

# Schedule of user fees and charges 2020/21

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 fee<sup>1</sup> 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 \$157 per hour.)	
Solid fuel heater (includes one inspection)	\$261
Solid fuel heater with wetback (includes two inspections)	\$381
Solar water heating (includes one inspection)	\$256
Minor building work <\$5,000 (includes one inspection) e.g. sheds	\$313
Minor building work < \$10,000: retaining walls/carports decks/swimming/spa pools/ conservatories/ pergolas/ plumbing and drainage (includes two inspections)	\$783

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<sup>1</sup>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. The inspection fee also applies to meetings prior to CCC issue.

## Building consent fees (continued)

Processing of residential building consents	
Residential new building/alterations: \$10,001-\$20,000	\$757
Residential new building/alterations: \$20,001-\$50,000	\$1,069
Residential new building/alterations: \$50,001-\$100,000	\$1,377
Residential new building/alterations: \$100,001-\$250,000	\$1,690
Residential new building/alterations: \$250,001-\$500,000	\$2,003
Residential new building/alterations: \$500,001 upwards	\$2,003 plus \$157 for each \$100,000 (or part thereof) above \$500,000

Processing of commercial/industrial consents	
Commercial/offices/retail buildings: <\$20,000	\$1,228
Commercial/offices/retail buildings: \$20,001-\$50,000	\$2,003
Commercial/offices/retail buildings: \$50,001-\$100,000	\$2,786
Commercial/offices/retail buildings: \$100,001-\$250,000	\$3,255
Commercial/offices/retail buildings: \$250,001-\$500,000	\$3,720
Commercial/offices/retail buildings: \$500,001-\$1,000,000	\$4,346
Commercial/offices/retail buildings: >\$1,000,001	\$4,346 plus \$201 per additional \$100,000 value
Inspection fees <sup>1</sup>	
Standard inspection fee	\$157 per inspection
Final inspection fee (includes officer time completing the records for CCC)	\$157 (includes first hour) plus additional hours charged at \$157 per hour

<sup>1</sup> 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. The inspection fee also applies to meetings prior to 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	
PIM – Simple Residential (fee simple title)	\$449
PIM – Multi-residential and commercial (cross lease and unit titled)	\$784

## 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 \$47.

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

Multi-proof consents	
Multi-proof consent	\$751 (including three hours' processing), additional hours charged at \$157 per hour

## Building consent fees – other charges

BRANZ and MBIE levies are not set by the Council.

Levies	
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)	\$1.75
Accreditation levy	\$1 per \$1,000 of project value over \$20,000
For staged projects, the levies are to be assessed on the total project value	
Other charges	
Plan vetting (half hour charge included in building consent fees)	\$157 per hour
Registration of Section 72 certificate (as at January 2018 the disbursements are \$285 per registration)	\$146 plus disbursements (includes registration at Land Information New Zealand)
Administration staff (per hour)	\$104 per hour
Administration fee on refunds (applicable if building consent application cancelled by applicant)	\$88

Other charges	
Registration of Section 77(1) certificate (as at January 2018 the disbursements are \$292 per registration)	\$229 plus disbursements (includes registration at Land Information New Zealand)
Digital storage charge (included in consent fees)	\$47 per application
Amendment to building consent application	\$240 lodgment fee (includes half-hour assessment) plus \$157 per hour over and above first half-hour
Application for discretionary exemption (Schedule 1, Part 1, Section 2, Building Act 2004)	\$240 lodgment fee (includes half-hour assessment) plus \$157 per hour over and above first half-hour
Warrant of fitness audit inspections	\$157 per hour
Inspection fees associated with a notice to fix	\$157 per hour
Engineering technical assessment/peer review	Cost plus 10%
New/amended compliance schedule (part of a building consent or initiated by IQP)	\$146

## Building consent fees – other charges (continued)

Other charges	
Application for code compliance certificate	\$79
Certificate of public use	\$328
Application for certificate of acceptance	\$328 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	\$323 payable on application
Land information memorandum with building plans	\$341 payable on application
Record of title	\$36 payable on application
Reassessment fee (amended plans/further information received)	\$157 per hour
Alternative design/details applications	\$157 per hour
Environmental health/plan vetting	\$157 per hour

Other charges	
<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 of \$157 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 of \$157 per hour. Where both a new build and a new vehicle crossing are in the same application only one infrastructure inspection fee will be charged.</p> <ul style="list-style-type: none"> <li>• The deposit where no new vehicle crossing is included; \$614</li> <li>• The deposit where a new vehicle crossing is required to provide access from a residential building to the legal road; \$ 1,637</li> <li>• The deposit where a new commercial vehicle crossing is required to provide access from a commercial building to the legal road; \$ 1,782</li> <li>• Infrastructure Inspection Fee \$157 per hour</li> </ul>	
Provision of building files, copy of building consents, copy of compliance schedules or aerial maps via email, uploading to portal, on USB or on CD	\$18 plus disbursements
Access to building files/all copying/printing charges additional to the above services	Black and white: A4 – first 20 copies free then \$0.30 per page A3 – \$0.40 per page
	Colour: A4 – \$2.30 per page A3 – \$3.70 per page
Building certificate for supply and sale of alcohol	\$137

## Building consent fees – other charges (continued)

Other charges	
Building warrant of fitness renewal (one-two systems)	\$78.50 Includes first half-hour (\$157 per hour thereafter)
Building warrant of fitness renewal (three + systems)	\$117.75 includes first 45 minutes (\$157 per hour thereafter)
Removal of Section 72 certificate	\$157 plus disbursements
Removal of Section 77(1) certificate	\$157 plus disbursements
Time extension fee (for consents about to lapse or 24 months after issue)	\$100
List of building consents issued each week (emailed)	\$88 per year
List of building consents issued each month (emailed)	\$44 per year
List of building consents issued each month (posted)	\$68.50 per year
Receiving third party reports or other information to place on a property file at the owner's request	\$104 plus digital storage charge
Application for exemption from the requirement to carry out seismic work on the building or part	\$240 lodgment fee (includes half-hour assessment) plus \$157 per hour over and above first half-hour

Other charges	
Application for extension of time to complete seismic work for heritage building	\$240 lodgment fee (includes half-hour assessment) plus \$157 per hour over and above first half-hour
Application for extension of time to provide seismic assessment	\$240 lodgment fee (includes half-hour assessment) plus \$157 per hour over and above first half-hour

District plan check fee all applications (except minor)	
Building consents with a project value < \$20,000	\$78.50 (first half-hour) \$157 per hour thereafter
Building consents with a project value > \$20,001	\$157 (first hour) \$157 per hour thereafter

## Resource management fees

Fees are as 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. Further charges will be incurred if additional time is spent processing the request, or if disbursement costs are incurred, which are over and above the allocated time provisions.

If any charge for an application is not paid by the due date, then Kāpiti Coast District Council reserves the right under Section 36AAB(2) of the Resource Management Act 1991 to stop processing the application. 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 will be charged for any costs that may arise from that cancellation or postponement.

Discounts shall be paid on administrative charges for applications for resource consent applications that are not processed within the statutory timeframes. The discounts shall be in accordance with the Regulations to the Resource Management Act 1991.

Notified applications	
Publicly notified applications	\$4,710 deposit (covers first 30 hours of processing time; balance to be charged on time and material basis including advertising)
Limited notified applications	\$4,082 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)	
Permitted activities (including temporary events)	nil
Trim protected tree (urban area)	nil
Home occupation (Controlled activities)	\$215 fixed fee
Non-notified land use activities – general	\$1,256 deposit (covers first 8 hours of processing time \$157 per hour thereafter)
Fast track resource consent (Controlled activities)	\$1,177.50 deposit (covers the first 7.5 hours of processing time, \$157per hour thereafter)
Fixed fee activities <sup>2</sup> 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.	\$109

<sup>2</sup> Conditions apply, applications will only be accepted on a case by case basis and assumes adequate information is provided.

## Resource management fees (continued)

Designations	
Notice of requirement to designate land – non-notified	\$1,570 deposit (covers first 10 hours of processing time, \$157 per hour thereafter)
Notice of requirement to designate land - notified	\$4,082 deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)
Alteration to designation (non-notified)	\$1,256 deposit (covers first 8 hours of processing time, \$157 per hour thereafter)
Outline plan approval	\$1,099 deposit (covers first 7 hours of processing time, \$157 per hour thereafter)
Outline Plan Waiver	\$628 deposit (covers the first 4 hours of processing time \$157 per hour thereafter)
Non-notified subdivision applications	
Subdivisions – 2-lot	\$2,512 deposit (covers first 16 hours of processing time, \$157 per hour thereafter)
Subdivisions (between 3 to 19 lots)	\$2,826 deposit (covers first 18 hours of processing time, \$157 per hour thereafter)
Subdivisions (20 or more lots)	\$4,710 deposit (covers first 30 hours of processing time, \$157 per hour thereafter)

Non-notified subdivision applications	
Boundary adjustment (as defined by district plan) and subdivisions where no additional lots are created	\$1,256 deposit (covers first 8 hours of processing time, \$157 per hour thereafter)
Update existing cross-lease	\$314 fixed fee
Update cross-lease to fee simple title	\$628 fixed fee

Subdivision certifications	
Section 223 certificate	\$314 deposit (covers first 2 hours of processing time, \$157 per hour thereafter)
Section 224(c) certificate including other certificates	\$1,256 deposit (covers first 8 hours of processing time, \$157 per hour thereafter)
Section 224(f)	\$314 deposit (covers first 2 hours of processing time, \$157 per hour thereafter)
Section 5(1)(g) of Unit Titles Act 1972 and s25(5), s32(2)(a) of Unit Titles Act 2010 (staged unit developments)	\$314 deposit (covers first 2 hours of processing time, \$157 per hour thereafter)



## Resource management fees (continued)

Subdivision certifications	
Section 221 consent notice (when issued as a separate notice)	\$314 (fixed charge)
Section 226 certificate (certify subdivision complies with district plan provisions)	\$785 deposit (covers first 5 hours of processing time, \$157 per hour thereafter)
Reserves valuation calculation	At cost
Miscellaneous applications/certificates	
Boundary activity	\$314 deposit (covers first 2 hours of processing time, \$157 per hours thereafter)
Marginal and temporary exemptions	\$314 deposit (covers first 2 hours of processing time, \$157 per hours 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)	\$942 deposit (covers first 6 hours of processing time, \$157 per hour thereafter)
Existing use rights certificate	\$942 deposit (covers first 6 hours of processing time, \$157 per hour thereafter)
Transfer/surrender of consent in whole or in part	\$314 (fixed charge)
Section 125 extensions of time	\$785 deposit (covers first 5 hours of processing time, \$157 per hour thereafter)
Change or cancellation of conditions/consent notice	\$785 deposit (covers first 5 hours of processing time, \$157 per hour thereafter)

Non-notified subdivision applications	
Revocation of easements	\$314 deposit (covers first 2 hours of processing time, \$157 per hour thereafter)
Right of way (ROW) approval	\$942 deposit (covers first 6 hours of processing time, \$157 per hour thereafter)
Section 348 (Local Government Act 2002) certificate (ROW certification)	\$785 deposit (covers first 5 hours of processing time, \$157 per hour thereafter)
Re-Issue certificate (all types)	\$314 (fixed charge)
Transfer instruments and other miscellaneous legal documents	\$314 deposit (covers first 2 hours of processing time, \$157 per hour thereafter)

Other	
Private plan change	\$6,280 deposit (covers first 40 hours of processing time, balance to be charged on time and material basis including advertising)
Objection to development contributions – note, fee to be refunded in part or in full depending on level of objection upheld by independent hearing commissioners	\$785 deposit (covers first 5 hours of processing time, \$157 per hour thereafter)

## Resource management fees (continued)

Other	
Planning certificate – alcohol licensing	\$157 (fixed charge)
Cost recovery charge for inspection of confirmed breach of district plan provisions	\$157 per hour
Cancellation of building line restriction	\$628 (fixed charge)
Hourly charge out rates and disbursements	
Staff:	
- Planner/engineer (all levels)	\$157 per hour
- Planning manager, asset manager	\$188 per hour
- Environmental protection staff (all levels)	\$157 per hour
Administration staff	\$104 per hour
Elected member commissioner costs per hour for any hearing:	\$209 per hour (or part thereof)
Sitting collectively without an independent commissioner: (chairperson, hearing commissioners)	\$104 per hour per elected member as chair and
Sitting with an independent commissioner	\$84 per hour per elected member on a committee up to a collective total of \$209 per hour (or part thereof)

Hourly charge out rates and disbursements	
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 or on CD	\$18 fixed fee
Copying and printing	Black and white: A4 – first 20 copies free then 30c per page
	Black and white: A3 – 40c per page
	Colour: A4 – \$2.30 per page A3 – \$3.70 per page

## 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 \$161 per hour.

Non-notified land use consents		
Commercial/industrial development or infrastructure development	Application deposit	\$942 per application (includes the first 6 hours, \$157 per hour thereafter)
	Compliance monitoring administration fee	\$314 (includes the first 2 hours, \$157 per hour thereafter)
Commercial/industrial development or infrastructure development	Engineering drawing approval	\$1,413 (includes three submissions of engineering drawings, beyond this will be charged at \$157 per hour thereafter)
	Engineering construction supervision	Determined as 2% of the total estimated value of services (water, sanitary, drainage and road), including engineering and contingency fees (minimum of \$10,050)

Monitoring		
Compliance monitoring to be charged at an hourly basis for staff time		\$157 per hour
Subdivision engineering drawing approval and engineering construction supervision		\$628 plus \$314 per lot deposit (\$157 per hour thereafter)
Other		
Objection to decision		\$157 per hour
Variation to consent conditions		\$157 per hour
Plan change applications		\$157 per hour
Easement – new/cancellation	Application deposit per application	\$314 deposit (includes the first 2 hours, \$157 per hour thereafter)
Specialist consultants		At cost

## Animal management fees

Registration Entire dog		
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 August 2020
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$68	\$102
Working dogs (second and subsequent (B)	\$41	\$61
Standard dog (C)	\$186	\$279
Approved owner (D)	\$160	\$240
Registration fee for dog owner over 65	\$174	\$261
Dogs classified as dangerous dogs (H)	\$278	\$417
Owner current member of NZ Kennel Club (Dogs New Zealand) (G), provide proof of membership annually	\$160	\$240

Registration Neutered/speyed dog		
Class of dog (fee code)	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 August 2020
Disability assist dog (A)	Nil	Nil
Working dog (B)	\$68	\$102
Working dogs - second and subsequent (B)	\$41	\$61
Standard dog (E)	\$97	\$145
Approved owner (F)	\$68	\$102
Registration fee for dog owner over 65	\$77	\$115
Dogs classified as dangerous dogs (I)	\$145	\$217
Owner current member of NZ Kennel Club (Dogs New Zealand) (G) – provide proof of membership annually	\$86	\$129

## 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.

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)	\$52	\$170	\$303
Impounded - unregistered	\$94	-	-
Sustenance – dog (per day)	\$12.30	\$12.30	\$12.30
Microchipping – dog	\$41	N/A	N/A
Seizure and take custody fee	\$72	\$72	\$72
Prearranged after-hours release (two officers) – all	\$157 / Officer (one hour of time additional time at \$104 per hour)	\$157 / Officer (one hour of time additional time at \$104 per hour)	\$157 / Officer (one hour of time additional time at \$104 per hour)

Item	First impound or seizure	Second impound in any two year period	Third and subsequent impound in any two year period
Impounding – sheep and goats	\$36 per head plus any costs incurred in transporting stock	\$62 per head plus any costs incurred in transporting stock	\$128 per head plus any costs incurred in transporting stock
Impounding – cattle and horses	\$62 per head plus any costs incurred in transporting stock	\$128 per head plus any costs incurred in transporting stock	\$256 per head plus any costs incurred in transporting stock
Animal control officer hourly charge-out rate – this includes driving and securing stock costs		\$157 per hour	
Adopting Animals from Shelter			
Dogs (includes registration, microchip, and if applicable a de-sex certificate		\$270*	
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.

## Impoundment charges (continued)

Item	First impound or seizure	Second impound or seizure in any two year period	Third and subsequent impound or seizure in any two year period
Officer charges relating to impounding of stock	\$157 per hour	\$157 per hour	\$157 per hour
Sustenance – sheep and goats (per day)	\$6.10 per day per unit	\$6.10 per day per unit	\$6.10 per day per unit
Sustenance – cattle and horses (per day)	\$12.30 per day per unit	\$12.30 per day per unit	\$12.30 per day per unit

## Other animal management charges

Item	Working	Standard	Entire
Permit for three or more dogs (special license)	N/A	\$62	\$62
Approved owner application	N/A	\$49	\$49
Approved owner re-inspection fee*	N/A	\$27	\$27
Replacement tag	\$6.10 for first replacement tag \$12.30 for any subsequent replacement tag		
Euthanasia	Actual cost plus 10%, but minimum \$47		
Relinquishment fee	\$80 <sup>3</sup>		

\* For site visit if:

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

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<sup>3</sup> 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 \$157.

Registration fees	
New Food Control Plans (FCP) or National Programme (NP)	\$307
Renewal of FCP and NP	\$153
New registration multisite business (FCP or NP)	\$307 plus \$153 for each additional site
Renewal of registration multisite business	\$153, plus \$51 for each additional site
New FCP or NP (market operator less than 52 time per year)-	\$153
Amendment to registration	\$157 per hour
Significant Amendment to registration	\$317

Verification fees	
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 \$157 per hour.	
Food Control Plan (FCP)	\$628 deposit (covers first four hours including administration and processing time)
FCP (low risk cakes and biscuits only that do not require refrigeration)	\$157 per hour
National Programme 1 (NP1)	\$157 per hour
National Programme 2 (NP2)	\$157 per hour
National Programme 3 (NP3)	\$157 per hour
Verification multisite business	See FCP or NP charges for first site plus \$157 per hour for any other site requiring verification
Unscheduled verification	\$157 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	
Corrective Action Request (CAR) follow up	\$157 per hour
Investigation resulting in improvement notice or direction	\$157 per hour
Follow-up in relation to compliance with an improvement notice or direction	\$157 per hour
Processing an application for review of Improvement Notice	\$157 per hour
Monitoring of food safety and suitability	\$157 per hour
Investigation and enforcement activity related to registration or complaint	\$157 per hour
Technical expert review (advice or verification) associated with an investigation	At cost
Cancelling or rescheduling a verification (less than 48 hours' notice)	\$51
Failure to attend or facilitate a scheduled verification	\$157
Mentoring and additional expert support and advice for implementation of FCP or NP	\$157 per hour
Replacement FCP or NP guidance	\$26
Replacement Licence	\$51
Events – food stall approvals	\$157 per hour

Other associated fees under Food Act 2014	
Copying and printing	Black and white: A4 – first 20 copies free then 30c per page
	Black and white: A3 – 40c per page
	Colour: A4 – \$2.30 per page A3 – \$3.70 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	
Hairdressers	\$214
Funeral directors	\$333
Camping grounds	\$333



## 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	
Very low	Application fee \$368 and annual fee \$161
Low	Application fee \$609.50 and annual fee \$391
Medium	Application fee \$816.50 and annual fee \$632.50
High	Application fee \$1,023.50 and annual fee \$1,035
Very high	Application fee \$1,207.50 and annual fee \$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	
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	
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	
A1: Compliance monitoring	\$157 per hour plus consumables (see laboratory charges)
A2: Trade waste application fee (permitted)	\$235 (includes the first 1.5 hours, \$157 per hour thereafter)
A2: Trade waste application fee (controlled/ conditional)	\$391 (includes the first 2.5 hours, \$157 per hour thereafter)
A3: Inspection for non- compliance	\$235
A5: Temporary discharge application and discharge fee	\$157 (includes the first hour, \$157 per hour thereafter based on risk)
A6: Annual tradewaste management fee (permitted)	\$235
A6: Annual tradewaste management fee (controlled/ conditional)	\$391

## Residential Pool Fencing

### – Building (Pools) Amendment Act 2016

Residential Pool Fencing	
*Compliance inspection fee	\$157 per hour
Administration Fee	\$104 per hour

\*The compliance inspection 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.

## General compliance fees – Environmental Protection

General compliance	
General activities including processing licence and permit applications, and annual renewal of any licence or permit including trading in public places (other than outdoor dining).	\$157 per hour deposit (\$157 per hour thereafter)
Removal of litter/overhanging trees/shrubs or obstructions encroaching, or on road reserve or Council land	Cost incurred for removal of litter plus 20%
Noise control – seizure fee (noise making equipment)	\$240 plus \$35 each additional callout plus any additional towage fee related to seizure of a vehicle
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	\$157
Administration Officer	\$104 per hour
Return of non-compliant signs	\$52
Outdoor Dining Application fee – fixed fee	\$157
Outdoor Dining renewal fee– fixed fee	\$95

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

Abandoned vehicles	
Towage and recovery cost	Cost plus 20%
Daily storage fee	\$5.20 daily charge

## 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.

Purchase of right for burial	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Services burial plot	No charge	No charge
Services cremation plot	No charge	No charge
Monumental and lawn area plots	\$1,748	\$3,692
Cremation garden and beam plots	\$973	\$2,816
Infant plots (under 1 year)	\$779	\$779
Natural burial plot	\$2,122	\$4,015
Interment fees		
Burial fee	\$1,119	\$1,119
Burial fee child (under 15 years)	\$560	\$560
Burial fee (Saturday)	\$1,942	\$1,942

Interment fees	Deceased was living <u>in</u> the district	Deceased was living <u>out</u> of the district
Burial fee child (under 15 years) (Saturday)	\$971	\$971
Burial fee infants (under 1 year)	No charge	No charge
Ashes interment	\$149	\$149
Ashes interment child (under 15 years)	\$74	\$74
Natural burial fee	\$1,119	\$1,119
Natural burial fee child (under 15 years)	\$560	\$560
Oversized casket fee (additional to burial fee)	\$280	\$280
Extra charges		
Monumental permit	\$154	\$154
Hire of lowering device	\$107	\$107
Hire of grass mats	\$107	\$107
Burial disinterment fee	\$1,360	\$1,360
Cremation disinterment fee	\$164	\$164

## Housing for Older Persons - weekly rental charges

Accommodation category	Address	Weekly rent effective 1 July 2020	Weekly rent tenants pre 30 June 2015
Category A Single bedroom unit built pre-1960	Tahuna Flats, Units 1-8 Kirk Street, Ōtaki	\$118	\$105
Category B  Single bedroom unit built post-1970	Oakley Court, Eatwell Avenue, Paraparaumu	\$118	\$115
	Te Atiawa Flats, Donovan Road, Paraparaumu	\$118	\$113
	Arnold Grove, Paraparaumu	\$118	\$113
	Wipata Flats, Wellington Road, Paekākāriki	\$118	\$112
	Tahuna Flats, Kirk Street (Units 15 & 16)	\$118	Unit 15 \$105 Unit 16 \$118

- These rates are unchanged from 19/20.

Accommodation category	Address	Weekly rent effective 1 July 2020	Weekly rent tenants pre 30 June 2015
Category C Single or double bedroom unit built pre-1970	Kainga Flats, Aotaki Street, Ōtaki	\$118	\$112
Category D  Double bedroom unit post-1970	Paterson Court, Kirk Street, Ōtaki	\$151	\$138
	Wipata Flats, Wellington Road, Paekākāriki	\$151	-
	Tahuna Flats, units 9, 10, 11, 12, 17, 18 Kirk Street, Ōtaki	\$151	\$138
	Hadfield Court, Te Rauparaha Street, Ōtaki	\$151	\$138
	Repo Street, Paraparaumu	\$151	\$140
	Oakley Court Eatwell Avenue, Paraparaumu	\$151	\$140
Category E Single bedroom units (Waikanae)	Belvedere Avenue, Waikanae	\$151	\$136

Swimming pools charges	
Adult per swim <sup>4</sup>	\$5.20
Child per swim <sup>5</sup>	\$3.20
Under 5 years old swim	\$1.70
Adult swimming with child under five years of age	\$1.70
Spectators	Nil
Community services cardholder per swim	\$3.20
Senior citizen (65 years of age and over)	\$3.20
Student <sup>6</sup>	\$3.20
Aquafit Adult per class	\$6.30
Aquafit Senior per class	\$5.80
Hydroslide (Waikanae and Coastlands Aquatic Centre – unlimited use per visit) <sup>7</sup>	\$2.50
Family pass (family of four, minimum of one adult or maximum of two adults). Each extra family member is \$2.70	\$12.50
Family pass plus hydroslide Each extra family member is \$2.70 and extra slide pass is \$2.70	\$20.40
Group discount adult (10 or more)	\$4.70
Group discount child (10 or more)	\$2.90
Spa and/or sauna (Coastlands Aquatic Centre) in addition to pool entry <sup>8</sup>	\$2.00

<sup>4</sup> Adult 16 years plus

<sup>5</sup> Child 5-15 years

<sup>6</sup> On supply of a student ID

<sup>7</sup> Adults accompanying an under 8 slide user do not pay the hydroslide fee.

Swimming pools charges		
Spa (Waikanae Pool) in addition to pool entry <sup>8</sup>		\$1.00
Spa and/or sauna (Ōtaki Pool) in addition to pool entry <sup>8</sup>		\$2.00
10 swim	Adult	\$46.80
	Child	\$28.80
	Community Services Cardholder	\$32.00
	65 years of age and over	\$32.00
	Aquafit adult Aquafit senior	\$56.70 \$52.20
20 swim	Adult	\$88.40
	Child	\$54.40
30 swim	Adult	\$124.80
	Child	\$76.80
50 swim	Adult	\$195.00
	Child	\$120.00

<sup>8</sup> Spa and/or sauna only (i.e. no swim) is at applicable pool entry rate.

\* Subject to discretion of pool management depending on availability.

\*\* After 4pm Saturday and Sunday, after 7pm weekdays.

## Swimming pools charges (continued)

Swimming pools charges	
Swimming pool complex hire - Coastlands Aquatic Centre*	\$410 per hour (peak) \$205 per hour (off-peak**)
Swimming pool complex hire - Ōtaki*	\$105.00 per hour
Swimming pool complex hire - Waikanae*	\$310.00 per hour
Competitive events	<u>plus</u> per head entry at applicable rate
Lane hire	\$8.20 per hour
School lane hire (Lessons only - not using Kāpiti Coast aquatics instructors)	\$8.20 per hour/per Lane
School Groups Learn to Swim – Using Kāpiti Coast aquatics instructors (no lane hire charge and minimum numbers apply)	\$4.00 per child
Commercial lane hire	\$12.30 per hour <u>plus</u> per head entry at applicable rate
Meeting room hire (Coastlands Aquatic Centre only)	Community groups: \$12.50 per hour \$46.00 half day use \$77.00 full day use Commercial use: \$20.50 per hour \$82.00 half day use \$143.00 full day

Swimming pools charges	
Targeted aquatic events/activity programmes	Throughout the year the Council may organise targeted aquatic events/activity programmes. Each programme may involve an actual and reasonable participation fee that will be determined in accordance with the nature of the event or activity. The participation fee will be authorised by the relevant group manager acting under general delegated authority.
Learn to swim	\$12.80 per lesson (depends on the number of weeks in the term) Private lessons 20 minute lesson \$20.00 30 minute lesson \$30.00 Special Needs \$15.00 Private lesson (2 students) 2 on 1, 20 minute lesson \$27.00 2 on 1, 30 minute lesson \$37.00
Aquatic (Small Group) programmes	10 Week term \$65.00 Casual Visit \$7.50
Waikanae Pool	BBQ Hire per hour \$10.00 BBQ Bond \$20.00

## Sportsgrounds charges (per season)

Fees include access to changing facilities where applicable.

These fees exclude junior sport.

Sports activity (seasonal)	
Cricket (grass)	\$1,410 per block
Cricket (artificial)	\$624 per block
Croquet	\$1,096 per grass court
Netball	\$212 per court
Rugby	\$708 per field
Rugby league	\$708 per field
Football	\$708 per field
Softball	\$708 per field
Tennis	\$141 per court
Touch	\$351 per field
League tag	\$351 per field
Twilight football	\$175 per field

Sports activity (one-off bookings)	
Cricket (grass)	\$197 per block
Cricket (artificial)	\$84 per block
Netball	\$16.40 per court
Rugby	\$112 per field
Rugby league	\$112 per field
Football	\$112 per field
Softball	\$92 per field
Tennis	\$11.30 per court
Touch	\$77 per field
League tag	\$77 per field
Off season field marking*	\$300 per field

\* Conditions apply

## Reserve land rentals

Reserve land rentals	
Clubs with alcohol licences	\$881
Clubs without alcohol licences	\$441
Craft, hobbies and other activities	\$354
Educational (standard)	\$214
Youth and service	\$214



## Hall hire charges

Hall hire		
Hall Hire Conditions:		
<ul style="list-style-type: none"> <li>Any booking that alcohol is present and the event is after 5pm a bond of \$767 is required</li> <li>Bookings for sports activities there will be a bond of \$375</li> <li>Fees are payable at the time of booking</li> <li>No booking fees applied if cancelled more than 28 days before the hire date</li> <li>30% booking fees chargeable if cancelled less than 28 days before the hire date</li> <li>\$2 coin user-pays system for heaters are available in the following venues: Otaki, Paraparaumu, Raumati South, Paekākāriki memorial halls, and the Waikanae Community Hall</li> <li>All hall bookings are at Council's discretion in all respects</li> </ul>		
	Per Hour Charge Rate	Per Hour Charge Rate – for 4 hours or more booking <sup>9</sup>
Paekākāriki Memorial Hall	\$15.30	\$12.30
Paekākāriki tennis club hall	\$12.30	\$6.50
Raumati South Memorial Hall		
o Main Hall	\$15.30	\$12.30
o Supper room	\$12.30	\$11.90
o Whole complex	\$24.60	-
Paraparaumu Memorial Hall		
o Main Hall	\$15.30	-
o Supper room	\$12.30	-
o Whole complex	\$24.60	-

Hall hire		
	Per Hour Charge Rate	Per Hour Charge Rate – for 4 hours or more booking <sup>9</sup>
Waikanae Memorial Hall		
o Main Hall	\$8.20	\$7.60
o Small Hall / Mezzanine	\$7.60	\$6.50
o Whole Complex	\$24.60	-
Waikanae Community Centre	\$46.50	-
Waikanae Beach Community Hall	\$12.30	-
Reikorangi Community Hall	\$12.30	-
Ōtaki Memorial Hall		
o Main Hall	\$15.30	-
o Supper Room	\$12.30	-
o Whole Complex	\$24.60	-
Mazengarb Sports complex	\$14.30	-
Paraparaumu College gymnasium hall		
o Weekends	\$16.40	-
o Weekdays	\$32.70	-

<sup>9</sup> Reduced hourly rate for bookings apply for some halls due to existing policy and agreements

## Library fees and charges

Lending	
Best seller books	\$2.50
DVDs	\$2.00 or \$3.00 for multi disc set*
Talking books	No charge
Loans/reserves	
Interloans	\$15.00 each
International interloans	\$35.00 each
Library membership	
Membership cards (replacement)	\$4.00
<p>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.</p> <p>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</p>	Free

\*Items will be reduced by 50% for holders of Super Gold card and a Community Services card. No charge for the profoundly deaf borrowers for DVDs.

Library membership	
Anyone who is not in either of these categories can either join Kāpiti Coast District Libraries as a subscription member or pay prescribed fees.	\$2.00 per item, or \$68 for six months, or \$135.00 per annum
Other services	
Faxes and scanning – local/national	\$1 for first page 50c for each subsequent page
Faxes and scanning – international	\$1.50 for first page 50c for each subsequent page
Historic photo service	<p>\$5.00 per high-resolution digital image emailed or copied to a CD to customer for personal use.</p> <p>\$50.00 per high resolution digital image emailed or copied to a CD for commercial purposes.</p>
Laminating	\$2.10 for A4 and \$4.10 for A3
Photocopying and printing – black and white	20c per A4 side 30c per A3 side
Photocopying and printing – colour	\$1 charge per A4 side \$2.00 charge per A3 side
Library bags	\$3.50

## Library fees and charges (continued)

Other services	
Replacement of lost or damaged library items	Price varies depending on publication \$5.00 administration fee also charged per item
eBook publishing	Price varies depending on publication
Purchase of library publications	Price varies depending on publication
Digital and e-book workshops	\$26-\$46 per session
Overdue loan charges	
Books, magazines, adult CDs	60c per day
Children's books	20c per day
Bestsellers and DVDs	\$1.30 a day
Services free of charge	
Children's CDs and talking books	No charge
Internet	No charge

Hire of the Coastlands meeting room at the Paraparaumu Library	
Community groups	
Community groups – evening	\$51
Half day	\$46
Full day	\$77
Half day plus evening	\$82
Full day plus evening	\$113
Commercial groups	
Commercial groups – evening	\$97
Half day	\$82
Full day	\$143
Half day plus evening	\$164
Full day plus evening	\$215

## Arts and Museums fees and charges

Kāpiti Arts Guide and Trail	
Arts Trail participation fee and entry in Arts Guide	\$185
Entry in Kāpiti Arts Guide only	\$125

## Solid waste charges

Otaihanga Landfill (cleanfill only)	
Cleanfill  - must meet the cleanfill acceptance criteria published on the Council's website	\$14.00 per tonne  \$14.00 minimum charge
License fee	\$189 annually

More information can be found on the Council website: [kapiticoast.govt.nz](http://kapiticoast.govt.nz)

## 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	
Staff time (in excess of two hours)	\$38 per half hour or part thereof
Black and white copying	20c
– A4 per sheet (the first 20 copies free)	
– A3 per sheet	40c
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 done 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:

- search and retrieval, collation, research, editing and redacting;
- scanning or copying;
- 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;
- supervising access (where the information at issue is made available for inspection); and
- 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.

## 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	
Corridor access request (CAR) fee <sup>10</sup> project works	\$285
Corridor access request (CAR) fee <sup>10</sup> major works	\$144
Corridor access request (CAR) fee <sup>12</sup> minor works	\$72
Road engineering	\$157 per hour
Clerk of works	\$104 per hour
Paper road closure	
Road stopping application fee	\$775
Hourly rate for additional work	\$157 per hour

<sup>10</sup> In case of an emergency CAR approval, the minor works CAR fee will be charged.

### Vehicle crossing inspection fee

#### Overweight loads permit fee

To cover vetting and issuing a permit for [an] overweight loads[s] or specialist vehicles using local roads and that starts or finishes its journey in Kāpiti Coast District\*\*

Processing time will be invoiced based on hourly engineering fee\*

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

\$157 per hour  
[minimum charge \$78.50]

### Removal of overhanging trees/vegetation – on road reserve (Section 355 Local Government Act 1974)

Removal of trees, vegetation or obstructions to prevent injury, obstruction to traffic, pedestrians and general infrastructure.

Cost incurred for removal obstruction

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

## Wastewater charges

Wastewater treatment	
Connection to network	Quoted as per site
Septage disposal and treatment	\$27 [per m <sup>3</sup> ]

## Water charges

Water charges	
Connection to network	Quoted as per site
Water metering configuration modifications	Quoted as per site
Special reading – water meters	\$37
Water dedicated filling point access card	\$68
Water charge for potable water from water supply system	1.25 times the water rate per m <sup>3</sup>
Water meter accuracy testing	\$392 for water meters up to DN25mm Quoted per site for water meters greater than DN25mm

### Water rates

Fixed charge per separately used part of a rating unit – refer to the funding impact statement.

Volumetric charge – refer to the funding impact statement.

## Laboratory charges

Testing of water - laboratory charges	
Alkalinity	\$15.00
Ammonia-N g/m <sup>3</sup>	\$21.00
BOD g/m <sup>3</sup>	\$27.00
Bore depth	\$6.60
cBOD g/M3	\$33.30
Chloride g/m <sup>3</sup>	\$21.00
COD g/m <sup>3</sup>	\$27.00
Conductivity mS/cm	\$12.00
DO g/m <sup>3</sup>	\$10.00
DRP-P g/m <sup>3</sup>	\$21.00
E.Coli no/100ml (m Tec River monitoring only)	\$22.50
F/Coli + E.Coli (namug –mbr-filt)	\$35.00
Enterococci no/100ml (mbr Filt)	\$24.00
F/Coli no/100ml (mbr Filt)	\$22.00
Fluoride g/m <sup>3</sup>	\$27.00
Iron g/m <sup>3</sup>	\$21.00
Nitrite testing	\$21.00
Nitra+Nitri-N g/m <sup>3</sup> (Nitrate)	\$21.00
pH	\$12.00
Presence/absence coliform	\$22.50

Testing of water - laboratory charges	
Salinity	\$12.00
Staff collection (2 people)	\$109.00
Suspended solids g/m <sup>3</sup>	\$21.00
TEMP °C	\$10.00
Total coliforms no/100ml (mbr filt)	\$22.00
Total Coliforms and Ecoli (Colilert)	\$35.80
Total Nitrogen	\$28.00
Total P g/ m <sup>3</sup>	\$27.00
Total solids %	\$15.00
Travel (per KM)	\$0.77
Total solids g/m <sup>3</sup>	\$21.00
Turbidity NTU	\$12.00
UV transmission	\$12.00