



AGENDA

Council Meeting

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

Date: Thursday, 27 May 2021

Time: 9.30am

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

**Wayne Maxwell
Chief Executive**

Kapiti Coast District Council

Notice is hereby given that a meeting of the Kapiti Coast District Council will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 27 May 2021, 9.30am.

Council Members

Mayor K Gurunathan	Chair
Deputy Mayor Janet Holborow	Deputy
Cr Angela Buswell	Member
Cr James Cootes	Member
Cr Jackie Elliott	Member
Cr Gwynn Compton	Member
Cr Jocelyn Prvanov	Member
Cr Martin Halliday	Member
Cr Sophie Handford	Member
Cr Robert McCann	Member
Cr Bernie Randall	Member

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1 WELCOME**2 COUNCIL BLESSING**

“As we deliberate on the issues before us, we trust that we will reflect positively on the communities we serve. Let us all seek to be effective and just, so that with courage, vision and energy, we provide positive leadership in a spirit of harmony and compassion.”

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro, e pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hapori e mahi nei mātou. Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, ā, mā te māia, te tiro whakamua me te hihiri ka taea te arahi i roto i te kotahitanga me te aroha.

3 APOLOGIES**4 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 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**6 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

7 MAYOR'S REPORT

Nil

8 REPORTS

8.1 LONG TERM PLAN 2021-41 ADOPTION OF REGULATORY FEES & CHARGES

Author: Alison Law, Long-Term Plan Lead

Authoriser: James Jefferson, Group Manager Regulatory Services

PURPOSE OF REPORT

- 1 The purpose of this report is to recommend that the Council adopt the fees and charges for Regulatory Services, as consulted on in the Long-term Plan (LTP) 2021-41.

DELEGATION

- 2 The Council has not delegated the authority to approve the Long-term Plan fees and charges to any Committee or subcommittee of the Council.

BACKGROUND

- 3 As part of the Council's ongoing commitment to improve customer service, the Council has approved the following year's fees and charges in late May or early June over the last seven years to allow for invoicing in June prior to the start of the new financial year.
- 4 The early approval of the fees and charges in Regulatory Services has resulted in benefits for both customers and the Council. Early communication of fees provides flexibility for customers and the ability to make early payment arrangements before the invoice due date.
- 5 Council undertook public consultation on the proposed 2021/22 user fees and charges as part of the draft LTP 2021-41 consultation from 7 April to 10 May 2021. The proposed fees and charges for consultation included an increase based on the Local Government Cost Index (LGCI) of 3.6%. Three new fees were suggested; Land Information Memorandum (LIM) (additional hourly fee after 5 hours), GoCouncil building consent online application fee and GoGet building consent online application fee. Currently the costs associated with these services are rate funded.
- 6 Council received 230 submissions relating to the user fees and charges (out of a total 744 submissions). These submissions were in response to all fees and charges, not just the new or adjusted ones. The details of the submissions relating to the Regulatory Services fees and charges are discussed in paragraph 12-14 of this report. Fees and charges separate to Regulatory Services will be considered at the Council meeting on 10 June 2021.
- 7 The table below sets out the six proposed changes: three new fees for Building Control and three amended fees for Resource Consents that increase transparency by clarifying existing charges and better reflect current practice.

Service Area	Type	Description	Current Fee	Proposed Fee (Incl. GST)
Building Control	New Fee	Land Information Memorandum (LIM) (additional hourly fee after 5 hours)	-	\$163
	New Fee	GoCouncil building consent online application fee	-	\$51.75

Service Area	Type	Description	Current Fee	Proposed Fee (Incl. GST)
Resource Consents	New Fee	GoGet building consent online application fee	-	\$23
	Change outside inflation (LGCI)	Administration time in coordinating and attending pre-application and business start-up meetings (first 2 hours free)	-	\$108
	Change outside inflation (LGCI)	Non-notified land use activities – general. One hour of compliance monitoring built into fee	\$1,256	\$1,467
	Change outside inflation (LGCI)	Planner/Engineer time in preparing for and attending pre-application and business start-up meetings (first 2 hours free)	-	\$163

- 8 The table below sets out further changes that are recommended to the user fees and charges with respect to dog registration fees. These changes were not included in the draft supporting information adopted by Council on 24 March 2021:

Service Area	Type	Description	Current Fee	Proposed Fee (Incl. GST)
Environmental Protection	Change outside inflation (LGCI)	Owner current member of Dogs New Zealand Registration fee - entire dog	\$160	\$180
	Change outside inflation (LGCI)	Owner current member of Dogs New Zealand Registration fee - neutered/speyed dog	\$86	\$80

9 Building Consents

- 9.1 Land Information Memorandum (LIM) - a new hourly charge for LIMs (\$163) for additional time required to complete the application after five hours.
- 9.2 Online application fees for GoCouncil building consents (\$51.75 per application) and GoGet building consent online application processing (\$23 per application). It is proposed that GoCouncil and GoGet fees are passed on to the applicant, rather than funded by ratepayers, which is current practice. Passing on these costs to applicants is consistent with other councils.

10 Resource Consents

- 10.1 A fee for administration time related to co-ordinating and attending pre-application and business start-up meetings. First two hours no fee, \$108 per hour thereafter.
- 10.2 A fee for planner/engineer time related to preparing for and attending pre-application and business start-up meetings. First two hours no fee, \$163 per hour thereafter.

- 10.3 A change in how we charge for non-notified land use activities (general). This was previously charged on an hourly basis after the monitoring had occurred, as per the hourly fee in the fees and charges schedule. We are now proposing to build in one hour of compliance monitoring into the fee instead of invoicing for this work in an ad-hoc manner. This is a change to the timing of when this fee is required - we are now seeking to collect this at the time the application is lodged.
- 11 **Environmental Protection - Animal Management** (proposed changes to schedule post consultation)
- 11.1 Owner of entire dog and member of Dogs New Zealand (formerly known as NZ Kennel Club), Registration fee \$180, if paid after due date \$270. Owners of neutered/speyed dog and member of Dogs New Zealand registration fee \$80, if paid after the due date \$119.
- 11.2 Members of Dogs New Zealand under the previous Dog Control Bylaw had the same fee as an approved owner. The current Dog Control Bylaw does not recognise members of Dogs New Zealand as approved owners. In 2020/21 a fee category was created to allow members of Dogs New Zealand to continue to receive a fee reduction but not at the same rate as an approved owner.
- 11.3 There was an error in the fee adjustment in 2020/21 for entire dogs for Dogs New Zealand members resulting in the fee not being adjusted. The fee category for neuter/speyed dogs was adjusted at that time.
- 11.4 The fee for an entire dog for a member of Dogs New Zealand has been amended to be in line with the over-65 fee reduction.
- 11.5 The fee for neutered / speyed dogs for a member of Dogs New Zealand has been amended and consistent with the over-65 fee reduction.

ISSUES AND OPTIONS

Issues

- 12 Public Voice have a contract to undertake the analysis of the submissions on behalf of Council. Analysis has been undertaken for Q50 of the consultation document; *“As part of managing increased costs, we are proposing some changes to fees and charges....”*.
- 13 There were 230 submissions in direct response to the increase to all fees and charges. Of these, 131 opposed and 80 supported the proposed fees and charges. For the purpose of this report, the analysis below is only related to the Regulatory Services user fees and charges:

13.1 Building Consents

There were 33 submissions relating to building consent and LIM fees:	
21 Opposing	<p>The overall feel across the submissions is that these fees are excessive and should be reduced.</p> <p>Nine submissions specifically note that increasing these fees directly conflicts with the idea of affordable housing and will result in less development and reduce growth.</p> <p>One submission mentions that Council should provide relief on Maori land.</p>

	Two submissions had no comment on fees and charges but did ask why the LIM fees were so expensive.
3 Supporting	Three submissions are in favour of the increase but expected an improved level of service.
9 Other	The nine other submissions included general comments that the service should be more streamlined and easier to use. With one submission suggesting that LIMs should be free or at least only cover the administration fee (\$5).

13.2 Environmental Protection - Animal Management: (noting that the proposed change to the fee for NZ Kennel Club members was not included in the consultation documents)

There were 20 submissions relating to dog registration fees:	
10 Opposing	The ten opposing submissions specifically highlight that they get very little for their animals but are charged 'ridiculously'. Comments were also made that owning a dog should be a right not a privilege, increasing these costs denies people from owning a dog who cannot afford one. One submission suggested good dog owners should be given a discount and more fines should be imposed on those who do not register their dogs.
6 Supporting	One submission said it was a great way to generate extra revenue required without a major impact on the consumer. One submission suggested that owning a dog is a choice.
4 Other	One submission suggested that Council should make it compulsory to register cats and another submission talked about keeping dogs off the beaches.

13.3 Resource Consents

There were 4 submissions relating to resource consent fees:	
1 Opposing	One submission said that resource consents were too high and take too long to complete.
1 Supporting	One submission agreed with the overall increase but considered that this Council takes an over regulatory approach in relation to some matters and in particular resource management issues.
2 Other	One submission suggested that resource consent charges should meet the cost of providing those services and another submission asked for Council to provide relief from resource consent fees on Maori land, marae and maori papakainga development.

- 14 Having considered the submissions received Council officers recommend that the proposed increase to fees and charges proceed. A user-pays approach is fair in that only the customer requiring the service pays for what that they require. If this

approach is not adopted then the costs associated with providing these levels of service will be rate funded.

Considerations

Policy considerations

- 15 This report is linked to the Revenue and Financing Policy, which is a key policy document for the LTP 2021-41 that is to be adopted on 24 June 2021. Decisions made on this report may potentially have an impact on the funding considerations in the policy.

Legal considerations

- 16 The Local Government Act 2002 (LGA) 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.

Financial considerations

- 17 The financial considerations for the LTP 2021-41 have been discussed through consultation, briefings and open workshops.
- 18 This report discusses part of the key financial and funding considerations for the LTP 2021-41. These underpin some of the financial forecasts in the LTP and therefore decisions made on this document may have an impact on our operational expenditure and rates increase forecasts.

Tāngata whenua considerations

- 19 There are no Tāngata whenua considerations arising directly from this report.

Strategic considerations

- 20 By approving the 2021/22 fees and charges early, the Council is able to notify dog owners of next year's dog registration fees in advance of invoices being issued and falling due for payment either on or before July 31 2021. This provides more certainty for customers and contributes to Council's ongoing commitment to improve customer service.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

- 21 This matter has a low level of significance under Council's Significance and Engagement Policy.

Consultation already undertaken

- 22 The Council has complied with the Local Government Act 2002 in respect of consulting on these fees and charges as part of the Long Term Plan 2021-41 submission process.

Engagement planning

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

Publicity

- 24 A media release will be prepared regarding the Council's early approval of the 2021/22 fees and charges. Council customers will receive, as appropriate, an explanation of the new fees and charges as they relate to them.
- 25 A public notice, as required by Section 37(6) of the Dog Control Act 1996, will be published in a local newspaper at least once during the month preceding the start of the 2021/22 registration year.

RECOMMENDATIONS

- 26 That the Council receives and notes this report, including Appendix 1 to this report.
- 27 That Council approves the exceptions to the 2021/22 Fees and Charges as detailed in paragraphs 7 and 8 of this report.
- 28 That Council approves the 2021/22 Regulatory Fees and Charges, attached as Appendix 1 to this report.
- 29 That Council notes that any changes occurring as a result of the decisions made at this Council meeting of 27 May 2021, will be incorporated into the final Long Term Plan 2021-41 to be adopted on 24 June 2021.

APPENDICES

1. Schedule of Regulatory Fees and Charges (Appendix 1) [↓](#)

Draft Schedule of User Fees and Charges 2021/22

All fees and charges include GST.

Building consent fees

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

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

The inspection fee¹ is estimated on the number of inspections required for the type of work. If the number of inspections has been over-estimated a refund will be made. If additional inspections are required, they will be charged at the rate applicable at the time they occurred and will need to be paid before we issue a code 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 \$163 per hour.)	2021/22 Proposed Fee
Solid fuel heater (includes one inspection)	\$270
Solid fuel heater with wetback (includes two inspections)	\$395
Solar water heating (includes one inspection)	\$265
Minor building work <\$5,000 (includes one inspection) e.g. sheds	\$324
Minor building work < \$10,000: retaining walls/carports decks/swimming/spa pools/ conservatories/ pergolas/ plumbing and drainage (includes two inspections)	\$811

¹This 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. The inspection fee also applies to meetings prior to Code Compliance Certificate (CCC) issue.

Building consent fees (continued)

Processing of residential building consents	2021/22 Proposed Fee	
Residential new building/alterations: \$10,001-\$20,000	\$784	
Residential new building/alterations: \$20,001-\$50,000	\$1,107	
Residential new building/alterations: \$50,001-\$100,000	\$1,427	
Residential new building/alterations: \$100,001-\$250,000	\$1,751	
Residential new building/alterations: \$250,001-\$500,000	\$2,075	
Residential new building/alterations: \$500,001 upwards	\$2,075	plus \$163 for each \$100,000 (or part thereof) above \$500,000

Processing of commercial/industrial consents	2021/22 Proposed Fee	
Commercial/offices/retail buildings: <\$20,000	\$1,272	
Commercial/offices/retail buildings: \$20,001-\$50,000	\$2,075	
Commercial/offices/retail buildings: \$50,001-\$100,000	\$2,886	
Commercial/offices/retail buildings: \$100,001-\$250,000	\$3,372	
Commercial/offices/retail buildings: \$250,001-\$500,000	\$3,854	
Commercial/offices/retail buildings: \$500,001-\$1,000,000	\$4,502	
Commercial/offices/retail buildings: >\$1,000,001	\$4,502	plus \$208 per additional \$100,000 value
Inspection fees ¹	2021/22 Proposed Fee	
Standard inspection fee	\$163	per inspection
Final inspection fee (includes officer time completing the records for CCC)	\$163	(includes first hour) plus additional hours charged at \$163 per hour

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.

Project information memorandum (PIM) fees

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

Residential new dwellings	2021/22 Proposed Fee
PIM – Simple Residential (fee simple title)	\$465
PIM – Multi-residential and commercial (cross lease and unit titled)	\$812

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 \$49.

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

Multi-proof consents	2021/22 Proposed Fee	
Multi-proof consent (includes three hours' processing)	\$778	(including three hours' processing), plus additional hours charged at \$163 per hour

Building consent fees – other charges

BRANZ and MBIE levies are not set by the Council.

Levies	2021/22 Proposed 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 \$20,444)	\$1.80	
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	2021/22 Proposed Fee	
Plan vetting per hour (half hour charge included in building consent fees)	\$163	
Registration of Section 72 certificate (includes registration at Land Information New Zealand).	\$151	plus disbursements. at \$285 per registration
Administration staff	\$108	per hour
Administration fee on refunds (applicable if building consent application cancelled by applicant)	\$91	

Other charges	2021/22 Proposed Fee	
Registration of Section 77(1) certificate (includes registration at Land Information New Zealand).	\$237	plus disbursements. at \$292 per registration
Digital storage charge (included in consent fees)	\$49	per application
Amendment to building consent application	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour
Application for discretionary exemption (Schedule 1, Part 1, Section 2, Building Act 2004)	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour
Warrant of fitness audit inspections	\$163	per hour
Inspection fees associated with a notice to fix	\$163	per hour
Engineering technical assessment/peer review	Cost plus 10%	
New/amended compliance schedule (part of a building consent or initiated by an Independently qualified person IQP)	\$151	

Building consent fees – other charges (continued)

Other charges	2021/22 Proposed Fee	
Application for code compliance certificate	\$82	
Certificate of public use	\$340	
Application for certificate of acceptance	\$340	plus building consent fees applicable to project
The building consent fee does not include the cost of any structural engineer assessment which may be required		
Land information memorandum (LIM)	\$335	payable on application
Land information memorandum (LIM) (additional hourly fee after 5 hours)	\$163	per hour
Land information memorandum (LIM) with building plans	\$353	payable on application
Record of title	\$37	payable on application
Reassessment fee (amended plans/further information received)	\$163	per hour
Alternative design/details applications	\$163	per hour
Environmental health/plan vetting	\$163	per hour
GoCouncil building consent online application fee	\$51.75	per application
GoGet building consent online application fee	\$23	per application

Other charges	2021/22 Proposed Fee	
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.		
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.		
If the works require further inspections, additional time will be charged as per the hourly inspection fee.		
Infrastructure inspection fee	\$163	
Hourly inspection rate	\$163	
Where both a new build and a new vehicle crossing are in the same application, only one infrastructure inspection fee will be charged.		
a) The deposit where no new vehicle crossing is included	\$636	
b) The deposit where a new vehicle crossing is required to provide access from a residential building to the legal road	\$1,696	plus disbursements
c) The deposit where a new commercial vehicle crossing is required to provide access from a commercial building to the legal road	\$1,846	
d) infrastructure inspection fee per hour	\$163	
Provision of building files, copy of building consents, copy of compliance schedules or aerial maps via email, or on USB. Disbursements additional.	\$19	
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	

Other charges	2021/22 Proposed Fee	
Printing charges - Colour A4 per page	\$2.40	
Printing charges - Colour A3 per page	\$3.80	
Building certificate for supply and sale of alcohol	\$142	

Building consent fees – other charges (continued)

Other charges	2021/22 Proposed Fee	
Building warrant of fitness renewal (one-two systems)	\$81.30	Includes first half hour (\$163 per hour thereafter)
Building warrant of fitness renewal (three + systems)	\$122	Includes first 45 minutes (\$163 per hour thereafter)
Removal of Section 72 certificate	\$163	plus disbursements
Removal of Section 77(1) certificate	\$163	plus disbursements
Time extension fee (for consents about to lapse or 24 months after issue)	\$104	
List of building consents issued each week (emailed)	\$91	per year
List of building consents issued each month (emailed)	\$46	per year
List of building consents issued each month (posted)	\$71	per year
Receiving third party reports or other information to place on a property file at the owner's request	\$108	plus digital storage charge
Application for exemption from the requirement to carry out seismic work on the building or part	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour

Other charges	2021/22 Proposed Fee	
Application for extension of time to complete seismic work for heritage building	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour
Application for extension of time to provide seismic assessment	\$249	lodgement fee (includes half-hour assessment) plus \$163 per hour over and above first half-hour

District plan check fee all applications (except minor)	2021/22 Proposed Fee	
Building consents with a project value < \$20,000	\$81.30	first half hour, \$163 per hour thereafter
Building consents with a project value > \$20,001	\$163	(first hour) \$163 per hour thereafter

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	2021/22 Proposed Fee	
Publicly notified applications	\$4,890	Deposit. (covers first 30 hours of processing time; balance to be charged on time and material basis including advertising)
Limited notified applications	\$4,230	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)	2021/22 Proposed Fee	
Permitted activities (including temporary events)	nil	
Trim protected tree (urban area)	nil	
Home occupation (Controlled activities)	\$223	fixed fee
Non-notified land use activities – general	\$1,467	Deposit (covers first 8 hours of processing time and 1 hour of compliance monitoring) \$163 per hour thereafter
Fast track resource consent (Controlled activities)	\$1,223	Deposit (covers first 7.5 hours of processing time) \$163 per hour thereafter
Fixed fee activities* 1. Removal/trimming protected trees causing significant structural damage (as determined by an appropriately delegated, qualified and experienced person, i.e. an ecologist or council staff member) 2. Trimming of protected vegetation to maintain existing farm tracks. 3. Earthworks to maintain existing farm tracks.	\$113	fixed fee

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

Resource management fees (continued)

Designations	2021/22 Proposed Fee	
Notice of requirement to designate land – non-notified	\$1,630	Deposit (covers first 10 hours of processing time) \$163 per hour thereafter
Notice of requirement to designate land - notified	\$4,238	Deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)
Alteration to designation (non-notified)	\$1,304	Deposit (covers first 8 hours of processing time) \$163 per hour thereafter
Outline plan approval	\$1,141	Deposit (covers first 7 hours of processing time) \$163 per hour thereafter
Outline Plan Waiver	\$652	Deposit (covers first 4 hours of processing time) \$163 per hour thereafter

Non - Notified subdivision Applications	2021/22 Proposed Fee	
Subdivisions – 2-lot	\$2,608	Deposit (covers first 16 hours of processing time) \$163 per hour thereafter
Subdivisions (between 3 to 19 lots)	\$2,934	Deposit (covers first 18 hours of processing time) \$163 per hour thereafter
Subdivisions (20 or more lots)	\$4,890	Deposit (covers first 30 hours of processing time) \$163 per hour thereafter
Boundary adjustment (as defined by district plan) and subdivisions where no additional lots are created	\$1,304	Deposit (covers first 8 hours of processing time) \$163 per hour thereafter
Update existing cross-lease	\$326	fixed fee
Update cross-lease to fee simple title	\$652	fixed fee

Subdivision Certificates	2021/22 Proposed Fee	
Section 223 certificate	\$326	Deposit (covers first 2 hours of processing time) \$163 per hour thereafter
Section 224(c) certificate including other certificates	\$1,304	Deposit (covers first 8 hours of processing time) \$163 per hour thereafter
Section 224(f)	\$326	Deposit (covers first 2 hours of processing time) \$163 per hour thereafter
Section 25(5), s32(2)(a) of Unit Titles Act 2010 (staged unit developments)	\$326	Deposit (covers first 2 hours of processing time) \$163 per hour thereafter

Subdivision Certificates	2021/22 Proposed Fee	
Section 221 consent notice (when issued as a separate notice)	\$326	fixed charge
Section 226 certificate (certify subdivision complies with district plan provisions).	\$815	Deposit (covers first 5 hours of processing time) \$163 per hour thereafter
Reserves valuation calculation	At cost	

Miscellaneous applications/certificates	2021/22 Proposed Fee	
Administration time in coordinating and attending pre-application and business start-up meetings	First 2 hours no fee	\$108 per hour thereafter
Planner/ engineer time in preparing for and attending pre-application and business start-up meetings	First 2 hours no fee	\$163 per hour thereafter
Boundary activity	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)
Marginal and temporary exemptions	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)
Marginal and temporary exemptions in relation to temporary events (as defined by the District Plan)	nil	

Miscellaneous applications/certificates	2021/22 Proposed Fee	
Certificate of compliance (certifies land use complies with district plan provisions)	\$978	Deposit (covers first 6 hours of processing time, \$163 per hour thereafter)
Existing use rights certificate	\$978	Deposit (covers first 6 hours of processing time, \$163 per hour thereafter)
Transfer/surrender of consent in whole or in part	\$326	fixed charge
Section 125 extensions of time	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)
Change or cancellation of conditions/consent notice	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)

Resource management fees (continued)

Non-notified subdivision applications	2021/22 Proposed Fee	
Revocation of easements	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)
Right of way (ROW) approval*	\$978	Deposit (covers first 6 hours of processing time, \$163 per hour thereafter)
Section 348 (Local Government Act 2002) certificate (ROW certification)	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)
Re-issue certificate (all types)	\$326	fixed charge
Transfer instruments and other miscellaneous legal documents	\$326	Deposit (covers first 2 hours of processing time, \$163 per hour thereafter)

District Plan Change	2021/22 Proposed Fee	
Administration time in coordinating and attending pre-request meetings	First 2 hours no fee	\$108 per hour thereafter

²The requirement for requests to be in writing is set out in clause 22, Part 2 of Schedule 1 to the Resource Management Act 1991.

District Plan Change	2021/22 Proposed Fee	
Planner/ engineer time in preparing for and attending pre-request meetings	First 2 hours no fee	\$163 per hour thereafter
Request to change the district plan	\$6,520	Deposit (covers first 40 hours of processing time following receipt of a written request to change the plan ² , balance to be charged on time and material basis including advertising)

Other	2021/22 Proposed 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	\$815	Deposit (covers first 5 hours of processing time, \$163 per hour thereafter)
Planning certificate – alcohol licensing	\$163	fixed charge
Cost recovery charge for inspection of confirmed breach of district plan provisions	\$163	per hour
Cancellation of building line restriction	\$652	fixed charge

Resource management fees (continued)

Hourly charge out rates and disbursements	2021/22 Proposed Fee	
Staff: Planner/engineer (all levels)	\$163	per hour
Staff: Planning manager, asset manager	\$195	per hour
Staff: Environmental protection staff (all levels)	\$163	per hour
Administration staff	\$108	per hour
Elected member commissioner costs per hour for any hearing:	\$217	per hour (or part thereof)
Sitting collectively without an independent commissioner: (chairperson, hearing commissioners)	\$108	per hour per elected member as chair and
Sitting with an independent commissioner	\$87	per hour per elected member on a committee up to a collective total of \$217 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	\$19	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	\$2.40	
Copying and printing. Colour: A3 per page	\$3.80	

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 \$163 per hour.

Engineering Fees: Non-notified land use consents	2021/22 Proposed Fee	
Commercial/industrial development or infrastructure development - Application deposit fee	\$978	per application (includes the first 6 hours, \$163 per hour thereafter)
Commercial/industrial development or infrastructure development - Compliance monitoring administration fee	\$326	(includes the first 2 hours, \$163 per hour thereafter)
Commercial/industrial development or infrastructure development - Engineering drawing approval	\$1,467	(includes three submissions of engineering drawings, beyond this will be charged at \$163 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 \$10,050)

Engineering Fees: Monitoring	2021/22 Proposed Fee	
All compliance monitoring including additional land use monitoring is to be charged at an hourly basis for staff time	\$163	per hour
Subdivision engineering drawing approval and engineering construction supervision	\$652	fixed fee plus per lot deposit (\$163 per hour thereafter)
	\$326	per lot deposit

Engineering Fees: Other	2021/22 Proposed Fee	
Objection to decision	\$163	per hour
Variation to consent conditions	\$163	per hour
Plan change applications	\$163	per hour
Easement – new/cancellation	\$326	Application deposit per application (includes first 2 hours, \$163 per hour thereafter)
Specialist consultants	At cost	

Animal management fees

Registration Entire Dog Fee	2021/22 Proposed Fee	
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 2 August 2021
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$70	\$106
Working dogs (second and subsequent (B))	\$42	\$63
Standard dog (C)	\$193	\$289
Approved owner (D)	\$166	\$249
Registration fee for dog owner over 65	\$180	\$270
Dogs classified as dangerous dogs (H)	\$288	\$432
Owner current member of Dogs New Zealand (G), provide proof of membership annually	\$180	\$270

Registration Neutered/Speyed Dog Fee	2021/22 Proposed Fee	
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 2 August 2021
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$70	\$106
Working dogs - second and subsequent (B)	\$42	\$63
Standard dog (E)	\$100	\$150
Approved owner (F)	\$70	\$106
Registration fee for dog owner over 65	\$80	\$119
Dogs classified as dangerous dogs (I)	\$150	\$225
Owner current member of Dogs New Zealand (G) – provide proof of membership annually	\$80	\$119

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		2021/22 Proposed 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)	\$54	\$176	\$314
Impounded - unregistered	\$97	-	-
Sustenance – dog (per day)	\$12.70	\$12.70	\$12.70
Microchipping – dog	\$42	N/A	N/A
Seizure and take custody fee	\$75	\$75	\$75
Prearranged after-hours release (two officers) – all (per hour charge per officer)	\$163	\$163	\$163
Prearranged after-hours release. Per one hour of additional time.	-	-	-
Impounding – sheep and goats (per head charge plus any costs incurred in transporting stock)	\$37	\$64	\$133
Impounding – cattle and horses (per head charge plus any costs incurred in transporting stock)	\$64	\$133	\$265
Animal control officer hourly charge-out rate – this includes driving and securing stock costs	\$163	per hour	
Sustenance – sheep and goats (per day, per unit)	\$6.30	\$6.30	\$6.30
Sustenance – cattle and horses (per day, per unit)	\$12.70	\$12.70	\$12.70

Adopting animals from Shelter	2021/22 Proposed Fee
Dogs (includes registration, microchip, and if applicable a de-sex certificate)*	\$280
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.

Other animal management charges

Permits charges	2021/22 Proposed Fee		
Item	Working	Standard	Entire
Permit for three or more dogs (special license)	N/A	\$64	\$64
Approved owner application	N/A	\$51	\$51
Approved owner re-inspection fee***	N/A	\$28	\$28
Other animal management charges	2021/22 Proposed Fee		
Replacement tag (first replacement)	\$6.30	Minimum charge	
Replacement tag (subsequent tags)	\$12.70		
Euthanasia - Actual cost plus 10%, but minimum charge applies	\$49		
Relinquishment fee****	\$83		

*** For site visit if:

- an approved owner changes address or;
- re-inspection to check that any required improvements have been made.

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

Environmental Health Food Act 2014 Fees

Registration and verification fees provide for a set time provision. Any additional time may be subject to the hourly rate of \$163.

Environmental Health Food Act 2014: Registration fees	2021/22 Proposed Fee	
New Food Control Plans (FCP) or National Programme (NP)	\$318	
Renewal of FCP and NP	\$159	
New registration multisite business (FCP or NP)	\$318	plus \$159 for each additional site
Renewal of registration multisite business	\$159	plus \$80 for each additional site
New FCP or NP (market operator less than 52 time per year)-	\$159	
Amendment to registration	\$163	per hour
Significant Amendment to registration	\$318	

Environmental Health Food Act 2014: Verification fees	2021/22 Proposed 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 \$163 per hour.		
Food Control Plan (FCP)	\$636	Deposit (covers first four hours including administration and processing time)
FCP (low risk cakes and biscuits only that do not require refrigeration)	\$163	per hour
National Programme 1 (NP1)	\$163	per hour
National Programme 2 (NP2)	\$163	per hour
National Programme 3 (NP3)	\$163	per hour
Verification multisite business	\$163	See FCP or NP charges for first site plus \$163 per hour for any other site requiring verification
Unscheduled verification	\$163	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	2021/22 Proposed Fee	
Corrective Action Request (CAR) follow up, charge per hour	\$163	per hour
Investigation resulting in improvement notice or direction	\$163	per hour
Follow-up in relation to compliance with an improvement notice or direction	\$163	per hour
Processing an application for review of improvement notice	\$163	per hour
Monitoring of food safety and suitability	\$163	per hour
Investigation and enforcement activity related to registration or complaint	\$163	per hour
Technical expert review (advice or verification) associated with an investigation	At cost	
Cancelling or rescheduling a verification (less than 48 hours' notice)	\$80	
Failure to attend or facilitate a scheduled verification	\$163	
Mentoring and additional expert support and advice for implementation of FCP or NP	\$163	per hour
Replacement FCP or NP guidance	\$40	
Replacement Licence	\$40	
Events – food stall approvals	\$163	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	\$2.40	per page
Copying and printing. Colour: A3 per page	\$3.80	per page

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	2021/22 Proposed Fee
Hairdressers	\$222
Funeral directors	\$345
Camping grounds	\$345

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	2021/22 Proposed Fee	
Category	Application Fee	Annual Fee
Very low	\$368	\$161
Low	\$609.50	\$391
Medium	\$816.50	\$632.50
High	\$1,023.50	\$1,035.00
Very high	\$1,207.50	\$1,437.50

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

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

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

Special licences – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013	2021/22 Proposed Fee
Class 1 – one large event or more than three medium events or more than 12 small events	\$575
Class 2 – one to three medium events or three to 12 small events	\$207
Class 3 – one or two small events	\$63.25

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

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

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

Fees payable for other applications – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013	2021/22 Proposed 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

Trade waste fees

Trade Waste Administrative Charges	2021/22 Proposed Fee	
A1: Compliance monitoring	\$163	per hour plus consumables (see laboratory charges)
A2: Trade waste application fee (permitted)	\$243	includes the first 1.5 hours, \$163 per hour thereafter
A2: Trade waste application fee (controlled/ conditional)	\$405	includes the first 2.5 hours, \$163 per hour thereafter
A3: Inspection for non-compliance	\$243	
A5: Temporary discharge application and discharge fee	\$163	includes the first hour, \$163 per hour thereafter (based on risk)
A6: Annual tradewaste management fee (permitted)	\$243	
A6: Annual tradewaste management fee (controlled/ conditional)	\$405	

Residential Pool Fencing

– Building (Pools) Amendment Act 2016

Residential Pool Fencing	2021/22 Proposed Fee	
Compliance Inspection fee	\$163	Per hour
Administration fee	\$108	Per hour

General compliance fees – Environmental Standards

General Compliance Fees	2021/22 Proposed Fee	
General activities including processing licence and permit applications, and annual renewal of any licence or permit including trading in public places.	\$163	per hour deposit (\$163 per hour thereafter)
Removal of litter/overhanging trees/shrubs or obstructions encroaching, or on road reserve or Council land	Cost incurred for removal	
Noise control – seizure fee (noise making equipment)	\$249	plus \$36 each additional callout plus any additional towage fee related to seizure of a vehicle
Noise control - additional callout	\$36	
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	\$163	per hour
Administration Officer hourly rate	\$108	per hour
Return of non-compliant signs	\$54	

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

Abandoned vehicles	2021/22 Proposed Fee	
Towage and recovery cost	Cost plus 20%	
Daily storage fee	\$5.40	daily charge

8.2 RATES REMISSION FOR CONSERVATION PURPOSES

Author: John Tesoriero, Parks Officer

Authoriser: Sacha Haskell, Group Manager Place and Space

PURPOSE OF REPORT

- 1 This report tables the rates remission applications for Land Protected for Natural or Cultural Conservation Purposes for the 2020/21 year and seeks approval for recommended allocations.

DELEGATION

- 2 The Council has the delegation to make this decision.

BACKGROUND

- 3 The Long Term Plan 2018-38 references a policy for rates remission for land protected for natural and cultural conservation purposes. The detail of this policy is included in the Long Term Plan as Part 7 of the Rates Remission Policy, and attached as Appendix 1 to this report.
- 4 This Part 7 of the Rates Remission Policy supports the provisions of the Kāpiti Coast District Plan regarding incentives for heritage feature management and protection. It recognises that most heritage features are already protected by rules in the District Plan and encourages landowners to maintain, enhance and protect heritage features by offering a financial incentive.
- 5 The granting of a rates remission as an incentive for encouraging the protection and management of heritage features is consistent with Council's responsibilities under the Resource Management Act 1991 and the Historic Places Act 1993.
- 6 The 2020/21 budget for Rates Remission for Conservation Purposes is \$37,069.
- 7 A total of 103 ratepayers benefited from the policy in 2019/20, and the land area to which remission applied totalled 678 hectares (ha). Having applied successfully for rates remission, ratepayers may continue receiving it provided they meet the rates remission policy criteria. The owners of the properties listed in Attachment 2 who received remission in 2019/20 are recommended to receive remission in 2020/21 on that basis.

ISSUES AND OPTIONS**Issues**

- 8 The Rates Remission for Conservation Purposes programme was advertised in local media in September 2020. Two new applications were received, and are recommended for approval. The properties that are the subjects of new applications are listed (marked with an asterisk) with other recommendations in Appendix 2. A total of 679ha of land on 105 properties are recommended for remission.
- 9 **116 Ruapehu Street, Paraparaumu**
- 10 As identified in the district plan as ecological site K150, this property of 5486sqm is predominantly covered in regenerating forest and adjoins two key ecological sites. These key ecological sites are situated near Kaitawa reserve and provide an important corridor for our fauna.
- 11 Owners of the property undertake ongoing weed and pest control.
2 Greendale Drive, Paraparaumu
- 12 As part of the District Plan review process, new ecological sites were identified and protected throughout Kapiti. Among them was K191 a 0.45ha remnant of tawa-kohekohe forest in

Greendale Road that is ecologically connected to nearby Tini Bush, a much larger bush remnant protected by a DoC covenant.

- 13 Though separated from Tini Bush by a road, the small remnant is the same forest type, and provides complementary habitat. The recent ecological site identification, combined with protective management by the landowner, makes the area eligible for rates remission.

Principles of Land Protected for Natural or Cultural Conservation Purposes

- 14 The following paragraphs discuss the principles of rates remission, present the proposed amounts of remission in a table format (Table 1), and make a recommendation on which properties receive rates remission in 2020/21.
- 15 This rates remission programme's guiding principle is recognition of the conservation efforts of ratepayers and the positive contribution their actions make to protecting the district's cultural and biodiversity heritage.
- 16 The owners of these properties are often motivated solely by the desire to protect and manage their environment, and their actions are voluntary. Many are keen conservationists while others may fence off a bush remnant as the pasture gain is negligible or to better manage stock movement. Whatever their motivation, addressing significant pressures such as stock grazing or noxious pests has a positive impact on the Kāpiti Coast environment.
- 17 Landowners could use the rates remission for the upkeep of stock-proof fencing or pest animal and weed control. However, in most instances the amount of remission is far less than the true cost of these protective measures.
- 18 Rates remission is an added incentive for landowners to respect the conservation values of parts of their properties that have a legal protection mechanism in place. Further, rates remission is one of the non-regulatory incentives for protecting and maintaining sites of conservation value discussed as part of the Proposed District Plan consultation process. The provision of rates remission also provides a good basis for on-going partnerships between Council and landowners.
- 19 Rates remission amounts are calculated according to the size of the heritage feature as shown in Table 1. This method is coarsely related to the level of contribution towards the environment as larger areas of forest or wetland are generally more significant. This does not take into account, however, the presence of rare and endangered species or the amount of time and effort put into management.

Table 1 – Rates Remission Amounts

Size of protected area/feature (ha)	Rates Remission (\$)
Up to 1.0 ha	\$131
1.001 – 5.0 ha	\$262
5.001 – 10.0 ha	\$395
10.001 – 20.0 ha	\$524
20.001 – 30.0 ha	\$655
30.001 – 40.0 ha	\$787
40.001 – 50.0 ha	\$918
50.001 – 70.0 ha	\$1050
70.001 – 100.0 ha	\$1129
More than 100 ha	\$1316

CONSIDERATIONS**Policy considerations**

- 20 The granting of Rates Remission for Conservation Purposes is in accordance with Part 8 of the Rates Remission Policy (Attachment 1) contained in the Long Term Plan 2015-38.

Legal considerations

- 21 There are no legal considerations.

Financial considerations

- 22 The total amount of rates remission allocated in 2020/21 would be \$30,114 within the 2020/21 budget of \$37,069.

Tāngata whenua considerations

- 23 There are no tangata whenua considerations.

Strategic considerations

- 24 By incentivising protective management of natural or cultural heritage sites, provision of rates remissions furthers realisation of Council's 'Plan on a Page' strategic vision, contributing directly to sustaining a thriving environment by improving biodiversity.
- 25 This type of rates remission also aligns with the Long Term Plan 2018-38 3-year focus of being a positive response to our distinct district identity, and furthers achievement of the long term goal of providing a high quality natural environment enjoyed by all.

SIGNIFICANCE AND ENGAGEMENT**Significance policy**

- 26 This matter has a low level of significance under Council's Significance and Engagement Policy.

RECOMMENDATIONS

- 27 That the Council approves the amounts of rates remission to the properties set out in Appendix 2 of this report in accordance with Council's Policy for Rates Remission for Land Protected for Natural or Cultural Conservation Purposes.

APPENDICES

1. Appendix 1 [↓](#)
2. Appendix 2 [↓](#)

Appendix 1***(from the Long Term Plan Rates Remission Policy)*****PART 7****RATES REMISSIONS FOR LAND PROTECTED FOR NATURAL OR CULTURAL CONSERVATION PURPOSES****Policy Objective**

The objective of this Policy is to:

- preserve and promote natural resources and heritage land to encourage the maintenance, enhancement and protection of land for natural or cultural purposes.

Community Outcomes

The Community Outcomes that this Policy relates to are:

- Outcome 1: there are healthy natural systems which people can enjoy; and
- Outcome 2: local character is retained within a cohesive District.

Policy Conditions and Criteria

This Policy supports the provisions of the Kāpiti Coast District Plan and the Heritage Strategy. It recognises that most heritage features are already protected by rules in the District Plan and encourages landowners to maintain, enhance and protect heritage features by offering a financial incentive.

Ratepayers who own rating units which have some feature of cultural or natural heritage which is voluntarily protected may qualify for remission of rates under this Policy, for example:

- properties that have a QEII Covenant under section 22 of the Queen Elizabeth the Second National Trust Act 1977 registered on their Certificate(s) of Title;
- properties that have a Conservation Covenant with the Department of Conservation registered on their Certificate(s) of Title;
- properties that have a site listed in the District Plan Heritage Register (excluding any buildings);
- appropriately protected riparian strips; and
- heritage features that are protected by a Section 221 consent notice (Resource Management Act 1991) registered on the Certificate of Title (excluding buildings).

This Policy does not apply to land that is non-rateable under section 8 of the Local Government (Rating) Act 2002 and is liable only for rates for water supply, wastewater disposal, waste collection or recycling.

Applications for rates remission in accordance with this Policy must be in writing and supported by documentary evidence of the protected status of the rating unit, for example, a copy of the covenant agreement or other legal mechanism.

In considering any application for remission of rates under this Policy, the Council Committee responsible for the Council's environmental and natural heritage portfolio (at the time of adopting this Policy this is the Environment and Community Development Committee) will consider the following criteria:

- the extent to which the preservation of natural or cultural heritage will be promoted by granting remission on rates on the rating unit;
- the degree to which features of natural or cultural heritage are present on the land;

- the degree to which features of natural or cultural heritage inhibit the economic utilisation of the land;
- whether, and to what extent, public access to/over the heritage feature is provided for;
- the extent to which the heritage feature is legally (e.g. covenanted) and physically (e.g. fenced) protected;
- in respect of Geological Sites and Wāhi Tapu:
 - the importance of the place to the tāngata whenua;
 - the community association with, or public esteem for, the place;
 - the potential of the place for public education;
 - the representative quality and/or a quality or type or rarity that is important to the District;
 - the potential of the place as a wildlife refuge or feeding area;
 - the potential of the place for its diversity in flora and fauna.

- in respect of Ecological Sites (Areas of Significant Indigenous Vegetation and Significant Habitats of Indigenous Flora) whether the site has:

Representativeness - The site contains an ecosystem that is under-represented or unique in the ecological district;

Rarity - The site contains threatened ecosystems; threatened species; and species that are endemic to the ecological district;

Diversity – The site has a diversity of ecosystems species and vegetation;

Distinctiveness – The site contains large / dense population of viable species; is largely in its natural state or restorable; has an uninterrupted ecological sequence; and contains significant land forms;

Continuity and Linkage within Landscape: – The site provides, or has potential to provide, corridor/buffer zone to an existing area;

Cultural Values – The site has: traditional importance for Māori; recreational values; significant landscape value; protection of soil values; water catchment protection; recreation or tourism importance; and aesthetic coherence;

Ecological Restoration - an ability to be restored; difficulty of restoration; and cost / time;

Landscape Integrity - significance to the original character of the landscape; isolated feature (for example, does it stand out or blend in?); and whether it has a role in landscape protection; and

Sustainability - size and shape of area; activities occurring on the boundaries which may affect its sustainability; adjoins another protected area; links; and easily managed.

Where remission of rates is granted under this Policy the landowner, in conjunction with the Council, will be required to develop a Heritage Management Plan.

The purpose of a Heritage Management Plan is to set out a plan of action for managing a heritage feature within the Kāpiti Coast District that is subject to rates remission.

The Heritage Management Plan will:

- be reviewed on an annual basis by the Council in conjunction with the landowner;
- may contain conditions which shall be complied with on an on-going basis, including requirements to fence off the area, undertake weed control and restoration, undertake pest control and keep stock out of the area; and

- will ensure that the site will be managed in a manner that protects and enhances the heritage feature.

Any decision on whether to grant remission on rates will be at the discretion of the Council Committee responsible for the Council's environmental and natural heritage portfolio (at the time of adopting this Policy this is the Environment and Community Development Committee). The amount of remission will be determined on a case-by-case basis by that same Committee, taking into account the merits of the protected feature and the extent to which it meets the criteria specified in this Policy. The amount of rates remission will be reviewed by that same Committee as appropriate.

In granting rates remission under this Policy, the Council Committee responsible for the Council's environmental and natural heritage portfolio (at the time of adopting this Policy this is the Environment and Community Development Committee) may specify certain conditions before remission will be granted. Applicants will be required to agree in writing to these conditions and to pay any remitted rates if the conditions are violated.

Appendix 2 - Properties recommended to receive Rates Remission for Land Protected for Natural or Cultural Conservation Purposes in 2020/21, and recommended amounts

Property location	Valuation	Amount
227 Te Hapua Rd, Waikanae	1489001113	\$131.00
46 Ruahine Street, Paraparaumu	1525131500	\$131.00
362 State Highway 1, Paraparaumu	1515011900	\$524.00
81 Forest Lakes Road, Ōtaki	1486119900	\$131.00
67 Aston Road, Waikanae	1515013800	\$524.00
908 Ōtaki Gorge Road, Ōtaki	1488164700	\$1,129.00
66 Maurice Smith Way, Waikanae	1489017300	\$262.00
248 Ngarara Road,	1489015200BB	\$655.00
2 Jacks Bush Road, Waikanae	1489016200	\$131.00
79 Belvedere Avenue, Waikanae	1495128900	\$131.00
44 Manu Grove, Waikanae	1495108800	\$262.00
331 Valley Road	1540004300	\$395.00
222 Valley Road	1530006403	\$262.00
62 Hadfield Road	1490005300	\$262.00
234 Te Hapua Road	1489001104	\$262.00
140 Taylors Road	1486120207	\$131.00
150 Taylors Road	1486120208	\$131.00
96 Ōtaki Gorge Road	1488109601	\$131.00
243 North Highway 1, Ōtaki	1486124200	\$395.00
432 Mangaone South Rd	1490023400	\$787.00
518 Mangaone South Rd	1490023401	\$131.00
115 Arcus Rd, Te Horo	1488127403	\$131.00
566 Rahui Rd, Ōtaki	1488151200	\$655.00
0 Akatarawa Road, Waikanae	1488516803	\$524.00
117 Ruapehu Street	1525164400	\$131.00
197 State Highway 1	1526204900	\$131.00
310-312 Te Hapua Road	1489001116	\$395.00
67 Waihoanga Road	1488158704	\$262.00
331 Ōtaki Gorge Rd	1488106600	\$262.00

176 Te Hapua Rd,	1489000800	\$262.00
69 Mickell Road, Te Horo	1488166504	\$395.00
168 Taylors Rd	1486120212	\$262.00
200 Reikorangi Road	1488516102	\$131.00
54 Kohekohe Road	1494149000	\$131.00
30-34 Greendale Drive, Paraparaumu	1526035024	\$262.00
71 Aston Road, Paraparaumu	1515012400	\$524.00
366 State Highway 1, Paekākāriki	1540002404	\$262.00
207 Te Hapua Road	1489001114	\$131.00
98 Old Coach Road North	1486103300	\$395.00
5 Matata Place	1496055362	\$131.00
227 Te Hapua Rd	1489001113	\$262.00
54 Makora Rd	1526004900	\$131.00
16 Aston Road, Paraparaumu	1515012422	\$395.00
15 Catley Road, Te Horo	1488124001	\$131.00
14 Riwai Street	1525142300	\$131.00
158 Taylors Road, Ōtaki	1486120209	\$262.00
15 Manu Grove	1495107600	\$131.00
87 Belvedere Avenue	1495129300	\$131.00
126 Te Hapua Rd	1489000702	\$262.00
184 State Highway 1, Paraparaumu	1526227100	\$262.00
70 Ōtaki Gorge Road	1488108900	\$131.00
0 State Highway 1 South, Ōtaki	1486117000	\$262.00
204 Te Hapua Road, Waikanae	1489001100	\$524.00
94 Huia Street, Waikanae	1496035150	\$262.00
152 Te Hapua Road,	1489000700	\$524.00
298 Mangaone Road, Waikanae	1490024900	\$395.00
20-24 Reikorangi Road, Waikanae	1488515600	\$131.00
80 Waterfall Rd	1540004100	\$395.00
99 State Highway 1, Waikanae	1489019600	\$395.00
387, 405 Ōtaki Gorge Road	1488107600	\$262.00
0 Ōtaki Gorge Road, Ōtaki	1488107000	\$262.00
362-368 Ōtaki Gorge Road,	1488120000	\$395.00

60 Octavius Road, Waikanae	1490005605	\$262.00
217 State Highway 1	1526205500	\$131.00
528-530 State Highway 1, Paekākāriki	1540002500	\$655.00
190 Te Hapua Road, Waikanae	1489001101	\$131.00
3 Hadfield Road, Te Horo	1490003207	\$262.00
92 Old Hautere Road, Te Horo	1488118100	\$262.00
111 Ngatiawa Rd	1490018701	\$131.00
156 Maungakotukutuku Rd	1540004400	\$262.00
2 Kereru St	1496065000	\$131.00
248 Ngarara Road,	1489015200AA	\$918.00
53 Mangaone Road	1490018900	\$131.00
8 Jacks Bush Road	1489016201	\$262.00
16 Jacks Bush Road,	1489016203	\$262.00
31 Jacks Bush Road,	1489016204	\$131.00
27 Jacks Bush Road,	1489016205	\$131.00
19 Jacks Bush Road,	1489016206	\$131.00
17 Jacks Bush Road,	1489016207	\$131.00
Hadfield Road, Te Horo	1490003212	\$262.00
568 Ōtaki Gorge Road, Ōtaki	1488157510	\$262.00
231 Te Hapua Road, Ōtaki*	1489001115	\$262.00
233 Te Hapua Road, Ōtaki*	1489001111	\$262.00
182 Te Hapua Road, Ōtaki	1489000900	\$524.00
1400 Ōtaki Gorge Rd, Ōtaki	1488165809	\$1,316.00
319 Mangaone Nth Rd, Hautere	1488167200	\$655.00
95 Panorama Drive, Paraparaumu	1530150001	\$395.00
146 Rahui Road, Ōtaki	1486155800	\$131.00
153 Main Road North, Paraparaumu	1526203500	\$262.00
218 Pukenu Road, Ōtaki	1489000213	\$262.00
11 Kakariki Grove, Waikanae	1496066800	\$262.00
0 State Highway 1, Ōtaki	1486122400	\$395.00
129 Belvedere Avenue, Waikanae	1495171400	\$131.00
95 Belvedere Avenue, Waikanae	1495129700	\$131.00
91A Ringawhati Road	1486154000	\$262.00

2 Riwai Street, Paraparaumu	1525141700	\$131.00
2 Ocean Vista Lane, Paraparaumu	1530150011	\$131.00
243 SH1 Otaki	1486124200	\$395.00
47 Oriwa Crescent, Otaki	1503124100	\$131.00
7 Morrison Road, Te Horo	1489000603	\$262.00
16 Elizabeth Street, Waikanae	1496002100	\$131.00
12 Greendale Road, Paraparaumu	1526035026	\$131.00
4 Ocean Vista Lane, Paraparaumu	1530150010	\$131.00
116 Ruapehu Street, Paraparaumu*	1525141400	\$131.00
2 Greendale Drive, Paraparaumu*	1526035027	\$131.00
		\$30,114.00

9 CONFIRMATION OF MINUTES**9.1 CONFIRMATION OF MINUTES**

Author: Tanicka Mason, Democracy Services Advisor

Authoriser: Janice McDougall, Group Manager People and Partnerships

RECOMMENDATIONS

- 1 That the Council accepts the minutes of the Council meeting of 6 May 2021 as a true and correct record.

APPENDICES

1. Confirmation of minutes - Council 6 May 2021 [↓](#)

**MINUTES OF KAPITI COAST DISTRICT COUNCIL
COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON THURSDAY, 6 MAY 2021 AT 1.30PM**

PRESENT: Mayor K Gurunathan, Deputy Mayor Janet Holborow, Cr Angela Buswell, Cr James Cootes, Cr Jackie Elliott, Cr Gwynn Compton, Cr Jocelyn Prvanov, Cr Martin Halliday, Cr Sophie Handford, Cr Robert McCann, Cr Bernie Randall

IN ATTENDANCE: Paraparaumu-Raumati Community Board Chair, Ms Kathy Spiers
Waikanae Community Board Chair, Mr James Westbury
Ōtaki Community Board Chair, Ms Chris Papps

Mr Sean Mallon, Ms Natasha Tod, Mrs Janice McDougall, Mr Mark de Haast,
Mr James Jefferson, Ms Sacha Haskell, Ms Leyanne Belcher, Ms Sarah
Wattie, Ms Leeza Boyd, Mr Grayson Rowse.

APOLOGIES: There were none

**LEAVE OF
ABSENCE:** There were none

1 WELCOME

2 COUNCIL BLESSING

The Mayor welcomed everyone to the meeting and Cr Holborow read a karakia.

3 APOLOGIES

There were none

4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

There were none

5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

There were none

6 MEMBERS' BUSINESS

(a) Public Speaking Time Responses

(b) Leave of Absence

There were none

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

6.1 MATTER OF AN URGENT NATURE - REMIT FROM PORIRUA CITY COUNCIL TO THE LOCAL GOVERNMENT NEW ZEALAND AGM 2021

The Mayor introduced a matter of an urgent nature. Ms Leyanne Belcher explained why the matter was of an urgent nature.

RESOLUTION CO2021/33

Moved: Deputy Mayor Janet Holborow
Seconded: Cr Jackie Elliott

The Council resolves to consider the item before us today as an item of an urgent nature

CARRIED

Officers presented a brief report on the remit, and answered questions from Councillors.

RESOLUTION CO2021/34

Moved: Cr Jackie Elliott
Seconded: Deputy Mayor Janet Holborow

That Council supports the remit from Porirua City Council to Local Government New Zealand:

"That LGNZ request the Government to introduce 'Puppy Farm' legislation to reform the dog breeding and pet shop industries in New Zealand and better regulate the sale of dogs and puppies."

CARRIED

Appendices

- 1 Report on remit from Porirua City Council to the Local Government AGM 2021

7 MAYOR'S REPORT

There was none

8 REPORTS**8.1 APPOINTMENTS TO WELLINGTON REGION CLIMATE CHANGE FORUM**

Ms Leyanne Belcher presented the report, which was taken as read, and responded to questions from Councillors.

RESOLUTION CO2021/35

Moved: Cr Gwynn Compton
Seconded: Cr James Cootes

That the Council confirms the appointment of Mayor K. Gurunathan and Cr Handford to the Wellington Region Climate Change Forum as of 1 July 2021.

CARRIED

8.2 CONSIDERATION OF A MĀORI WARD

Ms Sarah Wattie presented the report to Councillors and responded to elected members questions.

An addition to the wording of the recommendation was made in order to acknowledge the recommendation of iwi partners.

RESOLUTION CO2021/36

Moved: Cr James Cootes

Seconder: Deputy Mayor Janet Holborow

Following the recommendation of its three iwi partners, Te Āti Awa ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtaki (Ngāti Raukawa) and Ngāti Toa Rangatira, the Council resolves not to establish a Māori ward for electoral purposes under section 19Z of the *Local Electoral Act 2001* ahead of the 2022 local body elections.

CARRIED

8.3 SUBMISSIONS ON 2021-2031 LONG TERM PLANS FROM GREATER WELLINGTON REGIONAL COUNCIL AND HORIZONS REGIONAL COUNCIL

Ms Leeza Boyd presented the report, which was taken as read, and responded to questions from elected members.

RESOLUTION CO2021/37

Moved: Cr Gwynn Compton

Seconder: Cr James Cootes

That Council note the submissions lodged on the consultation documents for the 2021 Long Term Plans from Greater Wellington Regional Council and Horizons Regional Council.

CARRIED

9 CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

RESOLUTION CO2021/38

Moved: Cr Jackie Elliott

Seconder: Cr Angela Buswell

That the Council accepts the minutes of the Council meeting of 18 March 2021 as a true and correct record.

CARRIED

RESOLUTION CO2021/39

Moved: Deputy Mayor Janet Holborow

Seconder: Cr Jackie Elliott

That the Council accepts the minutes of the Council meeting of 25 March 2021 as a true and correct record.

CARRIED

10 PUBLIC SPEAKING TIME

There were no public speakers

11 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

12 PUBLIC EXCLUDED REPORTS

RESOLUTION TO EXCLUDE THE PUBLIC

PUBLIC EXCLUDED RESOLUTION CO2021/40

Moved: Mayor K Gurunathan

Seconder: Cr Angela Buswell

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
11.1 - Confirmation of Minutes	Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	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
12.1 - Strategic Acquisition	Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice	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

	or disadvantage, negotiations (including commercial and industrial negotiations)	
12.2 - Appointment to Kapiti Community Recreational Turf Trust	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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
CARRIED		

The Council meeting went into public excluded session at 2:38pm.

The meeting adjourned at 2:39 pm and resumed at 2:54 pm.

MOVE OUT OF PUBLIC EXCLUDED BUSINESS

RESOLUTION CO2021/45

Moved: Mayor K Gurunathan

Seconder: Deputy Mayor Janet Holborow

That the Council meeting moves out of a public excluded meeting

CARRIED

During the consideration of public excluded business, the Council resolved to release the following from public excluded business:

RESOLUTION CO2021/41

Moved: Cr Angela Buswell

Seconder: Cr Gwynn Compton

22. That the Council appoint Carolyn Thomson as a trustee to the Kāpiti Community Recreational Turf Trust.

23. That this resolution be released from public excluded business.

The Council came out of public excluded session at 3:56pm.

The Council meeting closed at 3:56pm.

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10 PUBLIC SPEAKING TIME

- Covering other items if required
- Public Speaking Time responses

11 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

12 PUBLIC EXCLUDED REPORTS

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
11.1 - Confirmation of minutes	<p>Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	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