

# AGENDA

## RĀRANGI TAKE

NOTICE OF AN EXTRAORDINARY MEETING OF

# COUNCIL

to be held on **Tuesday, 30 June 2026**, commencing at **3:00pm** in the Council Chambers,  
36 Weld Street, Hokitika and via Zoom

Chairperson	Her Worship the Mayor
Deputy and Northern Ward Member:	Cr Burden
Northern Ward Members:	Cr Mackenzie, Cr Maitland
Hokitika Ward Members:	Cr Gillett, Cr Martin, Cr Walker
Southern Ward Members:	Cr Manera, Cr Munns
Iwi Representatives:	Kw Madgwick, Kw Tumahai



In accordance with clause 25B of Schedule 7 of the Local Government Act 2002, members may attend the meeting by audio or audio-visual link.

## Council Vision

*By investing in our people, caring for the environment, respecting the Mana Whenua Cultural heritage, and enabling investment, growth, and development we will enrich our district and the people that reside here.*

# Purpose

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

- (a) To enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

## 1. KARAKIA TĪMATANGA OPENING KARAKIA

*Kia hora te marino  
Kia whakapapa pounamu te moana  
Hei hurahai mā tātou  
I te rangi nei  
Aroha atu, aroha mai  
Tātou i a tātou katoa  
Hui e! Tāiki e!*

*May peace be widespread  
May the sea be like greenstone  
A pathway for us all this day  
Give love, received love  
Let us show respect for each other  
Bind us all together!*

## 2. NGĀ WHAKAPAAHA APOLOGIES

## 3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a member thinks they may have a conflict of interest, they can seek advice from the Chief Executive (preferably before the meeting). It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

## 4. PŪRONGO KAIMAHI STAFF REPORTS

- **Annual Plan Fees and Charges Amendments**  
Chief Financial Officer to speak to the report.

## 5. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987. The general subject of the matters to be considered while the public are 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 the resolution are as follows:

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	License to Occupy	Good reason to withhold exist under Section 7	That 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 exists.  Section 48(1)(a)

This resolution is made in reliance on sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interests or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No.	Interest	Section
1	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	(S.7(2)(b))
1	Maintain legal professional privilege	(S.7(2)(g))

**DATE OF NEXT ORDINARY COUNCIL MEETING  
ON 23 JULY 2026 AT 1.00 PM  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

# Report to Council



**DATE:** 30 June 2026  
**TO:** Mayor and Councillors  
**FROM:** Chief Financial Officer

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## **Amendment to Fees and Charges Annual Plan 2026/27**

### **1. Summary**

- 1.1. The purpose of this report is to adopt revisions to the Fees and Charges included in the Annual Plan 2026/27.
- 1.2. This issue arises from the necessity to adopt an Annual Plan in years 2 and 3 of the Long-Term Plan 2025 – 2035 (LTP) including Fees and Charges.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2025, which are set out in the Long-Term Plan 2025–2034.
- 1.4. This report concludes by recommending that Council adopt the revised Fees and Charges Schedule for the Annual Plan 2026/27 and directs the Chief Executive to make the relevant amendments to the Annual Plan 2026/27 and makes it available to the public.

### **2. Background**

- 2.1. The reason the report has come before the Council is due to the requirement under s 95 Local Government Act (LGA) for a local authority to prepare and adopt an Annual Plan for each financial year and adopt the plan prior to the commencement of the year to which it relates.

### **3. Current Situation**

- 3.1. The current situation is that minor revisions are required to the Fees and Charges schedule that was adopted by Council at the Council meeting on the 25 June 2026.
- 3.2. Under the LGA Council is required to vote on a new resolution to amend any changes to the Fees and Charges schedule.

3.3. The revisions made are as follows:

Plus note that “addition” indicates that the fee was omitted from the adopted Annual Plan 2026/27. It is not a new fee that is now being proposed.

Page #	Nature of revision	Existing	Revised
43	Addition	NA	Renewal of National Programmes operating under a Food Control plan \$211
46	Amendment	Compliance Check \$108	Compliance Check \$110
47	Amendment	BCA Accreditation \$40	BCA Accreditation \$410
47	Amendment	Inspection Fee \$230	Inspection Fee \$240
48	Amendment	Building Research Levy and Building MBIE Levy	\$1.00 plus GST \$1.75 GST inclusive
48	Addition	NA	Compliance Schedule Audit \$220 plus processing fee
48	Addition	NA	After due date – late backflow preventor only \$67
49	Addition	NA	Refuse BC or CCC fee \$160
49	Amendment	Notice to Fix. ....Additional inspections will be charged accordingly....	....Additional processing and inspections will be charged accordingly....
49	Duplicate deleted	Extension of time for exercise of building consent \$163	Line deleted
50	Amendment	File/Document lodgement fee to supplying records to the TA (fee was blank)	File/Document lodgement fee to supplying records to the TA \$159

**4. Options**

4.1. Option 1: That Council adopt the revised Fees and Charges included as **Appendix 1**.

4.2. Option 2: That Council does not adopt the revised Fees and Charges.

**5. Assessment of Options (including Financial Considerations)**

5.1. Option 1 – That Council adopt the revised Fees and Charges.

Council adopting the revisions will allow Council to charge the correct fee. Where the Fees and Charges were not included in the original schedule, adopting the revisions will allow Council to charge for these services.

The financial implication is that Council will be able to collect Fees and Charges from users on these revised items.

5.2. Option 2 – That Council does not adopt the revised Fees and Charges.

Council would have to continue to charge fees at the amounts stated in the adopted Annual Plan 2026/27. Council would be unable to apply fees on some services as no Fee or Charge was stipulated in the adopted Annual Plan 2026/27.

The financial implication is that Council would be unable to charge the correct Fees and Charges for the services listed.

## **1. Preferred Option(s) and Reasons**

1.1. The preferred option is Option 1

1.2. The reason that Option 1 has been identified as the preferred option is so that errors in the adopted Annual Plan 2026/27 Fees and Charges Schedule can be corrected before the Fees and Charges become active on 01 July 2026 and are made available to the public.

## **2. Recommendation(s)**

2.1. That the report be received.

2.2. That Council adopt the revised Fees and Charges.

2.3. That Council directs the Chief Executive to make the relevant amendments to the Annual Plan 2026/27 and make it available to the public.

**Stephen Lewis**  
**Chief Financial Officer**

**Appendix 1:** Fees and Charges Schedule Annual Plan 2026/27

## Fees and charges 2026/2027

ALL FEES AND CHARGES ARE GST INCLUSIVE UNLESS OTHERWISE STATED

<b>Corporate service charges</b>	
<b>Customer enquiries</b>	
First 30 minutes of staff costs are free, after that pro-rata \$65/hour	
<b>Black and White Photocopying and Printing</b>	
Single Sided - A4	\$0.36
Single Sided - A3	\$0.56
Double Sided - A4	\$0.46
Double Sided - A3	\$0.67
Single Sided - A2	\$3.45
Single Sided - A1	\$4.65
Single Sided - A0	\$7.70
<b>Colour Photocopying and Printing</b>	
Single Sided - A4	\$2.95
Single Sided - A3	\$4.55
Double Sided - A4	\$4.00
Double Sided - A3	\$5.75
<b>Laminating</b>	
A4 - Per Page	\$5.25
A3 - Per Page	\$7.25
<b>Binding</b>	
Small - less than 100 pages	\$10.25
Large - more than 100 pages	\$15.50
<b>Scanning and scanning to email</b>	
Large scale format scanning	\$5.15 per scan
Document scanning via photocopy machine	\$1.15 per scan
<b>Requests under the Local Government Official Information and Meetings Act (LGOIMA)</b>	
First hour of staff costs	Free
First 20 black and white copies	Free
Additional time	\$42 per ½ hour
Black and white copies in excess of 20 pages	\$0.36
Other costs – recovery	Actual cost
Other charges as per fees and charges schedule	
<b>Meeting room hire</b>	
Pakiwaitara building meeting room	\$320 general public \$160 community groups

<b>Financial Services</b>	
Rates settlement refund processing fee	\$35.00
<b>Land Information Services</b>	
Land online Search—CT or Plan Instrument	\$10.25
<b>Land Information</b>	
GIS Map—A4	\$11.25
GIS Map- A4 with aerial photos	\$16.95
GIS Map - A3	\$23.00
GIS Map - A3 with aerial photos	\$34.85
GIS Client Services (per hour)	\$112.00
<b>Property Files</b>	
Property File	\$30 per file request
<b>Land information memoranda</b>	
LIMs are issued per valuation number. Where multiple valuation numbers are under one title, individual LIMs will be required. Where there is more than one Certificate of Title, obtaining additional titles will be charged. A LIM does not include provision of a Certificate of Title.	
Land Information Memoranda – Residential Property	\$370
Land Information Memoranda – Commercial Property	\$580
Urgent residential only - within 48 hours	\$530
Hourly rate for time exceeding standard deposit	\$212
<b>Westland Library</b>	
Referral to Credit Recoveries – Administration fee	\$22
DVDs	\$2.00
Replacement cards	\$1.00
Lost / Damaged Items	Replacement Cost
Interlibrary loans (per item)	\$10 - \$25
Overseas Interlibrary loans (per item)	At cost
Activity Packs	\$2 - \$5
Book Covering	\$15 - \$20
<b>Photocopying and Printing</b>	
Refer to charges as set out in Corporate Services Charges	
<b>Room Hire</b>	
Available during library opening hours	
History Room	\$31 per hour
Digital Learning Centre	\$65 for 4 hour block \$110 for 8 hour block

<b>Hokitika Museum</b>	
<b>Admission fee</b>	
Westland residents	Free
Adult 16+ (visitors)	\$10
Youth (visitors) (1 years - 16 years) Special exhibitions may incur an additional entry cost	Free
<b>Research</b>	
Westland Residents - In person enquiry first half hour Additional hours thereafter	\$5 \$32 per half hour
In person enquiry first half hour – non-Westland Residents Additional hours thereafter	First half hour \$15 \$37 per half hour thereafter
Written research service (per hour) Minimum charge	\$70 \$38
Special project research	By negotiation
Filming under supervision	\$80/hour
Reproduction/Reprint of collection items	\$32 per ½ hour plus reprint costs
Postage/packing	At cost
<b>Photographs</b>	
Photocopied image on A4 card	\$10 per image
Digital image	\$30 per image
Flash drive for supply of digital images	At Cost
<b>Photocopies</b>	
Photocopying- Black and white A4 and A3	Refer to charges as set out in Corporate Services Charges
<b>Reproduction fees:</b> The following charges are for reproduction of Museum items for the purposes below, and are additional to the above charges	
Imagery for reproduction	\$105 per item
<b>Venue Hire</b>	
Commission on sales	20%
Staff supervision outside normal hours	\$62 per hour

<b>Sports field charges</b>	
<b>Cass Square (season hire)</b>	
Touch Rugby per season	\$515
Softball per season	\$280
Rugby per season	\$1,450
Cricket per season	\$280
Soccer per season	\$1,450
<b>Cass Square (casual use)</b>	
Daily	\$280
Hourly	\$35
Wildfoods Festival	\$13,375
Showers and Changing Rooms	\$95
Changing Rooms only	\$40
Commercial Operators.	To be negotiated depending on type of usage
<b>Hokitika Swimming Pool</b>	
Spectator	Free
<b>Single Admission</b>	
Adult	\$6.00
Senior Citizen (60+)	\$4.50
Child at school	\$3.00
Pre Schooler and Parent	\$4.00
Additional Pre Schooler	\$1.50
Family (2 adults / 2 children)	\$15.00
<b>Concession Ticket - 10 Swims</b>	
Adult	\$48
Senior Citizen (60+)	\$32
Child at school	\$25
Pre Schooler and Parent	\$35
Additional Pre Schooler	\$12
Family (2 adults / 2 children)	\$120
<b>3 month pass</b>	
Adult	\$105
Senior Citizen (60+)	\$75
Child at school	\$60
<b>Season Ticket</b>	
Adult	\$350
Senior Citizen (60+)	\$270
Child at school	\$210
<b>AquaFit Classes (Includes entry to swimming pool)</b>	

<b>Single Class</b>	
Adult	\$7.00
Senior Citizen (60+)	\$6.00
Child at school	\$5.00
<b>Concession Ticket – 10 Classes</b>	
Adult	\$65
Senior Citizen (60+)	\$55
Child at school	\$45
<b>Facilities Use</b>	
Shower only	\$6
Spa only	\$5
Lane hire – Swim club per lane per hour	\$10
Lane hire – Swim school per lane per hour	\$30
Lane hire – Private per lane per hour	\$15
Whole facility – Schools per hour	\$60
Whole facility – Commercial/Private per hour	Price on application
<b>Cemetery Charges</b>	
<b>Hokitika</b>	
New grave (includes plot, interment and maintenance in perpetuity)	\$2,115
Ashes: plot purchase and interment (includes plot in Ashes Garden area and opening of plot)	\$740
Pre-purchase new Plot (interment added at the time)	\$1,900
Dig Grave site to extra depth	\$265
Additional cost to excavate grave on Saturday, Sunday or Public Holiday	\$450
Reopen a grave site	\$1,050
Inter Ashes in an existing grave	\$370
New grave in RSA area	\$1,050
Reopen a grave in the RSA Area	\$1,050
Inter a child under 12 in Lawn Area	\$2,115
Inter a child in children’s section (Hokitika only)	\$740
Research of cemetery records for family trees per hour (one hour minimum charge)	\$42
Muslim burials	At cost
<b>Ross and Kumara</b>	
New grave (includes plot, interment and maintenance in perpetuity)	\$2,115
Pre-purchase new plot (interment added at the time)	\$1,900
Inter Ashes (including registration) Note: Ashes berms are not currently available in Kumara or Ross but are under development.)	\$740
Reopen a grave site	\$1,050
Research of cemetery records for family trees per hour (one-hour minimum charge)	\$42

<b>Animal Control</b>	
<b>Dog control</b>	
<b>Standard Registration</b>	
Certified Disability Assistance Dog	NIL
Unneutered dog	\$115
Neutered dog	\$80
20% discount for Gold Card holders on non-working registration fee	
First working dog	\$80
Additional working dog/s	\$40
<b>Dangerous dogs</b>	
Registration Fee	Standard registration fee plus 50%
<b>Late Registration</b>	
Registration Penalty –from 1 August	50% of applicable registration fee
<b>Dog Impounding Fees</b>	
First Impounding Offence	\$100
Second Impounding Offence	\$250
Third Impounding Offence	\$400
Second and third impounding will apply if occurring within 12 months of the first impounding date.	
Feeding per day	\$30
Call-out for Dog Reclaiming (after hours)	\$150
Microchipping per dog	\$35
<b>Investigations</b>	
Investigation Fee	\$150 per hour
<b>Impounding Act</b>	
Stock Control Callout Fees	\$225 per callout
Stock poundage and sustenance Fees	Cattle, horse, deer, mule: \$30/head/day Sheep, goats, pigs, other animals: \$10/head/day

<b>Environmental Services</b>	
<b>Food Act 2014</b>	
Registration of Food Control Plan	\$318
Registration of National Programmes and National Programmes operating under Food Control Plan	\$318
Renewal of Food Control Plan and National Plan	\$211
Renewal of National Programmes operating under a Food Control Plan	\$211
Amendment to registration – amendment of Food Control Plan Registration or National Programme	\$159
Verification / Audit (Includes up to two hours of verification activities) – including site visits and compliance checks with food plans	\$295
Verification / Audit - Any time over and above initial two hours - per hour	\$189
Compliance and Monitoring fee - per hour	\$189
<b>Health Act 1956</b>	
Offensive Trade Registration	\$420
Mortuary Registration	\$369
Camping Ground Registration	\$369
Camping Ground - fewer than 10 sites	\$261
Transfer of Registration	50% of registration fee
Overdue Health Act Licences	50% penalty day after expiry date
<b>Miscellaneous Charges (Fees)</b>	
Transfer of any licence registration of premises	\$116
Inspection or Advisory visit (non-routine)	\$189
Follow-up inspection or corrective action assessment (includes any licence type or audit or compliance inspection type)	\$189
Water or Food Sample Testing	Actual Cost
Environmental Health Officer (Hourly rate when extended time required to resolve issues)	\$189
<b>LGA Activities</b>	
<b>Trading in Public Places (hawkers and mobile Shops)</b>	
Full Year	\$565
1 October to 31 March only 50% penalty fee for trading outside of this period	\$395
<b>Activities under other Legislation</b>	
<b>Amusement Devices</b>	
For one device, for the first seven days of proposed operation or part thereof.	\$12.00
For each additional device operated by the same owner, for the first seven days or part thereof.	\$2.00
For each device, for each further period of seven days or part thereof.	\$1.00
<b>Class 4 Gaming</b>	
Class 4 Gambling Venue	\$528

Licence inspection Fee	\$264
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## Resource Management

NOTE: All fees and charges below are non-refundable, unless specified as a Fixed Fee, are deposits and minimum fees paid as initial charges on application. Staff time will be calculated at the hourly rates below. Under Section 36 of the Resource Management Act 1991, the costs of staff time and costs incurred processing the consent over the deposit will be invoiced, and where a charge is inadequate to enable the recovery of actual and reasonable costs the Council may require payment of any additional charge.

The costs incurred for the monitoring of consents and investigations of consent related incidents are to be recovered under Sections 36(1)(c) and 36(5) of the Resource Management Act 1991.

The costs incurred for the compliance investigations of non-consented incidents will be recovered under Section 150 of the Local Government Act 2002.

Printed copy of the District Plan	\$215
Public enquiries (including pre-application meetings) that exceed 30 minutes of staff input	\$215 per hour
Preparation and change to the District Plan deposit	\$10,560
<b>Land Use: Deposit</b>	
Consent for single Rural Dwelling	\$1,600
Vegetation Clearance	\$1,800
Commercial Activity	\$1,900
Industrial Activity	\$1,900
Land use activities (not listed elsewhere)	\$1,500
Limited (where more than one party) or Public Notification of resource consents (in addition to deposit)	\$1,100
Hearing	\$5,350
<b>Subdivision: Deposit</b>	
Subdivisions 2-5 lots	\$1,500
Subdivision 2 -5 lots with Land Use	\$1,900
Subdivisions 6-10 lots	\$2,350
Subdivisions 6-10 lots with Land Use	\$3,400
Subdivisions 11+ lots	\$3,800
Subdivisions 11+ lots with Land Use	\$5,500
<b>General and Certificates</b>	
Administration fee for every granted consent	\$215
Internal engineering review for every consent application	\$54
Return of incomplete application	At cost
Variations to Resource Consent	\$1,100
Existing use application	\$1,100
Surrender of Resource Consent	\$785
Transfer of Resource Consent: fixed fee	\$145
Certificates and Permitted Subdivision (Compliance, marginal and temporary, boundary activities)	\$955
S125 Extension of time application: fixed fee	\$955
s223 Survey Plan Approval: fixed fee	\$310

s224 Approval fee	\$835 plus staff time if inspection required
Monitoring charges per hour	\$215
Release of covenants, caveats, encumbrances, authority and instruction, amalgamations, easements, right of way approval, esplanade strips or reserve creation/variation or waiver and other title instruments - plus applicable legal fee	\$740
<b>Designations</b>	
Variations to Designations	\$2,120
New Designations, Notices of Requirement and Heritage Orders	\$3,200
Approval of outline plan	\$955
Consideration of waiving outline plan	\$955
<b>Personnel time</b>	
Planning staff processing time per hour for resource consent activities	\$215 per hour
Compliance staff monitoring and investigation time per hour	\$215 per hour
Administration staff time per hour	\$190 per hour
Incidental cost inclusive of obtaining necessary information	At cost
Internal engineering services per hour which exceed 15 minutes	\$215 per hour
Contractor staff processing times per hour for resource consent activities	At cost
Independent hearing commissioner	At cost
<b>Compliance</b>	
Issue of infringement notice	In accordance with Schedule 1, Infringement Offences and Fees of the Resource Management (Infringement Offences) Regulations 1999.
Return of items seized pursuant to section 328 of the Resource Management Act 1991: fixed fee	\$650
Legal costs for compliance monitoring and investigations under s 36(1)(caab) of the RMA	At cost
<b>Recreation contribution</b>	
5% of the value of each new allotment or the value of 4,000m <sup>2</sup> of each new allotment, whichever is the lesser. The minimum charge is \$4,120 per new allotment and the maximum charge is \$8,954 per new allotment, both GST-inclusive. The above contributions are based on average values of the Westland QV Sales data from the 1 <sup>st</sup> July 2024 till the 30 <sup>th</sup> June 2025.	
<b>Performance Bonds</b>	
Performance bonds may be put in place from time to time with the amount to be established on a case-by-case basis. Non-refundable lodgement fee \$715	
<b>Relocated buildings</b>	
In addition to Building Consent Fees, and the Building Research Levy, a minimum deposit of up to \$10,560 is required for buildings being relocated.	

**Building Consent Activity**

Total fees will vary according to the extent of processing required to grant a building consent and the number of inspections that may need to be undertaken. An estimated number of inspections will be charged for at the outset, with additional inspections charged for at the end of the project. Any refunds may be available for any unused inspections.

**Residential Units – Single and Multi-Unit**

Deposit – per application	\$3,000
Project Information Memorandum (with BC application) - plus processing fees	\$240
Lodging paper application – entering fee	\$155
Compliance Check	\$110
Consent fee	Category Res 1&2 \$610 Res 3 \$795 Multi units x 2 or more \$1,215 Plus processing fee
Alpha One / Objective Build online processing charge	\$95 for total value of work less than \$125,000 or 0.075% for total value of work over \$125,000
BCA Accreditation Levy	Single unit \$410 Multiple units \$820
Inspection Fees	\$240 each
Code Compliance Certificate	Category Res 1 & 2 \$610 Res 3 \$795 Multi units x 2 or more \$1,215 Plus processing fee

**Commercial/Industrial/Multi Unit Development**

Deposit per application	\$3,000
Project Information Memorandum	\$350 plus processing fee
Compliance Check – RMA/Planning - plus processing time if over 30 minutes	\$110
Consent fee	Category Com 1 & 2 \$795 Com 3 \$975 Plus processing fee
Alpha One / Objective Build online processing charge	\$95 for total value of work less than \$125,000 or 0.075% for total value of work over \$125,000
BCA Accreditation Levy	\$515
Inspection Fee	\$240 each
Code Compliance Certificate	Category Com 1 & 2 \$795 Com 3 \$975 Plus processing fee

**Accessory Buildings – garages, shed, sleepouts, temporary buildings, pool, signs and demolition outside of Schedule 1etc**

Project Information Memorandum	\$240 plus processing fee
Compliance Check – RMA – plus processing time if over 30 minutes	\$110
Consent & processing	\$220 plus processing fee
Alpha One / Objective Build online processing charge	\$95 for total value of work less than \$125,000 or 0.075% for total value of work over \$125,000
BCA Accreditation Levy	\$205
Inspection Fee	\$240 each
Code Compliance Certificate	\$220 plus processing fee

<b>Minor Alterations/Renovations (&lt;\$150,000)</b>	
Project Information Memorandum	\$240 plus processing fee
Compliance Check – RMA – plus processing time if over 30 minutes	\$110
Consent fee	\$220 plus processing fee
Alpha One / Objective Build online processing charge	\$95 for total value of work less than \$125,000 or 0.075% for total value of work over \$125,000
BCA Accreditation Levy	\$205
Inspection Fee	\$240 each
Code Compliance Certificate	\$220 plus processing fee
<b>Major Alterations/Renovations (&gt;\$150,000 and over)</b>	
Deposit per application	\$3,000
Project Information Memorandum	\$240 plus processing fee
Compliance Check – RMA – plus processing time if over 30 minutes	\$110
Consent fee	Category Res 1 & 2 \$610 Res 3 \$795 Category Com 1 & 2 \$795 Com 3 \$940 Plus processing fee
Alpha One / Objective Build online processing charge	\$95 for total work value less than \$125,000 or 0.075% for total value of work over \$125,000
BCA Accreditation Levy	\$410
Inspection Fee	\$240 each
Code Compliance Certificate	Category Res 1 & 2 \$610 Res 3 \$795 Category Com 1 & 2 \$795 Com 3 \$940 Plus processing fee
<b>Free-standing Space heater</b>	
Set fee, including one inspection	\$650
Additional Inspection Fees	\$240 each
Additional Processing	As per processing section
<b>Plumbing and Drainage</b>	
Project Information Memoranda	\$240
Compliance Check – plus processing time if over 30 minutes	\$110
Consent fee	\$220 plus processing fee
Alpha One / Objective Build online processing charge	\$95 for total value of work less than \$125,000 or 0.075% for total value of work over \$125,000
BCA Accreditation Levy	\$67
Inspection Fee	\$240 each
Code Compliance Certificate	\$220 plus processing fee

<b>Application for Project Information Memorandum (PIM) only</b>	
Deposit for PIM only - (actual costs worked out and invoiced or reimbursed at the end)	\$1,600
PIM Fee	\$537 plus processing fee
PIM Fee – small standalone dwellings	\$537 plus processing fee
PIM – Fee – File/document lodgement fee for supplying records to the TA	\$159
PIM Fee – 2 year follow up for small standalone dwellings	\$179
PIM fee – reissue of PIM	\$349
PIM fee – issue extension of time	\$179
Alpha One / Objective Build online processing charge	\$288
Compliance Check – plus processing time if over 30 minutes	\$110
++Where any building charge is inadequate to enable the recovery of the actual and reasonable costs, a further charge may be payable.	
<b>Marquees Only</b>	
Consent fee	\$72 plus processing fee
Alpha One / Objective Build online processing charge	\$95 for total value of work under \$125,000 or 0.075% for total value of work over \$125,000
BCA Accreditation Levy	\$64
Inspection Fee	\$240 each
Code Compliance Certificate	\$72 plus processing fee
<b>Building Research Levy</b>	
In addition to the Building Consent Fee, a Building Research Levy based upon \$1.00 plus GST per \$1,000 or part thereof of total value is required to be paid. Consents of lesser value than \$20,000 plus are exempt from this levy.	
<b>Building MBIE Levy</b>	
In addition to the Building Consent, a Building Industry Levy based upon \$1.75 GST inclusive per \$1,000 or part thereof of total value is required to be paid. Consents of lesser value than \$65,000 are exempt from this levy.	
<b>Independent Building Consent Authority (BCA)</b>	
Where the services of a Building Certifier are used, the fee will be established on a case by case basis to ensure full cost recovery.	
<b>Compliance Schedules</b>	
New Compliance Schedules	\$465 plus processing fee
Compliance Schedule Audit	\$220 plus processing fee
Duplicate/copy Compliance Schedules	\$170
Amendment to compliance schedule – change of ownership only	\$85
Amendment to compliance schedule	\$240 plus processing fee
<b>Receiving and Checking Building Warrant of Fitness (BWOFF)</b>	
BWOFF – On or before due date	\$65 backflow preventor only \$205 – 2 to 4 specified systems \$310 – 5 to 6 specified systems \$410 – 7 or more specified systems
After due date late fee	\$205
After due date – late backflow preventor only	\$67
BWOFF – audits – per inspection – plus processing fee	\$240
<b>Certificate of Acceptance</b>	
Deposit required	\$3,075
Objective Build fee – value of work up to \$125,000	\$96

Objective Build fee – value of work \$125,000 and over	\$425.50
Certificate of Acceptance – Emergency works - plus any fees, charges and levies that would have been payable had a building consent been applied for and processing fee	\$610
Certificate of Acceptance – all other works application fee - flat fee, plus full building consent fees, charges and levies that would have been payable had a building consent been applied for in accordance with Section 97 of the Building Act 2004 and processing fee	\$1,895
<b>Other Building Charges</b>	
Withdrawal or Lapse of Building Consent	\$160
Waiver / Modification for Durability	\$160
Refuse BC or CCC fee	\$160
Notices to Fix - includes 1 hour processing time. Additional processing and inspections will be charged accordingly as per the inspection fees	\$560
Notice to Fix - investigation inspection	\$230
Notice to Fix - reissue	\$285
Notice to Fix – Building Warrant of Fitness - includes processing fee	\$299
Travel for enforcement/compliance	Actual cost
Residential Swimming Pool compliance inspection	\$240 per inspection
Certificate of Public Use (CPU) (valid for 12 months from issue) - includes one hour processing time	\$580
Additional CPUs for the same consent – includes one hour processing time	\$840
Minor – Variations to building consent	\$118
Building consent amendment – plus processing fees, additional inspections and levies (includes Objective fee charge and quality/accreditation levy)	\$365
Accreditation charge for amendments	\$105
Extension of time for exercise of building consent	\$180
Signing of Certificates for Lodgement (s 72 & s75)	\$360
Deposit to lodge s 72/75 certificate (actual costs to be charged) includes lawyers costs and lodgement fee	\$690
Signing / Removal of s 73 or 75 certificate	\$360
Section 124 notice – dangerous/insanitary buildings (except in the event of a natural disaster)	\$360
Extension of time for obtaining CCC	\$180
Preparation of Sec 37 Certificate	\$87
Reapply for a CCC once it is refused	\$180
Exemptions under Schedule 1(2) - plus levies and hourly processing	\$410
Objective Build charge fees apply whether the decision is to approve or decline the application	\$95
Investigation/Additional / Site Inspections - each	\$240
Desktop / Remote inspection – only with prior approval and day booking - each	\$165
Cancellation of inspection – on the day of - each	\$135
Certificate of compliance (district licencing agency) – building code assessment for fire safety and sanitary facilities in a building, done with an alcohol licence application - includes one hour processing time	\$250
Building Infringement - relevant set fee plus administration charge	\$160
Application for extension of time – Heritage Earthquake prone building - includes one hour processing fee	\$370
Receiving and reviewing of engineer/ information relating to status of an earthquake prone building - includes one hour processing fee	\$475
Issue of Earthquake prone building notice (S133AL) -includes one hour processing fee	\$265

Removal of an Earthquake prone building notice - includes one hour processing fee	\$265
Application for or information for Determinations	At cost
Applications for court orders - plus processing fee	\$155
File/document lodgement fee to supplying records to the TA	\$159
<b>Insurance/ Legal Levy Residential, and accessory buildings: assessed value of work over \$20,000</b>	
Accessory buildings	\$105
Housing / Residential standalone units	\$310
Housing / Residential multi units of 2	\$665
Housing / Residential multi units 3 or more	\$870
Commercial	\$515
<b>Processing fees per hour Refer to Hourly Staff fees below</b>	
Administration staff	\$160
Building Compliance, monitoring and enforcement officer	\$215
Residential Building Control officer	\$215
Infrastructure Officer	\$215
Commercial Building Control Officer	\$235
Building Team Leader/Manager	\$265
Meetings charge out rate – staff	Refer to hourly fee structure for staff (first 30 minutes fee)
Specialist / consultancy design input	At cost plus 10%
<b>Reports</b>	
Monthly building consent reports	\$85

<b>Baches on Unformed Legal Road</b>	
Annual Site Fee	\$2,785

<b>District Assets</b>	
<b>Water Supply Connections</b>	
Actual cost recovery relating to the installation of water supply connections.	
<b>Sewerage and Stormwater Connections</b>	
Actual cost recovery relating to the installation of sewerage and stormwater connections.	
<b>Vehicle Crossings</b>	
Actual cost recovery relating to the installation of vehicle crossings.	
<b>Sewerage Supply</b>	
Trade Waste charges are levied separately according to waste volume and utilisation of sewerage system. Minimum fee of \$3,075 per annum	
Dumping into sewerage system, annually	\$3,075
<b>Water Supply Annual Charges</b>	
Hokitika / Kaniere Water Supply	Commercial metered supply per cubic metre \$3.08
The minimum charge for commercial or significant user metered water connections is the same as the commercial water rate.	
Council reserves the right to negotiate metered charges with significant users	

Treated Supplies—Rural Towns Fox Glacier / Franz Josef / Whataroa / Hari Hari	Commercial metered supply per cubic metre \$3.08
<b>Road Damage – New Build</b>	
Road damage deposit – refundable deposit	\$2,565
Road Damage (unconsented works) enforcement	At cost (staff time)
Remedial action for unconsented road works	Full cost of remedial work required plus staff time
<b>Road Damage – New</b>	
Road damage deposit – refundable deposit	\$2,565
Road Damage (unconsented works) enforcement	At cost
Remedial action for unconsented road works	Full cost of remedial work plus staff time
<b>Temporary Road Closures</b>	
Non-refundable application fee	\$210
Additional Information request (from applicant)	\$115 per hour
Public Notification on approval	At cost
Management of temporary road closure	At cost
Call Out / Audit of Traffic Management Plan	\$270 per hour
Not for Profit Organisations	Exempt

<b>Jackson Bay Wharf Charge (prices exclude GST)</b>	
<b>Commercial Fishing Vessels operating from the Wharf for discharge of wet fish and / or crayfish must have a licence to occupy.</b>	
<b>Annual Charge</b>	
Vessels over 13.7 metres (45 feet)	\$5,330
Vessels between 9.1 metres and 13.7 metres (30-45 feet)	\$1,980
Vessels up to 9.1 metres (30 feet)	\$1,420
Casual users landing wet fish (per tonne)	\$30.75
Casual users landing crayfish (per tonne)	\$400
<b>Other Vessels (not discharging) must pay a daily charge (24 hours) as below</b>	
Vessels over 13.7 metres (45 feet)	\$335
Vessels between 9.1 metres and 13.7 metres (30-45 feet)	\$265
Vessels up to 9.1 metres (30 feet)	\$138
Recreational Boat Ramp use	\$10.25 per day
Car parking	\$10.25

## Waste Management

Any legislative charges under the Waste Management Act will be imposed as a levy if required.

**Note:** Government requires Council to charge a levy of \$10.00 per tonne, or equivalent volume at non weighbridge sites, on all waste disposed of to landfill. This is included in the below fees.

For non-standard loads, the Transfer Station Operators reserve the right:

- To measure the waste and charge the per cubic metre rate or;
- To measure the load and use the Ministry for the Environment Conversion Factors for compacted or dense waste.

<b>Hokitika Transfer Station</b>	
Refuse Site Gate Fees	
<b>General Waste</b>	
Per tonne	\$615
60L bag	\$6.35
<b>Green Waste</b>	
Green Waste per tonne	\$62
60L bag Green Waste uncompacted	\$1
Accepted Recyclable Items*	Free
*All glass will be accepted free of charge.	
<b>Other</b>	
Cars Prepared (Conditions apply, per item)	\$205
<b>Non Weighbridge Sites</b>	
<b>Uncompacted General Waste</b>	
Per Cubic Metre small loads < 0.5m <sup>3</sup>	\$100
Per Cubic Metre large loads > 0.5m <sup>3</sup>	\$125
60L bag	\$7.20
120L Wheelie Bin	\$15
240L Wheelie Bin	\$31
Small Trailer /Ute (0.68m <sup>3</sup> )*	\$85
Medium Trailer (0.91m <sup>3</sup> )*	\$125
Cage or Large Trailer (2.7m <sup>3</sup> )*	\$360
*Taken to Hokitika site. All glass accepted free of charge	
<b>Uncompacted Green Waste</b>	
Per Cubic Metre	\$11.80
60L bag	\$0.80
Small Trailer /Ute (0.68m <sup>3</sup> )	\$7.70
Medium Trailer (0.91m <sup>3</sup> )	\$11.80
<b>All Sites: Other Items</b>	
Gas Bottle Disposal	\$15.35
Whiteware (Fridges must be degassed, per item)	\$17.45
Tyres (Based on average weight of 7.5kg, per item)	\$15.50
Tyres over 7.5kg e.g. truck tyres	\$25.65

<b>Rubbish and recycling receptacles</b>	
Replacement and additional recycling bin 240 L (maximum 2x sets of bins per household)	\$180
Replacement and additional rubbish bin 120 L (maximum 2x sets of bins per household)	\$155
Delivery fee per replacement bin	\$77

## Sale and Supply of Alcohol

### On, Off or Club Licence

Applications and renewals for On, Off or Club Licence are assessed using a cost / risk rating system. The cost / risk rating of the premises is the sum of the highest applicable weighting for the type of premises and type of licence, the hours of operation and any enforcement holdings in the last 18 months.

Cost/risk rating	Fees category	Application fee \$ incl GST	Annual fee \$ incl GST
0-2	Very low	\$377	\$165
3-5	Low	\$625	\$401
6-15	Medium	\$837	\$648
16-25	High	\$1,049	\$1,061
26 plus	Very High	\$1,238	\$1,510

The cost/risk rating used to set the fees above is calculated using the tables below.

### Latest alcohol sales time allowed for premises

Type of Premises	Latest trading time allowed (during 24 hour period)	Weighting
Premises for which an on-licence or club-licence is held or sought	2.00 am or earlier	0
	Between 2.01 and 3.00 am	3
	Any time after 3.00 am	5
Premises for which an off-licence is held or sought (other than remote sales)	10.00 pm or earlier	0
	Any time after 10.00 pm	3
Remote sales premises	Not applicable	0

## Type of premises

Type of Licence	Type of Premises	Weighting
On-licence	Class 1 restaurant, night club, tavern, adult premises	15
	Class 2 restaurant, hotel, function centre	10
	Class 3 restaurant, other premises not otherwise specified	5
	BYO restaurants, theatres, cinemas, winery cellar doors	2
Off-Licence	Supermarket, grocery store, bottle store	15
	Hotel, Tavern	10
	Class 1, 2 or 3 club, remote sale premises, premises not otherwise specified	5
	Winery cellar doors	2
Club-licence	Class 1 club	10
	Class 2 club	5
	Class 3 club	2

## Enforcement holdings

Number of enforcement holdings in respect of the premises in the last 18 months	Weighting
None	0
One	10
Two or more	20

## Definitions for types of premises

Type	Class	Description
Restaurants	1	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a significant bar area and operates that bar area at least one night a week in the manner of a tavern.
	2	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a separate bar area and does not operate that bar area in the manner of a tavern at any time.
	3	A restaurant that has or applies for an on-licence and, in the opinion of the Territorial Authority, only serves alcohol to the table and does not have a separate bar area.
	BYO	A restaurant for which an on-licence is or will be endorsed under section 37 of the Act.
Clubs	1	A club that has or applies for a club licence and has at least 1,000 members of purchase age and in the opinion of the territorial authority, operates any part of the premises in the nature of a tavern at any time.
	2	A club that has or applies for a club licence and is not a class 1 or class 3 club
	3	A club that has or applies for a club licence and has fewer than 250 members of purchase age and in the opinion of the territorial authority, operates a bar for no more than 40 hours each week.
Remote sales premises		Premises for which an off-licence is or will be endorsed under section 40 of the Act.
Enforcement holding		A holding as defined in section 288 of the Act, or an offence under the Sale of Liquor Act 1989 for which a holding could have been made if the conduct had occurred after 18 December 2013.

## Special Licences

The fee payable for a Special Licence is assessed using a cost / risk rating system depending on the size of the event and the number of events applied for.

**Large event:** Means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people.

**Medium event:** Means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people.

**Small event:** Means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.

Class	Issued in respect of	Application fee \$ incl GST
1	1 large event: More than 3 medium events: More than 12 small events	\$589
2	3 to 12 small events: 1 to 3 medium events	\$212
3	1 – 2 small events	\$65