A3 per page	\$4.20	per page

12. Environmental Health – Health Act Registration Fees

Premises required to be registered under the Health Act 1956 and associated Regulations – current fees

Health Act registration fees	2024/25 Fee
Hairdressers	\$244
Funeral directors	\$379
Camping grounds	\$379

13. Alcohol licensing fees

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

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

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

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

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

Alcohol licensing fees – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013	2024/25 Fee	
Category	Application fee	Annual fee
Very low	\$485.80	\$212.60
Low	\$804.60	\$516.20
Medium	\$1,306.40	\$1,011.20
High	\$1,637.60	\$1,656
Very high	\$1,932	\$2,300

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

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

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

Special licences – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013	2024/25 Fee
Class 1 – one large event or more than three medium events or more than 12 small events	\$920
Class 2 – one to three medium events or three to 12 small events	\$331.20
Class 3 – one or two small events	\$101.20

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

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

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

Fees payable for other applications – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013	2024/25 Fee
Manager's certificate application or renewal	\$316.25
Temporary authority	\$296.70
Temporary licence	\$296.70
Extract of register (ARLA or DLC)	\$57.50

14. Trade waste fees

Trade Waste Administrative Charges *	2024/25 Fee	
A1: compliance monitoring	\$179	per hour plus consumables (see laboratory charges)
A2: trade waste application fee (permitted)	\$269	includes the first 1.5 hours, \$179 per hour thereafter
A2: trade waste application fee (controlled/conditional)	\$448	includes the first 2.5 hours, \$179 per hour thereafter
A3: inspection for non-compliance	\$269	
A5: temporary discharge application and discharge fee	\$179	includes the first hour, \$179 per hour thereafter (based on risk)
A6: annual trade waste management fee (permitted)	\$269	
A6: annual trade waste management fee (controlled/conditional)	\$448	

*Volumetric charges in Wastewater Section of the schedule

15. General compliance fees – Environmental Standards

General Compliance Fees	2024/25 Fee	
General activities including processing licence and permit applications, and renewal of any licence or permit including trading in public places.	\$179	per hour deposit (\$179 per hour thereafter)
Removal of litter/overhanging trees/shrubs or obstructions encroaching, or on road reserve or Council land	cost incurred for removal plus 20%	
Noise control – seizure fee (noise making equipment)	\$274	plus \$70 each additional callout plus any additional towage fee related to seizure of a vehicle
Noise control – additional callout	\$70	
Noise control – alarm deactivation fee	cost of service plus 20%	
Amusement devices*	1 x 11.50	
	2 x 13.80	
	3 x \$16.10	
	4 x \$18.40	
Environmental compliance officer hourly rate	\$179	per hour
Administration officer hourly rate	\$119	per hour
Return of non-compliant signs	\$59	

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

Abandoned vehicles	2024/25 Fee	
Towage and recovery cost	cost plus \$179 per hour	
Daily storage fee	\$5.90	daily charge

16. Districtwide cemetery charges

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

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

Districtwide cemetery charges	2024/25 Fee	
Purchase of right for burial	Deceased was living in the district	Deceased was living out of the district
Services burial plot	no charge	no charge
Services cremation plot	no charge	no charge
Monumental and lawn area plots	\$1,988	\$4,200
Cremation garden and beam plots	\$1,106	\$3,202
Infant plots (under 1 year)	\$886	\$886
Natural burial plot	\$2,414	\$4,568
Interment fees	Deceased was living in the district	Deceased was living out of the district
Burial fee	\$1,273	\$1,273
Burial fee child (under 15 years)	\$637	\$637
Burial fee (Saturday)	\$2,209	\$2,209
Burial fee child (under 15 years) (Saturday)	\$1,104	\$1,104
Burial fee infants (under 1 year)	no charge	no charge
Ashes interment	\$170	\$170
Ashes interment child (under 15 years)	\$84	\$84
Natural burial fee	\$1,273	\$1,273
Natural burial fee child (under 15 years)	\$637	\$637
Oversized casket fee (additional to burial fee)	\$318	\$318

Districtwide cemetery charges (continued)	2024/25 Fee	
Extra charges	Deceased was living in the district	Deceased was living out of the district
Monumental permit	\$176	\$176
Hire of lowering device	\$122	\$122
Hire of grass mats	\$122	\$122
Burial disinterment fee	\$2,196	\$2,196
Cremation disinterment fee	\$186	\$186

17. Housing for Older Persons – weekly rental charges

Housing for Older Persons – weekly rental charges	2024/25 Fee
Accommodation category	New weekly rent effective 1 July 2024
Individuals	\$208
Couples	\$305

Notes

Existing tenants will be notified of any rent increase, as per above schedule, by way of a 60 day-notice. Increased rent is effective from the date advised in the notification. Note that as per the Residential Tenancies Act 1986 (RTA) legislation, these tenants will not have an increase within 12 months of the commencement of their tenancy.

New tenants joining the programme from 1 July 2024 – rent is charged as per the above schedule and is effective immediately.

18. Swimming Pool Charges

Swimming Pool charges	2024/25 Fee
Adult per swim ²	\$5.90
Child per swim ³	\$3.50
Under 5 years old swim	\$2
Adult swimming with child under five years of age	\$2
Community services cardholder per swim	\$3.50
Senior citizen (65 years of age and over)	\$3.50
Student ⁴	\$3.50
Aquafit adult per class	\$7
Spectator – amenities fee – Waikanae Pool ⁵	\$2
Aquafit senior per class	\$6.50
Hydroslide (Waikanae and Coastlands Aquatic Centre – unlimited use per visit) ⁶	\$3
Family pass (family of four, minimum of one adult or maximum of two adults)	\$14.30
– cost for each extra family member	\$3.10
Family pass plus hydroslide (family of four, minimum of one adult or maximum of two adults)	\$24
– cost for each extra family member	\$3.10
– cost for extra slide pass	\$3
Group discount adult (10 or more)	\$5.40
Group discount child (10 or more)	\$3.30
Spa and/or sauna in addition to pool entry ⁷	\$2.50
Shower only	\$2.50

² Adult 16 years plus

³ Child 5-15 years

⁴ On supply of a student ID

⁵ Excludes learning to swim lessons and adults accompanying an under 8 (Waikanae Pool only)

⁶ Adults accompanying an under 8 slide user does not pay the hydroslide fee

⁷ Spa and/or sauna only (i.e. no swim) at the applicable pool entry rate

Swimming Pool charges (continued)	2024/25 Fee
Concession Cards ⁸	
Adult 10 swim	\$55.70
Child 10 swim	\$33.20
Community Services Cardholder 10 swim concessions	\$34
65 years of age and over 10 swim concession	\$34
AquaFit adult 20 swims	\$122.50
AquaFit senior 20 swims	\$112.20
Adult 20 swims	\$105.60
Child 20 swims	\$63
Adult 30 swims	\$149.60
Child 30 swims	\$89.20
Adult 50 swims	\$234.60
Child 50 swims	\$139.90

Swimming Pool charges	2024/25 Fee	
Swimming pool complex hire – Coastlands Aquatic Centre (peak)	\$466	per hour
Swimming pool complex hire – Coastlands Aquatic Centre (off-peak) ⁹	\$241	per hour
Swimming pool complex hire – Ōtaki	\$125	per hour
Swimming pool complex hire – Waikanae	\$350	per hour
Competitive events	plus, per head entry at applicable rate	
Lane hire	\$9.40	per hour per lane
School lane hire (Lessons only – not using Kāpiti Coast aquatics instructors)	\$9.40	per hour per lane
School Groups Learn to Swim – Using Kāpiti Coast aquatics instructors (no lane hire charge and minimum numbers apply)	\$4.20	per child
Commercial lane hire	\$14	per hour per lane plus per head entry at applicable rate

⁸ Concession cards expire 3 years from the date of issue

Meeting Room Hire (Coastlands Aquatic Centre only)	2024/25 Fee	
Community groups	\$14.30	per hour
Community groups	\$52.40	half day use
Community groups	\$87.60	full day use
Commercial use	\$23.30	per hour
Commercial use	\$93.30	half day use
Commercial use	\$162.70	full day use

Aquatic Programmes, Events and Activities	2024/25 Fee	
Targeted aquatic events/activity programmes	<p>Throughout the year the Council may organise targeted aquatic events/activity programmes.</p> <p>Each programme may involve an actual and reasonable participation fee that will be determined in accordance with the nature of the event or activity.</p> <p>The participation fee will be authorised by the relevant group manager acting under general delegated authority.</p>	
Learn to swim	\$14.30	per lesson (depends on the number of weeks in the term)
Learn to Swim: private lessons	\$28	20-minute lesson
Learn to Swim: private lessons	\$40	30-minute lesson
Learn to Swim: private lessons (2 students)	\$39	20-minute lesson
Learn to Swim: private lessons (2 students)	\$51	30-minute lesson
Learn to Swim: private lessons - 5 concession	\$130	20-minute lesson
Learn to Swim: private lessons - 5 concession	\$182.50	30-minute lesson
Learn to Swim: private lessons (2 students) - 5 concession	\$182.50	20-minute lesson
Learn to Swim: private lessons (2 students) - 5 concession	\$245	30-minute lesson

Aquatic Programmes, Events and Activities (continued)	2024/25 Fee	
Aquatic (small group) programmes* per session rate, enrolment for term required.	\$8.70	per session
Waikanae & Ōtaki Pool – BBQ hire	\$15	per hour
Waikanae Pool – BBQ bond	\$20	

*All full facility hire is subject to the discretion of pool management

19. Sportsgrounds charges

Fees include access to changing facilities where applicable.

These fees exclude junior sport.

Sports activity (seasonal)	2024/25 Fee	
Cricket (grass)	\$1,604	per block
Cricket (artificial)	\$710	per block
Croquet	\$1,246	per grass court
Netball	\$241	per court
Rugby	\$806	per field
Rugby league	\$806	per field
Football	\$806	per field
Softball	\$806	per field
Tennis	\$161	per court
Touch	\$400	per field
League tag	\$400	per field
Twilight football	\$199	per field

Sports activity (one-off bookings)	2024/25 Fee	
Cricket (grass)	\$224	per block
Cricket (artificial)	\$96	per block
Netball	\$19	per court
Rugby	\$128	per field
Rugby league	\$128	per field
Football	\$128	per field
Softball	\$104	per field
Tennis	\$13	per court
Touch	\$87	per field
League tag	\$87	per field
Off season field marking*	\$341	per field

*Conditions apply

20. Reserve land rentals

Reserve land rentals	2024/25 Fee
Clubs with alcohol licences	\$1,002
Clubs without alcohol licences	\$502
Craft, hobbies and other activities	\$403
Educational (standard)	\$244
Youth and service	\$244

21. Hall hire charges

Hall Hire Conditions:

- Any booking that alcohol is present and the event is after 5pm a bond of \$842 is required.
- Bookings for sports activities there will be a bond of \$412.
- Fees are payable on receipt of invoice and prior to event
- Full booking fees chargeable if cancelled less than 7 days before the hire date.
- All hall bookings are at Council's discretion in all respects.
- If an access card or key is lost or damaged this will incur a \$30 fee.

Hall hire charges		2024/25 Fee	
Hall	Per hour	Per hour (for 4 hours or more)	
Paekākāriki Memorial Hall	\$17.50	\$15.70	
Paekākāriki Tennis Club Hall	\$14.00	\$12.60	
Raumati South Memorial Hall – main hall	\$17.50	\$15.70	
Raumati South Memorial Hall – supper room	\$14.00	\$12.60	
Raumati South Memorial Hall – whole complex	\$28.00	-	
Paraparaumu Memorial Hall – main hall	\$17.50	-	
Paraparaumu Memorial Hall – supper room	\$14.00	-	
Paraparaumu Memorial Hall – whole complex	\$28.00	-	
Waikanae Memorial Hall – main hall	\$17.50	\$15.70	
Waikanae Memorial Hall – small hall/mezzanine	\$14.00	\$12.60	
Waikanae Memorial Hall – whole complex	\$28.00	-	
Waikanae Community Centre	\$17.50	-	
Waikanae Beach Community Hall	\$14.00	-	
Reikorangi Community Hall	\$14.00	-	
Ōtaki Memorial Hall – main hall	\$17.50	-	
Ōtaki Memorial Hall – supper room	\$14.00	-	
Ōtaki Memorial Hall – whole complex	\$28.00	-	
Mazengarb sports complex	\$16.30	-	
Paraparaumu College gymnasium hall – weekends	\$18.60	-	
Paraparaumu College gymnasium hall – weekdays	\$37.20	-	
Waikanae Memorial Hall – poppy room (new)	\$14.00	-	

Hall hire charges	2024/25 Fee		
Others	Group A per hour charge rate	Group B per hour charge rate	Group C per hour charge rate
Storage cupboard – small (annual fee)	n/a	n/a	\$26
Storage cupboard – large (annual fee)	n/a	n/a	\$52
Storage Room – annual rate ⁹	n/a	n/a	\$18.80 per m ²
Acoustic 3 panel hire (Raumati Hall only)	n/a	n/a	\$30 per booking

22. Library fees and charges

Library fees and charges: Lending	2024/25 Fee	
Bestseller books	\$3	each
DVDs – single*	\$0	
DVDs – multi disc set*	\$0	
Talking books	\$0	

* No charge for the profoundly deaf borrowers for DVDs.

Library fees and charges: Loans and reserves	2024/25 Fee	
Interloans (each)	\$16.50	each
International interloans (each)	\$45	each

Library fees and charges: Membership	2024/25 Fee	
Membership cards (replacement)	\$4.80	
Anyone living, working, owning property or studying on the Kāpiti Coast can join the Kāpiti Coast District Libraries at no charge and use the resources of all of our SMART Libraries.	Free	
Horowhenua residents who do not meet the above criteria can join Kāpiti Coast District Libraries and use Ōtaki, Waikanae, Paraparaumu and Paekākāriki libraries. They do not receive access to the SMART Libraries.	Free	
Anyone who is not in either of these categories can either join Kāpiti Coast District Libraries as a subscription member or pay prescribed fees.	\$3.10	per item
	\$85	for six months
	\$170	per annum

⁹ Hireage rate will be provided on application and is dependent on room size

Library fees and charges: Other services	2024/25 Fee	
Scanning – local/national	\$0	first page
Scanning – local/national	\$0	subsequent page
Scanning – local/national	\$0	first page
Scanning – local/national	\$0	subsequent page
Historic photo service (personal use)	\$5.70	per high-resolution digital image emailed or copied to a CD to customer for personal use
Historic photo service (commercial use)	\$68	per high resolution digital image emailed or copied to a CD for commercial purposes
Photocopying and printing – black and white. A4	\$0.20	per side
Photocopying and printing – black and white. A3	\$0.30	per side
Photocopying and printing – colour per A4	\$1	per side
Photocopying and printing – colour per A3	\$2.10	per side
Library bags	\$4.10	each
Replacement of lost or damaged library items	price varies depending on publication	
Administration Fee	\$0	
eBook publishing	price varies depending on publication	
Purchase of library publications	price varies depending on publication	
Digital and e-book workshops	\$30	minimum per session
	\$65	maximum per session
Children's CDs and talking books	no charge	
Internet	no charge	
Overdue loan charges		
Books, magazines, adult CDs (per day)	no charge	
Children's books (per day)	no charge	
Bestsellers and DVDs (per day)	no charge	

23. Arts Museums fees and charges

Kāpiti Coast Art Trail	2024/25 Fee
Artist in studio	\$232
Artist in shared space	\$206
Exhibition space	\$232

[Kāpiti Coast Art Trail | Kāpiti Coast District Council \(kapiticoastarttrail.co.nz\)](https://kapiticoastarttrail.co.nz)

24. Solid waste charges

Otaihanga Landfill (cleanfill only)	2024/25 Fee	
Cleanfill - must meet the cleanfill acceptance criteria published on the Council's website. Note there is a minimum charge of \$22.00	\$22	per tonne

Waste collector / Operator licence	2024/25 Fee
License annual fee	\$215

25. Official information request charges

Official information request charges are for requests under the Local Government Official Information and Meetings Act (LGOIMA) 1987.

In determining these charges, we have taken account of the Ministry of Justice and Office of the Ombudsman charging guidelines.

Official information request charges	2024/25 Fee	
Staff time (in excess of two hours)	\$38	per half hour or part thereof
Black and white copying - A4 size (the first 20 copies free)	\$0.20	per sheet
Black and white copying - A3 size	\$0.40	per sheet
For any other cost, the amount incurred in responding to the request. For example, specialty copying (maps etc.), including provision of electronic media storage devices, will be charged at cost.	at cost	
Requests requiring specialist experts, not on salary, to research and process the request	at cost	

How official information charges are determined

In instances where a charge is to be applied, we will notify you as soon as possible. You will be provided with an estimate of the cost for the work involved in providing the response, whether a deposit is required and asked to confirm in writing that you agree to pay. You will only be charged for the actual work involved and the final charge will not exceed the estimate.

What can be charged for

Labour

- Time spent by staff searching for relevant material, abstracting and collating, copying, transcribing, redacting and supervising access (where the information at issue is made available for inspection) and where the total time involved is in excess of two hours.
- Reasonably required peer review in order to ensure that the above tasks have been carried out correctly.
- Formatting information in a way sought by the requester.
- Reproducing film, video or audio recordings.

Materials

- Paper (for photocopying); and
- Discs or other electronic storage devices that information is provided on (these will be provided at cost but we cannot accept a device provided by the requester as this poses a risk to Council's ICT systems).

Other actual and direct costs

- Retrieval of information from off-site.

We will not charge for the following

- Work required to decide whether to grant the request in whole or part, including reading and reviewing, consultation, peer review and seeking legal advice to decide on withholding or releasing the response;
- Work required to decide whether to charge and if so, how much;
- Searching for or retrieving information that is not where it should be;
- Formatting information in a way preferred by the agency but not sought by the requester;
- Costs not directly related to supplying the information including general overheads and costs of establishing and maintaining systems and storage facilities;
- Involvement by the chief executive or elected members;
- Costs of liaising with an ombudsman;
- Liaison with a third party (e.g. Informant);
- Costs associated with transferring a request to another organisation; and
- Costs of refining the request with the requester.

Additional factors

Where repeated requests from the same source are made in respect of a common subject over intervals of up to eight weeks, requests after the first may be aggregated for charging purposes.

A deposit may be required where the charge is likely to exceed \$76. In instances where a deposit is requested, work on the request may be suspended pending receipt of the deposit.

Charges may be waived or modified at the discretion of the chief executive or a group manager. This will generally be in a situation where there is an agreed public interest in the disclosure of the requested information or where payment may cause financial hardship to the requestor, and therefore the charge may become an unreasonable deterrent to seeking information.

26. Access and transport charges

How corridor access fees are determined:

- Project works, major works, and minor works are as defined by the National Code of Practice for Utility Operators' Access to Transport Corridors.
- The Council may at its discretion allow for multiple sites to be included in a single CAR application with a single fee being charged. Applicants shall, if they consider there is a case to combine multiple sites, provide the Council with the justification for a combined application fee.
- Possible examples where a single fee may be considered are as follows:
 - repetitive works of a minor nature requiring minimal or no excavation works,
 - minor works on multiple sites (maximum of four to five minor streets); and
 - main contractor managing multiple works but located on a single site.

Corridor access fee	2024/25 Fee	
Corridor access request (CAR) fee project works	\$324	
Corridor access request (CAR) fee major works	\$164	
Corridor access request (CAR) fee minor works	\$82	
Inspection fee	\$179	per hour

Paper road closure	2024/25 Fee	
Road stopping application fee	\$895	
Hourly rate for additional work	\$179	per hour

Overweight Load Permit Fee	2024/25 Fee	
Overweight loads permit fee: To cover vetting and issuing a permit for [an] overweight load[s] or specialist vehicles using local roads and that starts or finishes its journey in Kāpiti Coast District** Minimum charge based on 30 minutes. Processing time will be invoiced based on hourly engineering fee*	\$179	per hour (minimum charge \$87)

*When a full technical bridge assessment is required this could take one to two working days and will be invoiced per hour.

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

Removal of overhanging trees/vegetation – on road reserve (Section 355 Local Government Act 1974)	2024/25 Fee	
Removal of trees, vegetation or obstructions to prevent injury, obstruction to traffic, pedestrians and general infrastructure. Per Hour Charge	\$179	per hour

27. Wastewater charges

Wastewater treatment	2024/25 Fee	
Connection to network	quoted as per site	
Septage disposal and treatment	\$30	per cubic metre

28. Trade Waste Fees*

Trade Waste fee/charges	2024/25 Fee	
Total volume	\$0.80	per cubic meter
Total solids	\$0.70	total kg discharged
COD	\$0.40	total kg discharged
Total nitrogen	\$2.40	total kg discharged
Total phosphorus	\$7.50	total kg discharged

*Volumetric charges per Trade Waste Bylaw 2019. Load based charges on renewal of trade waste consents.

29. Water charges

Water charges	2024/25 Fee	
Connection to network	quoted as per site	
Water metering configuration modifications	quoted as per site	
Special reading – water meters	\$42	
Water dedicated filling point access card	\$77	
Water charge for potable water from water supply system	1.25 times the water rate per m3	
Water meter accuracy testing	\$450	for water meters up to DN25mm. Quoted per site for water meters greater than DN25mm

Districtwide water supply fixed rate (per separately used or inhabited part of a rating unit): Refer to the Funding Impact statement – rating policies.

Districtwide volumetric water supply rate (per cubic metre of water consumed): Refer to the Funding Impact statement – rating policies.

30. Laboratory charges

Testing of water – laboratory charges	2024/25 Fee
Alkalinity g/m3 (CaCO ₃)	\$26
Ammonia-N g/m3	\$31
BOD g/m3	\$35
Bore depth (m)	\$8
cBOD g/m3	\$42
Chloride g/m3	\$27
COD g/m3	\$39
Conductivity mS/cm	\$14
DO g/m3	\$12
DRP-P g/m3	\$31
E. coli cfu/100mL (m Tec River monitoring only)	\$29
F/Coli + E. coli (NaMug –mbr-filt) cfu/100mL	\$45
Enterococci cfu/100ml (mbr Filt)	\$31
F/Coli cfu/100mL (mbr Filt)	\$28
Fluoride g/m3	\$36
Iron g/m3	\$31
Nitrite-N g/m3	\$31
Nitrate-N g/m3	\$31
pH	\$14
Staff collection hour (2 staff)	\$179
Total suspended solids (TSS) g/m3	\$27
TEMP °C	\$12
Total coliforms cfu/100mL (mbr filt)	\$28
Total coliforms and E.coli (Colilert) mpn 100mL	\$46
Total nitrogen g/m3	\$45
Total phosphorus – P g/m3	\$31
Total solids %	\$18

Testing of water – laboratory charges (continued)	2024/25 Fee
Travel (per KM)	\$0.95
Total solids g/m3	\$25
Turbidity NTU	\$15
UV transmission	\$14
Laboratory administration cost – report documentation (per report)	\$25
Sample bottle (including chilly pack preparation) each	\$5

31. Other charges

Other charges	2024/25 Fee	
Easement – new/changes/cancellations (landowner approval/non-regulatory)	\$895	application fee (includes first 5 hours, \$179 per hour thereafter)
Land status change (or type, or similar)	\$895	application fee (includes first 5 hours, \$179 per hour thereafter)
Additional external costs associated with easement process or land status change	at cost	

Fees and charges can be found on the Council website: www.kapiticoast.govt.nz.

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**8.1 CONFIRMATION OF MINUTES**

Author: Anna Smith, Senior Advisor, Democracy Services

Authoriser: Mark de Haast, Group Manager Corporate Services

Taunakitanga | Recommendations

- A. That the minutes of the Council meeting of 2 May be accepted as a true and correct record.
- B. That the minutes of the Council meeting of 7 May be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

- 1. Council Minutes - 2 May 2024 [↓](#)
- 2. Council Minutes - 7 May 2024 [↓](#)

COUNCIL MEETING MINUTES

2 MAY 2024

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
COUNCIL MEETING
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON THURSDAY, 2 MAY 2024 AT 9.33AM**

PRESENT: Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Cr Martin Halliday, Cr Rob Kofoed, Cr Liz Koh, Cr Jocelyn Prvanov, Cr Kathy Spiers, Cr Shelly Warwick, Cr Nigel Wilson
Via Zoom: Cr Glen Cooper, Cr Sophie Handford

IN ATTENDANCE: Mr Glen Olsen, Mr Richard Mansell, Mr David Shand, Mr David Cochrane, Mr Darren Edwards, Ms Hara Adams, Ms Sonja Williams, Mr Mark de Haast, Ms Rach Wells, Mr Sean Mallon, Ms Kris Pervan, Ms Kate Coutts, Ms Steffi Haefeli, Ms Anna Smith, Mr Evan Dubisky, Ms Jessica Mackman, Ms Maria Cameron
Via Zoom: Ms Kim Tahiwī, Mr Michael Moore, Ms Sheryl Gavin

1 NAU MAI | WELCOME

The Mayor welcomed everyone to the meeting.

2 KARAKIA | COUNCIL BLESSING

The Mayor opened the meeting with karakia.

3 WHAKAPĀHA | APOLOGIES

There were no apologies tabled.

**4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

There were no declarations of interest relating to items on the agenda.

5 TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION

There were no petitions presented.

6 NGĀ WHAKAWĀ | HEARINGS**6.1 PUBLIC HEARING OF SUBMISSIONS TO THE LONG TERM PLAN 2024-34**

Mark Fielder spoke to their submission, and answered elected members' questions.

Andrew Galloway spoke via Zoom to the submission by Alcohol Healthwatch, and answered elected members' questions.

Brendon Nottage spoke to the submission by WineCraft, and answered elected members' questions.

Sarah Yuile spoke to the submission by Te Ara Korowai, and answered elected members' questions.

Catherine MacDonald spoke to their submission.

Marilyn Stevens spoke to their submission, and answered elected members' questions.

The meeting adjourned at 10.24am and reconvened at 10.33am.

COUNCIL MEETING MINUTES

2 MAY 2024

Hunter Donaldson and Don Day spoke to the submission by the Kāpiti Citizen's Advice Bureau, and answered elected members' questions.

Ruth Halliday spoke to the submission by the Kāpiti Equestrian Advocacy Group, and answered elected members' questions.

Bruce Henderson spoke to the submission by the Cycleway, Walkway and Bridleway Advisory Group, and answered elected members' questions.

The meeting adjourned at 11.31am and reconvened at 11.51am.

John Collyns spoke via Zoom to the submission by the Retirement Villages Association New Zealand, and answered elected members' questions.

Mike Johnson spoke to their submission, and answered elected members' questions.

Mandy Savage spoke to the submission by the Cancer Society, and answered elected members' questions.

Kay Brown spoke to the submission by Janet Weber, and answered elected members' questions.

Jacky Renouf and Bernie Randall spoke to the submission by the Older Persons' Council, and answered elected members' questions.

Tim Parry spoke to their submission, and answered elected members' questions.

The meeting adjourned at 12.50pm and reconvened at 2.02pm.

Anna Carter spoke to the submission by Waikanae East Landowners, and answered elected members' questions.

Claire Roper spoke to their submission, and answered elected members' questions.

Olivir Stirling, Zoe Linstrom, Liam Fu, and Evalina Brunoro-Beilman, spoke to the submission by the Kāpiti Youth Council, and answered elected members' questions.

Michael Papesch spoke to their submission, and answered elected members' questions.

Alan Dickson spoke to the submission by the Kawakahia Community Group, and answered elected members' questions.

Ian Gunn spoke to the submission from Ian and Jean Gunn.

David Kress spoke to their submission, and answered elected members' questions.

Lynn Sleath, John Baldwin, and Gerard Zwartjes spoke to the submission by Kāpiti Cycling Action, and answered elected members' questions.

John Andrews spoke to their submission, and answered elected members' questions.

Shane Phillips spoke to the submission by Hospitality New Zealand, and answered elected members' questions.

The meeting adjourned at 4:02pm and reconvened at 4.20pm.

Helen Punton spoke to their submission, and answered elected members' questions.

Sam Buchanan spoke to the submission by the Paekākāriki Housing Trust, and answered elected members' questions.

The meeting adjourned at 4.57pm and reconvened at 5.01pm.

Bede Laracy spoke to the submission by the Raumati Village Business Association, and answered elected members' questions.

The meeting adjourned at 5.18pm and reconvened at 6.20pm.

COUNCIL MEETING MINUTES

2 MAY 2024

David Wyatt spoke to their submission, and answered elected members' questions.

Michelle Lewis spoke to their submission, and answered elected members' questions.

The meeting adjourned at 6:38pm and reconvened at 6:56pm.

Dominic Barrington Prowse spoke to the submission by Wellington Free Ambulance, and answered elected members' questions.

Kelsey Lee and Sorcha Ruth spoke to the submission by the Paekākāriki Community Board, and answered elected members' questions.

Dame Kerry Prendergast spoke via Zoom to the submission by Victoria University and the New Zealand Symphony Orchestra, and answered elected members' questions.

Mandy Savage spoke to the submission by the Cancer Society, and answered elected members' questions.

7 WHAKAMUTUNGA KARAKIA | CLOSING KARAKIA

The Mayor closed the meeting with karakia.

The Kaunihera | Council meeting closed at 7:47pm.

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HEAMANA | CHAIRPERSON

COUNCIL MEETING MINUTES

7 MAY 2024

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
COUNCIL MEETING
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON TUESDAY, 7 MAY 2024 AT 2.03PM**

PRESENT: Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Cr Martin Halliday, Cr Sophie Handford, Cr Rob Kofoed, Cr Liz Koh, Cr Jocelyn Prvanov, Cr Kathy Spiers, Cr Shelly Warwick, Cr Nigel Wilson
Via Zoom: Cr Glen Cooper

IN ATTENDANCE: Mr Glen Olsen, Mr Cam Butler, Mr Michael Moore, Mr David Cochrane, Mr David Shand, Mr Darren Edwards, Mr Mark de Haast, Mr Sean Mallon, Ms Rach Wells, Ms Kris Pervan, Ms Jessica Mackman, Ms Maria Cameron, Ms Kate Coutts, Ms Anna Smith
Via Zoom: Ms Kim Tahiwī, Ms Sheryl Gavin, Ms Jing Zhou, Ms Sarah Wattie

WHAKAPĀHA | APOLOGIES: There were none.

LEAVE OF ABSENCE: There were none.

1 NAU MAI | WELCOME

The Mayor welcomed everyone to the meeting.

2 WHAKAPĀHA | APOLOGIES

There were no apologies tabled.

3 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE | DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

There were no declarations of interest relating to items on the agenda.

4 TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION

There were no petitions presented.

5 NGĀ WHAKAWĀ | HEARINGS

6.1 PUBLIC HEARING OF SUBMISSIONS TO THE LONG TERM PLAN 2024-34

Bede Laracy, accompanied by Tarn Sheerin, spoke to the submission by the Raumati Community Board, and answered elected members' questions.

Kim Hobson spoke to their submissions, and answered elected members' questions.

Martin Setchell spoke to their submission, and answered elected members' questions.

Pat Duignan spoke to their submission via Zoom. Mr Duignan and Mark de Haast, Group Manager Corporate Services answered elected members' questions.

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COUNCIL MEETING MINUTES**7 MAY 2024**

Gerald Rys spoke to the submission by the Waikanae and Peka Peka Beach Residents' Society Inc. Mr Rys answered elected members' questions, and Mr David Shand, Risk and Assurance Committee Chair provided further commentary.

Michael McKeon spoke to their submission, and answered elected members' questions.

Paul Turner spoke on behalf of the submissions by Garrick Andrew, Susan Wagner, the Sophia Space Trust, Telane and Vaughan Westray, Lesley and Brett Millns, Harold Brown, Esmae and Chris Brown, and Raechel, Vince and Eric Osborne and answered elected members' questions.

Oliver Boyd spoke to the submission by the Summerset Group Holdings via Zoom, and answered questions from elected and independent members.

The meeting adjourned at 3.56pm and reconvened at 4.04pm.

Gerald Ponsford spoke to their submission, and answered elected members' questions.

Kathryn Ennis spoke to their submission.

Quentin Poole spoke to their submission and the submission by the Poole Family Trust, and answered elected members' questions.

Monique Leith introduced the submission by the Kāpiti Coast Chamber of Commerce in New Zealand Sign Language, and spoke to aspects of the Chamber of Commerce's submission. Ms Leith was accompanied by members of the Kāpiti Coast Chamber of Commerce.

Paul Turner spoke to the submission by the Peka Peka Farms, and answered elected members' questions.

Martin Whyte spoke to their submission.

Duane Watt spoke to the submission by the The Telegraph Hotel, and answered elected members' questions.

Marcel van den Assum, Takiri Cotterill (Puketapu Hapū) and Shayne Hunter spoke to the submission by the Kāpiti Air Urban Incorporated Society, and answered elected members' questions.

Roimata Baker spoke a presentation on the submission by the Ōtaki Waka Hoe Charitable Trust, and answered elected members' questions.

6 WHAKAMUTUNGA KARAKIA | CLOSING KARAKIA

The Mayor closed the meeting with karakia.

The Kaunihera | Council meeting closed at 6.14pm.

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HEAMANA | CHAIRPERSON

RESOLUTION TO EXCLUDE THE PUBLIC

PUBLIC EXCLUDED RESOLUTION

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Property Acquisition	Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.2 - Major Events Fund 2024-25	Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

10 CLOSING KARAKIA

Kia tau ngā manaakitanga ki runga i a
tātou katoa,

Kia hua ai te mākihikihi, e kī ana

Kia toi te kupu

Kia toi te reo

Kia toi te wairua

Kia tau te mauri

Ki roto i a mātou mahi katoa i tēnei rā

Haumi e! Hui e! Taiki e!

May blessings be upon us all,

And our business be successful.

So that our words endure,

And our language endures,

May the spirit be strong,

May mauri be settled and in balance,

Among the activities we will do today

Join, gather, and unite! Forward together!