

# Fees & Charges 2024/2025

*He Tauira Nama Me Te  
Utu Mo Te Kiritaki*



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# Introduction

This document has been prepared to provide a comprehensive guide to fees and charges for the 2024/25 Annual Plan.

## Legislative Framework

The Council derives its right to apply fees and charges in general from section 150 and section 12 of the Local Government Act (LGA) 2002. Other Acts which the Council administers, such as the Resource Management Act 1991, the Building Act 2004, the Dog Control Act 1996, the COVID-19 Recovery (Fast Track Consenting Act) 2020 and others, give all Territorial Authorities the right to prescribe fees and charges pertaining to the activity dealt with under that Act. In the following fees and charges schedules the empowering legislation is noted where the right to apply fees and charges is not derived from the LGA 2002.

Any situations for which no fee or charge has been prescribed but which involve costs to the Council, section 252 under the LGA 2002 also gives the Council the right to recover the reasonable costs incurred for works or services provided by the Council.

## Schedules

The following should be noted about the fees and charges schedules:

In some cases, the fees are defined by the relevant statute and are therefore not open for consultation or to change by the Council. These include:

- Infringement fees for parking, resource management and dog control offences
- Liquor licensing
- Amusement devices licensing
- Development contributions

Subdivision consent for additional lots, and any land use consent or permitted activity may include a condition requiring development contributions to ensure adequate and appropriate provision of infrastructure to service those new lots or activity. Contributions relate to roading network access, wastewater and stormwater disposal, rural drainage and water supply. These contributions relate solely to the Council's own infrastructure and not to infrastructure of other service providers who have their own charging regimes. For further information please refer to our Development Contributions Policy.

# Sustainable Communities

## Customer Services

Description	Charge 2024/2025 (\$)
<b>Electronic Communications</b>	
Emailing documents	2.00
<b>Printing, Photocopying</b>	
Black & white – per page	0.40
Colour – per page	0.70
Photocopy/printing of CV/Resume	Up to 5 copies free
<b>Kit Collection</b>	
Kit collection hire fee (per item)	2.00

## Library Services

Description	Charge 2024/2025 (\$)
<b>Books</b>	
4 weeks hire (no renewing) wal	Free of charge
Book renewal after 4 weeks (per book)	2.00
Reserve/hold fee – for non-collection	2.00
<b>Magazines</b>	
General – two weeks	0.50
<b>DVDs</b>	
Library New Release	Free of charge
Library New Release Junior	Free of charge
Library Older Release Adult	Free of charge
Library Older Release Junior	Free of charge
<b>Card Fees</b>	
Replacement card	3.00
Inter-loan charge	7.00 + charges incurred
<b>Withdrawn For Sale</b>	
Adult Books	3.00 per book or buy 5 and get one for free
Junior Books	1.50 per book or buy 5 and get one for free
All DVDs	3.00 per DVD or buy 5 and get one for free
Magazines	.50 per magazine or buy 5 and get one for free
Special Book Sales (prices may vary per item during special sales periods)	3.00
<b>Library Membership</b>	
District ratepayers & residents	Free of charge
Out-of-district non-residents and non-ratepayers (per year)	80.00
<b>Requests, Searches &amp; Enquires</b>	
Research enquiry (per hour or part thereof)	70.00
Temporary DVD-only membership non-residents bond (Raglan office only)	A bond of \$30 is required and a full refund will be issued at the return of all items and temporary membership card.  No refund will be given if the item or

Description	Charge 2024/2025 (\$)
	temporary card is lost or damaged.
<b>Laminating</b>	
A5	2.00
A4	3.00
A3	5.00
<b>Damaged/lost Items</b>	
Major damage	Full replacement cost
Minor damage	5.00
Lost items	Full replacement cost
<b>Library Merchandise</b>	
Library merchandise may be sold at times on a cost recovery basis.	Full replacement cost

### Community Facilities: Cemeteries

Description	Charge 2024/2025 (\$)
<b>Plot purchase</b>	
All of the Waikato – including maintenance	2,712.00
All of the Waikato’s Children’s areas including maintenance	941.00
<b>Ashes</b>	
Plot	387.60
RSA plot	Free of charge
<b>Sexton Fees</b>	
Interments - Burial	2,078.00
Interments - Ashes	346.00
Stillborn babies	Free of charge
<b>Other Cemetery Services</b>	
Disinterment	3,490.00
Reinterment	1,672.00
Breaking concrete	112.00
Memorial Permit	10.00
Locate Plot	26.00

### Community Facilities: Halls and Meeting Rooms

Description	Charge 2024/2025 (\$)
<b>General Charges</b>	
Bond	400.00
Bond - non-profit organisations	100.00
Penalty for late return of keys – per working day	30.00
Surcharge for events with alcohol	69.00
<b>Te Kauwhata Library – Community Meeting Room</b>	
Community groups – per hour	9.00
Community groups – per half day (4 hours)	14.00
Community groups – per day	33.00
Commercial – per hour	32.00
Commercial – per half day (4 hours)	39.00
Commercial – per day	72.00

Description	Charge 2024/2025 (\$)
<b>Huntly Library – Community Meeting Room</b>	
Community groups – per hour	9.00
Community groups – per half day (4 hours)	14.00
Community groups – per day	33.00
Commercial – per hour	32.00
Commercial – per half day (4 hours)	39.00
Commercial – per day	72.00
<b>Riverside Room Huntly</b>	
Full day (8 hours)	48.00
Part day (4 hours)	22.00
Commercial (8 hours)	142.00
Commercial (4 hours)	110.00
<b>Ngaaruawaahia War Memorial Hall</b>	
Full day (8 hours)	96.00
Part day (4 hours)	49.00
Commercial (8 hours)	146.00
Commercial (4 hours)	119.00
Not-for-profit (8 hours)	60.00
Not-for-profit (4 hours)	33.00
<b>Tuakau War Memorial Hall</b>	
<b>Commercial</b>	
Main hall or supper room (8 hours)	118.00
Main hall and supper room (8 hours)	229.00
Mezzanine or committee rooms (8 hours)	53.00
Mezzanine and committee rooms (8 hours)	102.00
Main hall or supper room (day and evening)	229.00
Main hall and supper room (day and evening)	458.00
Mezzanine or committee rooms (day and evening)	104.00
Mezzanine and committee rooms (day and evening)	213.00
<b>Non-commercial</b>	
Main hall or supper room (8 hours)	62.00
Main hall and supper room (8 hours)	118.00
Mezzanine or committee rooms (8 hours)	31.00
Mezzanine and committee rooms (8 hours)	53.00
Main hall or supper room (day and evening)	118.00
Main hall and supper room (day and evening)	229.00
Mezzanine or committee rooms (day and evening)	54.00
Mezzanine and committee rooms (day and evening)	107.00
<b>Charitable</b>	
Main hall or supper room (8 hours)	33.00
Main hall and supper room (8 hours)	60.00
Mezzanine or committee rooms (8 hours)	18.00
Mezzanine and committee rooms (8 hours)	29.00
Main hall or supper room (day and evening)	61.00
Main hall and supper room (day and evening)	121.00
Mezzanine or committee rooms (day and evening)	18.00
Mezzanine and committee rooms (day and evening)	29.00

## Leisure Facilities: Swimming Pools

Please note that swimming pools are managed via an independent operator. The independent operator sets fees and charges as deemed appropriate. For this reason, charges may vary from time to time.

Please refer to Council's website for the most current swimming pool charges:

<https://www.waikatodistrict.govt.nz/recreation/swimming-pools>

## Leisure Facilities: Open Spaces

Description	Charge 2024/2025 (\$)
<b>Sporting &amp; Recreation Facilities</b>	
Winter sports (field use)	Free of charge
Summer sports (field use)	Free of charge
Lake Puketirini - Key	79.00 + key bond
Lake Puketirini Key bond (refundable on return of key)	21.00
Lake Kainui - Key	99.00 + key bond
Lake Kainui - Key bond (refundable on return of key)	21.00
Boat ramp usage payment - daily	10.00
Boat ramp usage payment - annual	100.00
<b>Raglan Aerodrome</b>	
Landing fees – casual use per day	18.00
Regular use (annual aerodrome landing fee for clubs or similar) organisations)	675.00
Administration fee (late payments etc.)	23.00

## Leisure Facilities: Campgrounds

Description	Charge 2024/2025 (\$)
<b>Hakanoa Campground</b>	
<b>Tent Sites - Per person/per night</b>	
Per person	20.00
<b>Hakanoa Cabins - Per person/per night</b>	
The Cottage and Cabins	40
Bunkhouse – one person in room	40
Bunkhouse – two people in room	50
Hired cabins – per person/per week	160.00
<b>Campervan Sites - Powered (short stay)</b>	
Two adults	45.00
Additional baby (0 – 5 years)	5.00
Additional Child (6 – 11 years)	8.00
Additional Youth (12 -14 years)	10.00
Additional Adult (age 15+)	20.00
<b>Campervan Sites - Non-powered (short stay)</b>	
Two adults	20.00
Additional baby (0 – 5 years)	5.00
Additional Child (6 – 11 years)	8.00
Additional Youth (12 -14 years)	10.00
Additional Adult (age 15+)	20.00
<b>Campervan/Caravan/Bus (long stay)</b>	



Description	Charge 2024/2025 (\$)
Small Unit (per week)	100.00
Large Unit (per week)	140.00
Bus (per week)	160.00
<b>Unattended Storage</b>	
Daily charge	3.00

### Community Facilities: Events

Description	Charge 2024/2025 (\$)
<b>Non-commercial Small Event (less than 100 people)</b>	
Key bond for Reserve	100.00
<b>Commercial Small Event (less than 100 people)</b>	
Per day (including set up/pack down)	100.00
Key bond for Reserve	100.00
<b>Medium Event (100-500 people)</b>	
Per day (including set up/pack down)	250.00
Key Bond for Reserve	100.00
<b>Large Event (500-2,000 people)</b>	
Per day (including set up/pack down)	500.00
Key Bond for Reserve	100.00
Reserve Bond (not including parking, parking bond prices available by request)	500.00
<b>Major Event (2,000+ people or large event over multiple days)</b>	
Per day (including set up/pack down)	1,000.00
Key Bond for Reserve	100.00
Reserve Bond (not including parking, parking bond prices available by request)	Prices available by request

### Leisure Facilities: Other

Description	Charge 2024/2025 (\$)
<b>Raglan Wharf</b>	
Fishing vessels regularly using the port – per annum	1,500.00
<b>Housing for the Elderly</b>	
Ngaaruawaahia – per week	208.00
Huntly – per week	208.00
Tuakau – per week	208.00

# Sustainable Environment

## Animal Control

All fees relating to Dog Control are set in accordance with the Dog Control Act 1996. The registration fee is set to recover costs associated with the administration of the dog register, response to service requests from the public, compliance monitoring and enforcement of the relevant provisions of the Dog Control Act 1996, the Waikato District Council Dog Control Bylaw 2022.

There are different registration classifications for dogs. Each dog registration classification has different fees. Those classifications are as follows:

- a) Approved owner
- b) General owner
- c) Selected owner
- d) Farm owner
- e) Dangerous dog
- f) Disability assist dog
- g) Neutered or spayed dog.

A full description of these classifications can be found in the Waikato District Council Dog Control Policy 2022 on our website: <https://www.waikatodistrict.govt.nz/your-council/plans-policies-and-bylaws/policies>

## Cat Traps

The Animal Welfare Act 1999 allows for the use of traps such as live catch traps (cage traps). These traps can be used for the control of feral cats. Cage traps are available for hire from the Council's Animal Control Unit.

A bond of \$100 is required and a refund of \$75 will be issued when the trap is returned within two weeks. If the trap is returned damaged there will be no refund.

Please note responsibility for disposal of trapped feral cats is on the householder leasing the trap. The Council has no facilities to dispose of these cats. The householder is required to adhere to the Animal Welfare Act 1999 and inspect the trap, or cause a competent person to inspect the trap, within 12 hours after sunrise on each day the trap remains set, beginning on the day immediately after the day on which the trap is set.

## Dog Control

Description	Charge 2024/2025 (\$)
<b>Payment by 31 July (discounted rate)</b>	
General owner	120.00
Approved owner	95.00
Farm owner	54.00
Selected owner	60.00
Registered Disability Assist Dogs as listed in Schedule 5 of the Dog Control Act 1996	0.00
Dogs neutered in previous year (special conditions apply)	One-year free registration available
<b>Basic Registration Fee (after 31 July) (full rate)</b>	
General owner	140.00
Approved owner	115.00
Farm owner	74.00
Selected owner	80.00

Description	Charge 2024/2025 (\$)
Dangerous	210.00
<b>Other Charges</b>	
Application for selected owner	20.00
Application for permit to keep more than two dogs	65.00
Disposal/surrender	50.00
Implanting of microchips	25.00
<b>Collars &amp; Tags</b>	
Small	Actual Cost
Medium	Actual Cost
Large	Actual Cost
Exchange tags	Free of charge
Replacement tags	6.00
<b>Registration of Pups aged 3 months+</b>	
<b>General Owner</b>	
July	140.00
August	128.00
September	117.00
October	105.00
November	93.00
December	82.00
January	70.00
February	58.00
March	47.00
April	35.00
May	23.00
<b>Approved Owner</b>	
July	115.00
August	105.00
September	96.00
October	86.00
November	77.00
December	67.00
January	58.00
February	48.00
March	38.00
April	28.00
May	19.00
<b>Farm Owner</b>	
July	72.00
August	66.00
September	60.00
October	54.00
November	48.00
December	42.00
January	36.00
February	30.00
March	24.00
April	18.00
May	12.00
<b>Selected Owner</b>	

Description	Charge 2024/2025 (\$)
July	80.00
August	73.00
September	67.00
October	60.00
November	53.00
December	47.00
January	40.00
February	33.00
March	27.00
April	20.00
May	13.00
<b>Impounding - Dog Control Act 1996, Section 68</b>	
First impounding	80.00
Second impounding	130.00
Third or subsequent impounding	160.00
Seizure - additional to impounding fee	100.00
Sustenance - per day	22.00
<b>Infringement Offences - Dog Control Act 1996, Section 66</b>	
(GST is not applicable to these fees)	
Wilful obstruction of a dog control officer or ranger	750.00
<b>Infringement Offences - Dog Control Act 1996, Section 66</b>	
(GST is not applicable to these fees)	
Failure or refusal to supply information or wilfully providing false particulars	750.00
<b>Infringement Offences - Dog Control Act 1996, Section 66</b>	
(GST is not applicable to these fees)	
Failure to supply information or wilfully providing false particulars about a dog	750.00
Failure to comply with any bylaw authorised by section 20 of the Dog Control Act	300.00
Failure to undertake dog owner education programme or dog obedience course (or both)	300.00
Failure to comply with obligations of probationary owner	750.00
Failure to comply with effects of disqualification	750.00
Failure to comply with effects of classification of dog as dangerous dog	300.00
Fraudulent sale or transfer of dangerous dog	500.00
Failure to comply with effects of classification of dog as menacing	300.00
Failure to advise person of muzzle and leashing requirements	100.00
Failure to implant microchip transponder in dog	300.00
False statement relating to dog registration	750.00
False notifying death of dog	750.00
Failure to register dog	300.00
Fraudulent procurement or attempt to procure replacement dog registration label or disc	500.00
Failure to advise change of dog ownership	100.00
Failure to advise change of address	100.00
Removal, swapping or counterfeiting of registration label or disc	500.00

Description	Charge 2024/2025 (\$)
Failure to keep dog controlled or confined	200.00
Failure to keep dog under control	200.00
Failure to provide proper care and attention to supply proper and sufficient food, water and shelter and/or to provide adequate exercise.	300.00
Failure to carry a leash in public	100.00
Failure to comply with barking dog abatement notice	200.00
Allowing dog known to be dangerous to be at large unmuzzled or unleashed	300.00
Failure to advise of muzzle and leashing requirements	100.00
Releasing dog from custody	750.00

## Stock Control

All fees relating to Stock Control are set in accordance with the Impounding Act 1955. These fees are used to recuperate the cost of responding to public safety issues caused by trespassing stock where the stock have been impounded.

Description	Charge 2024/2025 (\$)
<b>Stock Call Outs</b>	
Corporate mileage	Corporate mileage
Advertising	Actual cost
Pound fee for the first animal impounded (Stallion, ass, mule or bull over the age of 9 months, mare, gelding, colt, filly or foal, ox, cow, steer, heifer or calf, ram, ewe, wether or lamb, goat, deer, boar, sow or other pig).	100.00
Pound fee per Animal Impounded thereafter the first animal (stallion, ass, mule or bull over the age of 9 months, mare, gelding, colt, filly or foal, ox, cow, steer, heifer or calf, ram, ewe, wether or lamb, goat, deer, boar, sow or other pig).	30.00
Sustenance per animal, per day	14.00
Conveyance charge	Actual cost

## Building Control

These fees are set in accordance with the Building Act 2004, the Fencing of Swimming Pools Act 1978, the Sale of Liquor Act 1989, and the Amusement Devices Regulations 1978. However, through the course of processing building consents there are some exceptions to this and they are outlined as follows:

- Where external or additional internal expertise is necessary for processing building consents, the charge for those services will be passed onto the applicant.
- Structural checking fees when undertaken by Council officers are charged at the officers' hourly charge-out rate.
- Fixed charges are payable on application. At the end of processing inspection fees and additional levies may be payable.
- The Council is required to collect fees on behalf of others:
  - Building Research Association Levy – for every building consent with an estimated value of \$20,000 and over:
    - \$1 per \$1,000 is payable (Note: GST is not applicable to this levy)
  - Ministry of Business, Innovation & Employment (MBIE - Building and Housing Levy) – for every building consent with an estimated value of \$65,000 and over:
    - \$1.75 per \$1,000 is payable (Note: GST is applicable to this levy).
- Building consents cancelled before the first inspection is conducted will be refunded only that part of the full charge for which processing work has not yet been carried out.

Where inspection fees apply the cost includes the building inspector's hourly charge out rate and corporate mileage.

Description	Charge 2024/2025 (\$)
<b>Project Information Memoranda (PIM) – Building Act 2004, Sections 219 &amp; 32</b>	
Building work valued up to \$20,000 including structures as listed under building consents (b)(i) and (b)(ii), but excluding items listed under (a), (c) and (j) – all listed in the table below.	191.00
Building work valued up to and including \$1,000,000	382.00
Building work valued over \$1,000,000	472.00
<b>Building Consents - Building Act 2004, Section 219</b>	
Inspection fee per visit in relation to building consent applications (the number of inspections will vary depending on the project).	190.00
Solid fuel and solar water heaters – includes one inspection, accreditation levy and a final code compliance certificate.	387.00
(a) <ul style="list-style-type: none"> <li>• Minor plumbing and drainage (e.g. ensuites, septic tanks, other small works involving no increase in building area)</li> <li>• Demolitions</li> <li>• Signs</li> <li>• Insulation</li> <li>• Swimming pools</li> <li>• Fencing only of swimming pools</li> </ul>	233.00
(a)(i) <ul style="list-style-type: none"> <li>• Garages (including resited garages)</li> <li>• Carports</li> </ul>	428.00

Description	Charge 2024/2025 (\$)
<ul style="list-style-type: none"> <li>• Farm buildings/sheds</li> <li>• Decks</li> <li>• Shade cloth structures</li> </ul>	
<b>Building Consents - Building Act 2004, Section 219</b>	
(b)(ii) Building work valued up to \$20,000 including temporary or transportable classrooms, garages converted to habitable rooms, re-piled dwellings, retaining walls.	484.00
(c) Erection and removal of marquees for temporary events	254.00
(d) Dwelling additions, commercial and public buildings up to \$20,000 in value	637.00
(e) All building work of value from \$20,001 up to \$100,000	1,138.00
(f) All building work of value from \$100,001 up to \$150,000	1,746.00
(g) All building work of value from \$150,001 up to \$500,000	2,298.00
(h) All building work of value from \$500,001 up to \$1,000,000	2,737.00
(i) Buildings over \$1,000,000 in value, add \$120 for every \$100,000 over \$1,000,000	3,345.00
(j) Stock underpasses and farm bridges. Includes two building inspections and engineering input into checking of plans, technical advice and inspection of site before and after installation.	1,554.00
<b>Accreditation Levy - Building Act 2004, Sections 215 &amp; 219</b>	
All consents	90.00
<b>Scanning and Storage of Building Consents and Documents - Building Act 2004, Section 219</b>	
All consents	68.00
<b>Code Compliance Certificates - Building Act 2004, Sections 95 &amp; 93(2)(b)</b>	
To issue a final Code Compliance Certificate (CCC) in respect of a building consent that has already been issued and interim Code Compliance Certificate.	190.00
Application for extension of time to apply for a Code Compliance Certificate	174.00
<b>Compliance Schedules &amp; Building Warrant of Fitness Building Act 2004, Sections 100, 108 &amp; 219</b>	
Issue of a new Compliance Schedule	237.00
Annual inspection of buildings with specified systems and administration.	313.00
Where a building fails its annual compliance audit, a re-inspection fee will apply at standard inspection rates.	190.00
Amendment to Compliance Schedule	102.00
Annual receipt of building warrant of fitness (where an inspection did not take place)	102.00
<b>Resiting</b>	
Resiting report	147.00
Officers' hourly charge out rate (outside the district only)	Building Control - Officers' hourly charge out rate (outside the District only)
Mileage (outside the district only)	corporate mileage
<b>Application for Temporary Accommodation - Building Act</b>	

Description	Charge 2024/2025 (\$)
<b>2004, Section 219</b>	
Available only while an applicant is building a dwelling	265.00
A refundable performance bond of \$5,000 is also required under the RMA 1991 to ensure that occupation of the temporary premises is discontinued within the agreed period.	
<b>Application for Dispensation and Waivers - Building Act 2004, Section 219</b>	
For dispensation from provisions of the Building Act 2004 or the Fencing of Swimming Pools Act 1987 (per hour)	186.00
<b>Application for a Building Certificate - Sale and Supply of Alcohol Act 2012</b>	
Inspection of premises for fire safety and access for people with disabilities	308.00
<b>Certificate of Acceptance - Building Act 2004, Section 96</b>	
Application fee (includes the cost of one inspection)	626.00
These projects are also liable for all fees that would have been payable had the owner (or the owner's predecessor in title) applied for building consent before carrying out the building work.	
<b>Certificate for Public use - Building Act 2004, Section 363A</b>	
To issue a certificate for public use in respect of a building	214.00
Inspections to check compliance with conditions of the certificate	186.00
<b>Fencing of Swimming Pools - Fencing of Swimming Pools Act 1987</b>	
First inspection of pool fence to check compliance	102.00
Inspection fee for second and subsequent inspections if satisfactory progress is not made (per inspection)	186.00
<b>Certificates - Building Act 2004, Sections 71, 77, 78(1) &amp; 219</b>	
Section 71 Certificate - preparation, signing and registration of certificates	499.00
Section 75 Certificate - preparation, signing and registration	552.00
Removal of entry under section 78(1) of the Building Act	255.00
<b>Amendments</b>	
Processing charge is based on the review Officers' and administration standard hours rates	Officers' hourly charge our rate
<b>Notice to Fix - Building Act 2004, Section 164</b>	
To issue and serve	260.00
Inspections to check compliance with conditions of Notice to Fix - includes legal advice	197.00
<b>Infringement Notices - Building (Infringement Offences, Fees, and Forms) Regulations 2007</b>	
Infringement Notices issued for offences under the Regulations. (Fees vary depending on the offence)	Fees as prescribed in Schedule 1 of the Regulations
<b>Request for information or service - Building Act 2004, Section 219</b>	
Non-routine request for information	Officers' hourly charge out rate
Record of Title and ordering documents through Land Information New Zealand (LINZ)	60.00



Description	Charge 2024/2025 (\$)
<b>Amusement devices - Amusement Devices Regulations 1978: Regulation 11 Approval to Operate</b>	
One device for up to 7 days	11.50
Additional device for up to 7 days	2.30
Each device for every 7 days	1.15
BRANZ Levy	For every building consent with an estimated value of 20,000 and over, 1.00 per 1,000 is payable
MBIE Levy	For every building consent with an estimated value of 65,000 and over, 1.75 per 1,000 is payable
Building Consent Exemptions	154.00
<b>Historic Applications</b>	
Historic Review	149.00
Inspection	197.00
<b>Application for works over or adjacent to water assets</b>	
Works over application fee	\$568.00
Works over processing fee	\$390.00

## District Planning

Application for a private plan change to the District Plan.

A charge/s for a plan change will be made to recover the Council's actual costs to prepare a private plan change to the district plan including, but not limited to, the following matters:

- Administration costs including notification costs
- Research
- Technical advice
- Preparation of reports to meet the requirements of the Resource Management Act (RMA)
- Processing of the plan change in accordance with the First Schedule of the RMA
- Hearing administration and commissioner costs
- Legal costs.

A deposit is required prior to processing. Any charges above those covered by the deposit will be invoiced periodically.

## Other Matters

Where the plan change to which the charges relates has any of the following attributes:

- it involves a major change in policy
- it affects a wide geographical area
- it is likely to involve the Council in significant investigation or research
- has any other attribute that is likely to incur significant cost; the deposit may be increased up to a maximum of \$27,000.

Description	Charge 2024/2025 (\$)
<b>District Plan</b>	
Costs to consider and process a Private Plan Change request where fixed charge is inadequate	Charged on a cost recovery basis
Initial deposit to consider and process a Private Plan Change (fixed charge)	11,400.00
Further deposit to consider and process a Private Plan	11,400.00

Description	Charge 2024/2025 (\$)
Change (fixed charge)	

### Development Agreements

This fee is based on reasonable costs for large scale development, requiring management and coordination of a project team to assess activities. This differs from development contribution agreements.

Description	Charge 2024/2025 (\$)
Cost of entering a development agreement Plus actual and reasonable costs where necessary	Any reasonable cost incurred by the Council in the production of a development agreement will be borne by the developer. Costs will range and may include engineering advice, legal advice, and drafting fee.

## Resource Management

### Planning and Planning Information

These fees and charges are set by various sections of the Resource Management Act (RMA) 1991, the COVID-19 Recovery (Fast Track Consenting Act) 2020, Natural and Built Environment Act 2023, sections of the Local Government Act (LGA) 2002 and sections of the Sale and Supply of Alcohol Act 2012. In addition to the listed fee, charge or lodgement fee, all land use consent applications (except those for outline plans) incur a minimum monitoring charge.

### Pre-application charges

The lodgement fee for pre application requests covers the provision of a meeting for up to one hour with a Planner and up to two technical experts (as deemed necessary by the Planner). Any additional time spent on your request is charged at an Officers' hourly charge out rate and includes but is not limited to administration, research, writing and distribution of meeting notes, and additional meetings.

### Voluntary Conservation Covenants

The Council will meet the actual internal legal costs associated with conservation covenant document preparation where the conservation covenant is entered into on a voluntary basis; such costs will be met by the conservation fund.

### Section 36, 36AAA and 36AAB of the Resource Management Act

The charges (set fees, lodgement fees and hourly rates) set out in this booklet are charges which meet the definition of a 'fixed charge' pursuant to Section 36, 36AAA and 36AAB of the RMA 1991 and are stated inclusive of GST, at the prevailing rate.

All 'fixed charges' are payable in full in advance. Pursuant to Section 36AAB of the RMA, the Council will not perform the action or commence processing the application to which the charge relates until it has been paid. Documentation or certificates will not be issued until payment of charges have been cleared. Unless stated as a set fee, all fees are lodgement fees and are subject to additional charges.

### Additional charges

Where a lodgement fee is in any case inadequate to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge.

Additional charges do not apply to set fees. Where the additional charge is less than \$25 the Council will not

require the applicant to pay the additional charge.

Additional charges may also be included in the following circumstances:

- If it is necessary for the services of a consultant to be engaged by the Council (including their attendance at any hearing or meeting) then the consultant's fees will be charged in full to the application as an additional charge
- If any legal fees are incurred by the Council in relation to legal advice obtained for any application, including fees incurred if the Council's solicitor is required to be present at any hearing, these fees will be charged in full to the applicant as an additional charge.
- If any commissioner hearing fees and associated costs are incurred in considering and determining a particular application these fees will be charged in full to the applicant as an additional charge.

### **Purpose**

The purpose of each set fee and lodgement fee and additional charge is to recover the actual and reasonable costs incurred by the Council in receiving and processing applications and in issuing decisions and monitoring performance of consent conditions.

### **Charge-out rates for Council Officers' and mileage**

Council staff charge-out rates are set out in this schedule on pages 43-46.

Mileage rates will be charged in accordance with the prevailing Inland revenue Department mileage rates at the time of invoice.

### **Additional fixed fees**

At any time after the receipt of an application and before a decision has been made, the Council may fix a fee pursuant to Section 36 and 36AAA of the RMA which is more than the fixed charge set out in this booklet.

In that event the Council may require that no further action will be taken in connection with the application until that fixed fee is paid in accordance with Section 36AAB of the RMA.

### **Legal Documents**

Where any legal document requires more than three hours work, an extra charge based on the solicitor's hourly charge out rate will be made over and above the set fee.

### **Lodgement Fees**

Any lodgement fees required under this schedule of fees and charges for any application for a resource consent or requirement for designation or heritage order may be increased up to the stated maximum of \$27,000, where the matter to which the charge relates has any of the following attributes for any other reason the Customer Support General Manager deems appropriate:

- A large development proposal; or
- the proposal is likely to involve significant potential adverse effects on the environment; or
- involves major policy issues; or
- is likely to involve the Council in significant research or investigation; or
- involves the notification of over 35 parties; or
- is a subdivision involving more than 10 lots.

The Consents Manager shall have the right to reduce lodgement fees to the level of expected costs in circumstances where he or she considers this appropriate.

The Consents Manager shall have the right to vary lodgement fees and final charges for heritage order requests if, in his or her opinion, some of the benefits are to the whole community.

Where an application involves both a land use and subdivision consent, and is to be notified, then only one lodgement fee for a notified application may be required.

### Refund of charges

Pursuant to Section 36AAB of the RMA, the Council will remit the whole or part of the charges listed in this schedule where the lodgement fee paid is greater than the costs incurred by the Council in processing the application. Any refund due will be paid after the Council has assessed the final costs of processing the application. Where the refund is less than \$25 no refund will be given.

### Planning Charges

Note: All charges are lodgement fees unless stated as a set fee.

Description	Charge 2024/25 (\$)
<b>Pre-Application Advice</b>	
Pre-application advice and meeting deposit, with remainder costs then charged at actual and reasonable.	600.00
Planning information research - Duty Planner	First 30 minutes free of charge, then recovery of actual and reasonable costs
<b>Applications for Land Use Consent – Non-notified Applications</b>	
Major Note: if you are unsure whether this deposit is applicable, please discuss with a member of the Planning team before submitting your application.	3,800.00
Minor – e.g.: Development control and performance standards infringements including Dependent person dwellings/minor residential units, minor earthworks, and re-sited buildings. Note: if you are unsure whether this deposit is applicable, please discuss with a member of the Planning team before submitting your application.	2,200.00
Earthworks in the Hauraki Gulf Catchment Area - set fee (Monitoring Fee to be added)	580.00
Exemption for Temporary or Marginal Boundary Activities - set fee	600.00
Permitted Boundary Activities - set fee	550.00
Fast Track Consents as prescribed in Section 87AAC of the RMA	2,300.00
Planning Certificate - Sale and Supply of Alcohol Act 2012 - set fee	550.00
Section 127-132 – change, cancel or review conditions of consent	2,000.00
Section 125 - Extension of Time	1,700.00
Certificates of compliance and existing use certificates - section 139 & 139A	2,600.00
<b>Applications for Subdivision Consent – Non-notified Applications</b>	
1 - 4 Lot subdivision & Boundary Adjustments/Relocation	3,800.00
5 - 10 Lot Subdivision, including Transferrable Lots/Environmental Lots, Conservation Lots.	5,800.00

Description	Charge 2024/25 (\$)
> 10 Lots + additional \$ charge per lot over 10 lots	5,800.00 + 140 per lot in excess of 10
Section 226 Subdivision - Report and Decision	2,600.00
Section 127 Change or cancel conditions of consent	2,000.00
Section 128-132 – Review conditions of consent	3,800.00
Section 125 - Extension of Time	1,500.00
Cross Lease Subdivision Amendment	2,000.00
Easement approvals - LGA Section 348 - decision and report	1,500.00
Revocation of easements - report and decision only – section 243	1,300.00
Change or cancel consent notice Section 221 report and decision only	2,000.00
Cancellation of amalgamation conditions - section 241 report and decision only where a full subdivision consent is not required	1,200.00
<b>Non-notified Applications Regarding Requirements for Designation and Heritage Orders - Resource Management Act 1991 unless otherwise stated</b>	
Requirements for designation	4,600.00
Requirements for alteration to a designation - Section 181 (2)	4,600.00
Requirements for alteration to a designation - Section 181 (3)	2,200.00
Requirements for removal of a designation - Section 182	2,200.00
Applications to determine that a designation should not lapse – sections 184(1)(b) & 2(b)	2,100.00
Requirements for heritage orders	2,200.00
Requirements for the removal of heritage orders	2,200.00
Outline plans – Section 176A	2,200.00
Request to Waiver of requirement for outline plan - section 176A (2)	600.00
<b>Limited Notified and Full Notified Application for Subdivision, Landuse Consent, Designations and Heritage Orders</b>	
Limited Notification	9,100.00
Public Notification	11,100.00
Prehearing Meetings	Actual and reasonable costs
Hearing fees will generally be charged at an actual hourly charge out rate and fall under the following criteria:	
For the hearing of any application made under the RMA a charge will be made for the costs of planning staff, technical advisors, solicitors, secretariat and administration.	Actual and reasonable costs
Hearing by external Commissioners	Actual costs to hear and determine application – to be charged to the applicant
Hearings by Councillors	Fee for each Councillor, including time spent on site visits (as measured from the hearing venue) and set by the Remuneration Authority
Where applicants cancel, withdraw or postpone a scheduled hearing.	The Council reserves the right to charge the applicant the actual costs

Description	Charge 2024/25 (\$)
	incurred in preparing for the scheduled hearing
<b>Actions Related to Engineering Approvals, 223, 224 and Compliance of Conditions on Subdivision</b>	
Section 223 Certificate Survey Plan approval - 1 - 4 Lots - set fee (note: resigns are charged at the same rate in addition to the original set fee already charged).	410.00
Section 223 Certificate Survey Plan approval 5 - 10 Lots - set fee (note: resigns are charged at the same rate in addition to the original set fee already charged).	460.00
Section 223 Certificate Survey Plan approval > 10 Lots - set fee plus additional charge per lot over 10 lots (note: resigns are charged at the same rate in addition to the original set fee already charged).	660.00 + \$18 per lot over 10 lots
Engineering plan approvals	1100.00 + Actual costs + corporate mileage
Management of Clearance process including checking conditions of consent in preparation for Section 223 and Section 224 Certificates (includes on-site meetings and inspections).	Actual costs + corporate mileage
Section 348 (LGA) certificate, 224(f) Certificate and Processing transferrable lots	Actual costs + corporate mileage
Section 224 - LOL Certificate Approval - set fee (note: resigns are charged at same rate in addition to original set fee charged)	380.00
Fees for the creation of all new property files for each lot created during subdivision - to be paid at Clearance stage (set fee)	105.00
Update new lots with Hazards. The fee is a set fee charged per lot to be paid at Clearance stage	190.00
Signing of 241 and 243 RMA Certificates and Unit Title Certificates when applied for separately.	587.00
Assign and supply RAPID property number at subdivision (per plate) - to be paid at clearance stage	80.00
Supply replacement RAPID property number plate	40.00
Assign Urban property number at subdivision (per number) - to be paid at clearance stage	35.00
Assign Urban/RAPID property number outside of Subdivision	Free of charge
Post Subdivision work, including any activities having to be undertaken after the issuing of s.224 certificate relating to such matters including but not limited to bonds and bond refunds for incomplete works and defects liability.	Actual costs + corporate mileage
<b>Development Contribution Assessment and Administration – Local Government Act 2002</b>	
Actual and reasonable costs for objections to Development Contributions will be payable in accordance with the Local Government Act 2002	
Objections to Development Contributions (actual costs for commissioner/s Council staff and other support) (deposit)	520.00

Description	Charge 2024/25 (\$)
<p>All development contributions, legal fees, clearance costs and outstanding consent fees are required to be paid prior to the release of the 224 certificate.</p> <p>Legal fees related to all types of subdivision and land use consents – Resource Management Act unless otherwise stated.</p>	
<p>Sections 108 &amp; 109 – Preparation and signing of any bond, covenant, legal document, encumbrance instrument or variation thereto required as a condition of consent to enable the issue of a completion certificate (set fee)</p>	890.00
<p>Variation of bond, covenant, or consent notice (set fee)</p>	600.00
<p>Partial bond refunds – administration fee per site inspection – Note: partial refunds for bonds will be deducted from the bond amount</p>	Admin Officers' hourly charge out rate
<p>Partial bond refunds – site inspections associated with partial refunds per site inspection</p>	Admin Officers' hourly charge out rate
<p>Preparation of consent notice (set fee)</p>	750.00
<p>Preparation of minor covenants or any variations thereto (set fee)</p>	580.00
<p>Discharge of bond, encumbrance instrument, cancellation of consent notice or covenant – partial or full (set fee)</p>	400.00
<p>Surrender of consent – legal fee (set fee)</p>	400.00
<p>Miscellaneous legal services e.g. any certificates or other legal document prepared by the Council's legal section</p>	Hourly charge out rate + mileage & actual cost of disbursements
<p><b>Actions related to all types of subdivision and land use – Resource Management Act 1991 unless otherwise stated.</b></p>	
<p>Objections requested to be considered by an Independent Hearings Commissioner – Actual Costs incurred by engaging a commissioner.</p>	3,100.00
<p>The Council's policy determines that it may decide on a case-by-case basis to refund any fee paid if the Council upholds the objection in its entirety.</p>	
<p>Iwi consultation charge (set fee)</p>	75.00
<p>Record of Title and ordering documents through Land Information New Zealand (LINZ)</p>	60.00
<p>Preparation of any document or certificate for the purposes of Overseas Investment Office or for any such enactments or regulations (set fee)</p>	600.00
<p>Every other certificate authority, approval, consent, report or service given, or inspection made by the Council under any enactment or regulation not otherwise mentioned elsewhere in this schedule where such enactment contains no provision authorising the Council to charge a fee and does not provide that the certificate, authority, approval, consent, report or service or inspection is to be given or made free of charge.</p>	Officers' hourly charge out rate + corporate mileage
<p>Providing advice and comments in relation to partitions with Maaori Land Court.</p>	Officers' hourly charge out rate + corporate mileage

Description	Charge 2024/25 (\$)
The applicant will reimburse any fees paid by the Council to commissioners, consultants, advisers, solicitors and other creditors related to any other matter connected with resource consent or certificate application	Officers' hourly charge out rate + corporate mileage
Administration fee for the processing of non- payment	Officers' hourly charge out rate + corporate mileage
<b>Fast track consenting pursuant to the COVID-19 Recovery (Fast Track Consenting Act) 2020 and the Natural and Built Environment Act 2023 or any other replacement Fast Track consenting legislation.</b>	Updated to cover new legislation
The recovery of actual and reasonable costs incurred by Local Authority as provided under the COVID-19 Recovery (Fast Track Consenting Act) 2020 and the Natural and Built Environment Act 2023 or any other replacement Fast Track consenting legislation.	Recovery of actual and reasonable costs

### Property Information Requests

Description	Charge 2024/25 (\$)
<b>Information and Requests</b>	
General photocopying	Actual Costs
Scanning and providing disks	Actual Costs
Drainage plans	40.00
Building consents	38.00
Microfiche	40.00
Resource Consents	40.00
Any person wishing to view information on any files held by the Council will be charged at the Officers' hourly charge-out rate for each half hour or thereafter. If a staff member is required to assist in your request there will be a charge per half hour at the Officers' hourly rate.	Officers' hourly charge out rate



## Land Information Memoranda

Land Information Memoranda (LIM) requests for the supply of information in writing about a property including plan and resource consent details service details, requisitions and rates and any other matters within Council records.

Description	Charge 2024/2025 (\$)
<b>Land Information Memorandum (LIM) Services</b>	
Electronic Standard LIM (10 Working Days)	350.00
Electronic Urgent LIM (5 Working Days) Note: Council is unable to provide urgent LIMs for Commercial and Industrial Activities.	500.00
Electronic Commercial/Industrial Activity LIM (10 Working Days) Note: No Urgent Service Available.	595.00
Courier Fee	9.50
Record of Title and ordering documents through Land Information New Zealand (LINZ)	60.00
Cancellation Fee	60.00

## Environmental Health and Alcohol Licensing

Description	Charge 2024/2025 (\$)
<b>Food businesses operating under the Food Act 2014</b>	
Application for registration of Food Control Plan (Section 56, Food Act 2014). Includes assessment of the food business, mentoring, processing the application and issuing registration.	400.00
Renewal of registration of Food Control Plan in accordance with Part 2 of Schedule 4 of the Act before the expiry of the current registration	175.00
Processing an application for a significant amendment to a Food Control Plan under section 45 of the Act	230.00
Processing notification of a significant change in circumstances to a Food Control Plan under section 51 of the Act	175.00
Processing mandatory suspension of a Food Control Plan under section 62 of the Act	175.00
Processing voluntary suspension of a Food Control Plan under section 64 of the Act	175.00
Application for registration of a National Programme (Section 86, Food Act 2014)	295.00
Renewal of registration of National Programme in accordance with Part 2 of Schedule 4 of the Act before the expiry of the current registration	175.00
Processing notification of a significant change in circumstances to a National Programme under section 81 of the Act	175.00
Processing mandatory suspension of a National Programme under section 90 of the Act	175.00
Processing voluntary suspension of a National Programme under section 92 of the Act	175.00
Adding additional food business to a current registration	48.00

Description	Charge 2024/2025 (\$)
All activities associated with verification of food control plans or national programmes – covers all activities associated with verification of food control plans or national programmes, including administration, preparation, on site verification, travel and report preparation. Applies to scheduled and unscheduled verifications. A base rate will apply and any time over 3.5 hours required will be charged on a ¼ hourly basis of this fee.	631.00
Termination of verification due to failure of the operator to facilitate the verification	120.00
Monitoring and compliance activities under the Food Act 2014 including exercising any power referenced by and for the purposes expressed in Section 298 of the Act (except for Sections 302 and 303) where a sanction has been imposed by the Food Safety Officer and/or where some form of corrective action is required by the operator – at the following hourly rate.	180.00
Issue of Improvement Notice in accordance with Section 302 of the Act, including development of the notice - per notice plus hourly charge spent developing and issuing the notice after the first hour.	180.40
Processing application for review of issue of improvement notice under section 303 of the Act - per application plus per hour spent processing the application after the first hour.	180.40
Processing application for review of decision under section 355 of the Act	260.00
<b>Registration of Hairdressers (Health (Hairdressers) Regulations 1980)</b>	
Initial registration - covers costs consultation and advice, administrative costs of setting up the premises in the database and a pre-registration inspection	295.00
Renewal of registration - covers the cost of annual inspection of the premises	197.00
<b>Registration of Camping Grounds (Health (Camping Grounds) Regulations 1985)</b>	
Initial registration - covers costs consultation and advice, administrative costs of setting the premises in the database and a pre-registration inspection	330.00
Renewal of registration - covers the cost of annual inspection of the premises	228.00
<b>Registration of Offensive Trades/Stock Saleyards (Health Act 1956)</b>	
Initial registration - covers costs consultation and advice, administrative costs of setting up the premises in the database and a pre-registration inspection	295.00
Renewal of registration - covers the cost of annual inspection of the premises	228.00
<b>Registration of Funeral Directors</b>	
Premises with mortuary – initial registration covers consultation and advice, administrative costs of setting up the premises in the database and a pre-registration inspection.	295.00
Renewal of registration – covers the cost of annual	197.00

Description	Charge 2024/2025 (\$)
inspection of the premises	
Premises with no mortuary – initial registration	101.00
Renewal of registration – covers the cost of maintaining a register of funeral directors in accordance with the Health (Burial) Regulations 1946	101.00
<b>Noting of Certificates - (Health (Registration of Premises) Regulations 1966)</b>	
Covers the cost of altering the details in the database and on the certificate of registration after any change in the occupation of premises.	101.00
<b>Additional Inspections</b>	
Premises which, during an inspection are found not to comply and receive written notice of work which is required to be completed within a given timeframe will be reinspected. If the required works have not been completed a further notice may be issued and an additional inspection fee charged.	313.00
<b>Trading in Public Places</b>	
Covers the cost of regulating where and under what conditions persons wishing to trade in public places may operate within the district. Operators selling articles of food for human consumption (other than fruit and vegetables grown on own property) shall also be required to be registered pursuant to the Food Act 2014. The Council will accept the current health registration of another local authority.	122.00
<b>Gaming Machines and TAB Board Venues</b>	
Gambling Venues Policy applications incur a minimum non-refundable deposit. Further charges may be charged should a hearing be required.	1,200.00
Applications for TAB Board Venue Consent under Council's Gambling Venues Policy incur a minimum non-refundable deposit. Further charges may be charged should a hearing be required.	900.00
<b>Excessive Noise</b>	
This covers the costs incurred in seizing, impounding, transporting and storing property seized under sections 323 or 328 of the RMA 1991.	303.00

## Alcohol Licensing

The Sale and Supply of Alcohol (Fees) Regulations 2013 prescribe the fees payable for applications and services under the Sale and Supply of Alcohol Act 2012. The regulations provide for application and annual fees for on, off and club licences and define a fees framework for determining the fees categories for premises using a defined cost/risk rating system. The regulations provide for Council to make a bylaw to set its own fees payable within the framework specified and therefore the specified fees are subject to change should the Council determine to make a bylaw. An amount is paid to the Alcohol Regulatory and Licensing Authority (ARLA) from the fees for on, off, club licences and managers' certificates.

Description	Charge 2024/2025 (\$)
Alcohol Licence Application Fees (Inclusive of GST)	

Description	Charge 2024/2025 (\$)
<b>Fee Category Premises</b>	
<b>Very Low</b>	
Total	368.00
Waikato District Council	350.75
ARLA	17.25
<b>Low</b>	
Total	609.50
Waikato District Council	575.00
ARLA	34.50
<b>Medium</b>	
Total	816.50
Waikato District Council	764.75
ARLA	51.75
<b>High</b>	
Total	1,023.50
Waikato District Council	937.25
ARLA	86.25
<b>Very High</b>	
Total	1,437.50
Waikato District Council	1,265.00
ARLA	172.50
<b>Special Licence</b>	
Class 1 - Waikato District Council	575.00
Class 2 - Waikato District Council	207.00
Class 3 - Waikato District Council	63.25
<b>Manager's Certificate/Renewal</b>	
Total	316.25
Waikato District Council	287.50
ARLA	28.75
<b>Other Liquor Charges</b>	
Temporary Authority -Waikato District Council	296.70
Temporary Licence - Waikato District Council	296.70
Permanent Club Charter - Waikato District Council	632.50
Extract from Register - Waikato District Council	57.50
Note: above number of charges for licences each year is for the Application Fee. Below are the number of charges for the Annual Fee	
<b>Annual Fee Category Premises</b>	
<b>Very Low</b>	
Total	161.00
Waikato District Council	143.75
ARLA	17.25
<b>Low</b>	
Total	391.00
Waikato District Council	356.50
ARLA	34.50
<b>Medium</b>	
Total	632.50
Waikato District Council	580.75
ARLA	51.75

Description	Charge 2024/2025 (\$)
<b>High</b>	
Total	1,035.00
Waikato District Council	948.75
ARLA	86.25
<b>Very High</b>	
Total	1,437.50
Waikato District Council	1,265.00
ARLA	172.50
<b>Hazardous Activities and Industry List (HAIL)</b>	
These supply specific information in determining if a potentially contaminating activity has occurred on a property	152.00
Costs associated with the placement of a public notice notifying of an application for a new alcohol licence.	93.00

## Monitoring and Enforcement

There will be a charge for every land use consent relating to the monitoring and associated administration costs of the consent.

## Resource Monitoring

Description	Charge 2024/2025 (\$)
<b>Monitoring and Enforcement</b>	
There will be a charge for every land use consent relating to the monitoring and associated administration costs of the consent	
<b>Monitoring Requests</b>	
Yard encroachments and minor consents – to monitor progress with giving effect to the consent and compliance with consent conditions. For new consents this is payable at issue of consent.	350.00
All other consents – to monitor progress with giving effect to the consent and compliance with consent conditions. For new consents this is payable at issue of consent	850.00
Cost per additional site inspection required due to on-going site compliance with conditions (e.g. required work not done) or where other costs are required to monitor any consent.	Officers' hourly charge out rate + corporate mileage
<b>Designations or Heritage Orders</b>	
The requiring authority or heritage protection authority shall pay costs incurred by the Council in monitoring the conditions of notices of requirement. RMA 1991: section 36(1)(d)	Actual and reasonable costs based on Officers' hourly charge out rate + corporate mileage
<b>Infringement fees – Resource Management (Infringement Offences) Regulations 1999 and the Litter Act 1979, Section 13</b> GST is not applicable to these fees	
Contravention of section 9 – restrictions on the use of land section 338(1)(a) GST is not applicable to these fees	300.00
Contravention of an abatement notice – not under section 322(1)(c) and section 338(1)(c)	750.00
Failure to supply information to an enforcement officer – s.338(2)(c)	300.00
Administration fee for the administration of any non-payment (GST applicable)	Actual and reasonable costs
Depositing litter in or on any public place or private land without the consent of the occupier; or having deposited any litter there.	400.00
<b>Monitoring</b>	
The cost of staff time and expense associated with investigation, remediation (if necessary) and complaints can be recovered for significant non-compliance with the District Plan or for repeat offending where environmental impacts are considered to be more than minor.	Actual and reasonable costs based on Officers' hourly charge out rate + corporate

## Parking

Council staff can issue infringement notices for breaches of the Transport (Vehicle and Driver Registration and Licensing) Act 1986, the Land Transport Act 1998, the Transport Act 1962, the Traffic Regulations 1976, the Land Transport (Offences and Penalties) Regulations 1999, the Road Users Rules 2004 and the Tyres and Wheels Rules including unlicensed and unwarranted vehicles. Infringement fees for such breaches are those set out in the relevant legislation.

Description	Charge 2024/2025 (\$)
<b>Parking Infringement Fees - Second Schedule of the Transport Act 1962</b>	
<b>Excess parking</b> GST is not applicable to these fees	
For parking on a road in breach of the provisions of the Waikato District Council's Traffic Bylaw 2023, in excess of a period of time fixed by the bylaw or otherwise where the excess is:	
Up to 30 minutes	12.00
Over 30 minutes but no more than 1 hour	15.00
Over 1 hour but no more than 2 hours	21.00
Over 2 hours but no more than 4 hours	30.00
Over 4 hours but no more than 6 hours	42.00
Over 6 hours	57.00
<b>Other Parking Offences</b> GST is not applicable to these fees	
Parking on a flush median	40.00
Failed to display a permit	40.00
No evidence of current vehicle inspection – private vehicle	200.00
Operated a unlicensed motor vehicle - parked vehicle	200.00
Inconsiderate parking	60.00
Parking in a reserved mobility space	150.00
Any other parking offence in breach of the Waikato District Council's Traffic Bylaw 2023.	40.00
Other breaches (other than parking breaches) of the Waikato District Council's Traffic Bylaw 2023.	35.00
<b>Parking Charges</b>	
General parking	Free of charge
Parking permit for designated spaces	380.00
<b>Towage Fees - Transport (Tow Fees) Notice 2004</b> Towage of more than 10km from other urban areas may incur and extra charge.	
Vehicle 3,500kg or less (gross) – 7am to 6pm Monday to Friday (except public holidays)	52.50
Other times	70.00
Vehicle more than 3,500kg (gross) – 7am to 6pm Monday to Friday (except public holidays)	130.00
Other times	200.00

# Service Delivery

## Roading

Description	Charge 2024/2025 (\$)
<b>Road Safety</b>	
Application to erect a bus shelter on a road reserve	Free of charge
Livestock crossing, moving or droving permit application	Free of charge
Permanent livestock crossing 1 <sup>st</sup> application	250.00
Permanent livestock crossing biannual/annual checks	150.00
Overweight permit - valid up to 24 months (includes shorter duration permits)	125.00
<b>Monitoring &amp; Inspection</b>	
New stock crossing - Installation of posts, signs & cones	1,250.00
Stock crossings - dealing with non-compliance of stock crossing permit conditions (set fee per visit)	150.00
Memorandum of encumbrance for stock underpass	790.00
Two-yearly structural inspection of stock underpass	176.00
<b>Corridor Maintenance</b>	
Corridor Access Request (CAR) - includes first inspection	
Minor Works - Excavation	250.00
Minor Works - Non excavation	100.00
Projects	550.00
Events	See road closure section below
Second and subsequent inspections	250.00
Penalty for non-notification	250.00
<b>Vehicle Entranceways</b>	
Application - includes inspection plus mileage cost	300.00
<b>Events</b>	
Temporary road closure permit application:	
Road closures for motor sports events.	250.00
Road closures for sport and other non-community events	250.00
Road closures for community events	Free of Charge
Street/footpath damage	Actual Cost
<b>Network Development and Maintenance</b>	
Road Naming Process Single site includes sign	950.00
Road Naming Process for ROW or PVT road Single site includes sign	950.00
Road Naming up to 5 streets	1,450.00
Road Naming 5 streets and over	1,900.00
<b>Motor Rallies</b>	
Bond - sealed roads (per road - maximum 10,000)	1000.00
Bond - unsealed roads (per road - maximum 45,000)	5,000.00
Repair to road and structures	Actual Cost
<b>Unformed (Paper) Roads</b>	
Requests to initiate road stopping process. All costs including purchase of land at market value to be met by the applicant. A non-refundable deposit is required to initiate the process.	5,000.00
<b>Temporary Fences on Formed Roads</b>	
Application	Actual Cost
First inspection	Actual Cost



Description	Charge 2024/2025 (\$)
More than one inspection	250.00
<b>Road Reserve</b>	
Utility installation	2,000 minimum as negotiated

## Rubbish and Recycling Services

Description	Charge 2024/2025 (\$)
<b>Wheelie Bins and Crates</b>	
Tuakau wheelie bin replacement	58.00
Tuakau wheelie bin delivery (per dwelling)	16.20
Replacement recycling crates	23.00
<b>Refuse Prepaid Stickers and Tags</b>	
Wheelie bin tag	3.00
Bag sticker	1.50
Roll of 100 wheelie bin tags	300.00
Roll of 200 bag stickers	300.00
<b>Pro rata Charge</b> Any eligible property that is built and occupied after rates are struck on 1 July that wishes to receive waste services will be required to pay a charge for the number of months it receives the service until the next year's rates strike.	
July	234.00
August	213.00
September	192.00
October	170.00
November	149.00
December	128.00
January	106.00
February	85.00
March	64.00
April	43.00
May	21.00

## Water Supply

### Reticulation

#### Connection fees

A connection fee applies to all water supply schemes where work is required to connect the property to a Council service. All connections must be installed in accordance with the Regional Infrastructure Technical Specification.

The term 'at cost' means the property owner or developer is liable for the total cost of constructing the connection to the Council main and is also responsible for the physical work in providing the connection.

All connections must be referred to the Council for approval to connect. Non-standard type connections such as industrial and commercial should be referred to the Council for an estimate of cost. All fees are for standard residential urban or rural water supply connections as detailed in the Regional Infrastructure Technical Specification.

A backflow preventer is mandatory for all new connections and is included in the cost of the connection. Non-standard and commercial connections are charged at cost.

Additional independent dwelling units may require separate water connections, and appropriate connection costs and development contributions will be incurred. For more detail refer to the Council's Development Contributions Policy.

#### Disconnection fees

When a house is demolished or removed from a site, Council staff are required to disconnect the water supply at the Council watermain. The costs of disconnection and final water meter reading, if required, will be charged.

Rural consumers may at any time wish to disconnect from a reticulated water scheme. A fee is charged to recover the costs of disconnecting the supply and physically removing the connection. The ownership of removed materials remains with the Council. Normal connection fees will apply should the property owner wish to reconnect to the water supply scheme later.

#### Final water meter reading

A property owner or agent can request a final meter reading to be carried out, the Council will charge a one-off fee for this request. A minimum of 10 working days' notice is required when making the request.

#### Service connection and authorisation fee

These fees recover the costs of connections to infrastructure from those undertaking development in Pookeno and Tuakau.

#### Water drawn from tanker filling stations

Registered tanker water suppliers with a current permit are able to draw water from Council dedicated water tanker filling stations, on payment of an annual fee and registration completed with Council or Watercare. Suppliers will be charged on the amount of water drawn from the filling station. The use of standpipes and hydrants is prohibited.

Description	Charge 2024/2025 (\$)
Water Connection & Disconnection	

Description	Charge 2024/2025 (\$)
20mm urban residential/rural metered	1,724.16
20mm urban residential/rural metered State Highways	3,102.82
Above 20mm and commercial (in all areas all costs are borne by the property owner and water systems are installed by the property owner's contractors to the Councils standards)	At owner cost
Disconnection from water supply – rural reticulated schemes only	266.02
Disconnection from water supply upon removal or demolition of a building	167.78
<b>Pookeno and Tuakau Service Connection and Authorisation Fee</b>	10,586.90
<b>Backflow Preventor Testing</b>	
Testing Backflow Preventor 20 MM	\$92.77
Repair Backflow Preventor 20 MM	\$212.54
Above 20mm and commercial (in all areas all costs and management are borne by the property owner/contractors, this includes repairs and should be done to the Councils standards)	At owner cost
<b>Capital Contribution</b>	
Te Ohaaki (Capital contribution additional to boundary connection costs)	20,859.00
<b>Water Meter Reading</b>	
Final or special water meter reading – minimum 10 working days' notice required	117.38
<b>Water Drawn from Tanker Filling Stations</b>	
Annual permit to draw water from tanker filling stations - mandatory	100.45
Charge by kilo litre (m3) by permit holders only	3.68
Water illegally drawn from tanker filling stations or other connections will be charged at twice the permit holder charge by kilo rate.	7.36
<b>Flow Restrictor</b>	
Temporary removal and reinstallation	168.88
After hours removal – outside the hours of 8am to 4.30pm Monday to Friday	337.77

### Water by meter

The Council has set a targeted rate for water according to the quantity of water consumed by any person receiving the same as measured or controlled by meter.

The district-wide targeted rate has been set across all water supply schemes on a per cubic metre basis.

Description	Charge 2024/2025 (\$)
District-wide	2.36

## Wastewater

### Reticulation Connection

#### Fees

The term 'at cost' means the property owner or developer is liable for the total cost of constructing the connection to the Council main and is also responsible for the physical work in providing the connection. It is expected that

the client's contractor will complete the connection to the service at the time that site works are carried out and will charge the client directly. The work must be done to the Council's standards, as specified in the Regional Infrastructure Technical Specification and will be inspected as part of the subdivision or building consent inspection. Additional connections may require development contributions or capital contribution fee.

#### Disconnection fees

When a building is demolished or removed from a serviced site then a disconnection fee shall be payable to the Council for the existing wastewater connection to be capped and the utilities information recorded on the Council's 'as-built' plans.

#### Service connection and authorisation fee

These fees recover the costs of connections to infrastructure from those undertaking development in Pookeno and Tuakau.

Description	Charge 2024/2025 (\$)
<b>Connection Fee</b>	
In all areas all costs are borne by the property owner and wastewater systems are installed by the property owner's contractors to the Council's standards	At cost
<b>Pookeno and Tuakau Service Connection and Authorisation Fee</b>	10,586.90
<b>Capital Contribution (capital contribution additional to boundary connection costs)</b>	
Rangiriri – for scheme installed in 2008	4,849.00
Taupiri – for scheme installed in 2007	4,364.00
Meremere	1,467.00
Pookeno	26,581.00
Tauwhare Pa	8,751.00
Te Ohaki Road	3,316.00
Whaanga Coast	26,740.00
<b>Disconnection Fee</b>	
House removal or demolition	394.06
<b>Interim Charge</b>	
Any property that connects to the reticulated wastewater network will be required to pay a charge to reflect actual period of use.	
July	718.00
August	653.00
September	587.00
October	522.00
November	457.00
December	392.00
January	326.00
February	261.00
March	196.00

Description	Charge 2024/2025 (\$)
April	131.00
May	65.00

## Disposal

Description	Charge 2024/2025 (\$)
<b>Individual Trade Waste Agreement</b>	
Wastewater disposal charges in respect of commercial organisations that require substantial quantities of discharge into the wastewater reticulation system will be determined by the Council on a case-by-case basis	Price on application

## Trade Waste

Any non-domestic users that discharge into the Wastewater reticulation system will need to obtain a trade waste consent from the Council and may be charged a fair share of the costs. Any 'permitted' and 'conditional' consents relate to the types of trade waste that these businesses produce.

Description	Charge 2024/2025 (\$)
<b>Disposal of Septic Tank Cleanings</b>	
Huntly wastewater septage facility disposal volume \$ per m3	81.68
<b>Application Fees</b>	
Permitted/Controlled Discharge (including final inspection)	230.72
Conditional Consent (covering 5 hours work including final inspection)	427.80
Hourly rate for applications	121.55
Temporary Discharge (including final inspection)	230.72
Renewal Fee for Trade Waste Consents	113.30
Variation/Change of Details Request	61.37
<b>Site Inspection Fees</b>	
Permitted/Controlled Discharge - final inspection (approval to discharge) - additional inspection	162.86
Conditional Consent - final inspection (approval to discharge) - additional inspection	257.86
Temporary discharge - final inspection (approval to discharge) - additional inspection	257.86
Site Inspection - Non-compliance	257.86
<b>Annual Charges</b>	
Permitted/controlled discharge	230.72
Conditional discharge - Risk Class 3	1,805.03
Conditional discharge - Risk Class 2	1,031.45
Temporary discharge	230.72
Discharges to the Tuakau treatment plant	Refer to Watercare
<b>Quantity Charge Rates for Conditional Discharge</b>	
<b>Tuakau and Pookeno</b>	
Daily flow volume - \$ per m3	1.10
Suspended solids treatment \$ per kg	2.04

Description	Charge 2024/2025 (\$)
Total kjeldahl nitrogen treatment \$ per kg	11.01
Chemical oxygen demand (COD) \$ per kg	0.91
<b>All Other Areas</b>	
Daily flow volume \$ per m3	1.41
Suspend solids treatment \$ per kg	0.95
Biochemical oxygen demand treatment \$ per kg	1.13
Total phosphorus \$ per kg	6.70
Total kjeldahl nitrogen treatment \$ per kg	1.08

## Regional Council Consent Transfers

Costs associated with the transfer of Regional Council Consents to Waikato District Council will be charged to the consent holder. The charges will be based on the hourly Staff charge out and mileage rates printed in this booklet.

Description	Charge 2024/2025 (\$)
Pre-transfer inspection of infrastructure and associated works to assess compliance with Waikato Regional Council consent conditions.	Officer's hourly charge out rate + corporate mileage

## Request for Official or Personal Information

The Local Government Official Information and Meetings Act 1987 (LGOIMA) requires the Council to make available certain public or personal information which it holds.

The Act also makes provision for the Council to make a charge for the information supplied but this charge must be reasonable and is for the cost of labour and materials involved in making the information available. If the request expresses urgency the Council may have to use additional resources to gather the information promptly and the Act permits the Council to charge for these extra resources.

If the charges to gather the information requested are likely to be substantial, the Council will advise the applicant of the likely charges before it commences processing the request and will give the applicant the opportunity to decide whether to proceed with the request. In such cases the Council may also require that the whole or part of any charge be paid in advance before commencing to process the request.

Charges are made by the Council on the following basis.

- Any request by a person wishing to view information on any files held by Council and requires the presence of an officer during the viewing will incur a charge at the Officers' hourly rate for the first half hour and the Officers' hourly rate for each half hour thereafter.
- The first half hour spent in processing the LGOIMA application will be free of charge but a charge of \$38.00 will be made for each additional half hour or part thereof.
- All other charges incurred will be at actual cost involved. The cost includes:
  - Producing a document using a computer or other like equipment.
  - Reproducing a film, video, or audio recording.
  - Arranging for the applicant to hear or view an audio or visual recording.
  - Providing a copy of any map, plan, or other document larger than A4 size.
- If the time taken to process the information and/or the number of copies supplied is only a small margin over the 'free' allowance, the Council may use its discretion as to whether any charge should be made.
- Where repeated requests are made by the same applicant in respect of a common subject the Council will

aggregate these requests for charging purposes. This means that the second and subsequent requests will not be subject to half an hour of free time and 20 free standard A4 photocopies.

6. The Council is not permitted to charge for:
  - Locating and retrieving information which is not where it ought to be.
  - Time spent deciding whether access should be allowed, and in what form.
7. A deposit will be required where the charge is likely to exceed \$90.00 or where some assurance of payment is required to avoid waste of resources.
8. A record will be kept of any costs incurred. Wherever a liability to pay is incurred the applicant will be notified of the method of calculating the charge and this notification placed on the file.

'Personal' information does not include rating records, resource consents, building consent applications, or any information pertaining to property, which is public information.

## Council Staff Charge-out Rates

Position title	Rates 2024/2025 (\$)
<b>Service Delivery – Waters / Solid Waste</b>	
Waters Manager	341.00
Waters Engineer Manager	221.00
Water Reform Project Manager	214.00
Waste Services Manager	341.00
Waste Minimisation & Resource Recovery Officer	167.00
Waters Engineer Manager	179.00
<b>Service Delivery – Roading</b>	
Transport Manager	235.00
Road Asset Engineer	196.00
Roading Corridor Engineer	163.00
Roading Project Manager	202.00
Network Corridor Controls Engineer	188.00
Surveyor	133.00
<b>Service Delivery – Parks and Facilities</b>	
Community Assets Manager	240.00
Facilities Team Leader	185.00
Facilities Asset Engineer	185.00
Open Spaces Team Leader	180.00
Ecological Planner	175.00
Reserves Planner	170.00
Maintenance and Contracts Officer	140.00
Arborist	140.00
Community Events & Venue Team Leader	156.00
Ecological Planner	205.00
Community Connections Manager	215.00
<b>Service Delivery - Property</b>	
Strategic Property Manager	226.00
Senior Property Advisor	157.00
Property Officer	135.00
<b>Customer Support</b>	
<b>Animal Control</b>	
Animal Control Team Leader	190.00
Senior Animal Control Officer	165.00
Animal Control Officer	130.00

<b>Position title</b>	<b>Rates 2024/2025</b> <b>(\$)</b>
Education and Engagement Officer	130.00
Pound Keeper	100.00
<b>Building Quality</b>	
Building Quality Manager	205.00
Senior Planning Review Officer	150.00
Building Inspectors Team Leader	170.00
Senior Building Inspector	165.00
Building Inspector	155.00
Building Review Officer	155.00
Planning Review Officer	145.00
Building Administration Team Leader	138.00
Building Administrator	130.00
<b>Consents</b>	
Consents Manager	235.00
Consents Team Leader	215.00
Development Engineer Team Leader	215.00
Principal Planner	215.00
Principal Land Development Engineer	215.00
Senior Planner	200.00
Senior Land Development Engineer	200.00
Intermediate Land Development Engineer	185.00
Intermediate Planner	185.00
Planner	175.00
Land Development Engineer	175.00
Consents Administration Team Leader	150.00
Senior Consents Administrator	140.00
Consents Administrator	130.00
Consents Development Liaison Officer	140.00
Land Hazard and Property Numbering Officer	140.00
Property Information Officer	130.00
<b>Customer Delivery</b>	
Customer Delivery Manager	200.00
Customer Delivery Team Leader	150.00
Customer Delivery Officer	110.00
<b>Community Safety</b>	
Community Safety Manager	232.00
Community Safety Support Team Leader	150.00
Community Safety Support Officer	125.00
<b>Environmental Health</b>	
Environmental Health Team Leader	190.00
Environmental Health Officer	165.00
Senior Environmental Health Officer	174.00
Senior Alcohol Licensing Inspector	135.00
Contaminated Land Specialist	185.00
<b>Monitoring</b>	
Monitoring Team Leader	190.00
Monitoring Officer	155.00
Compliance Officer	130.00
<b>Community Growth</b>	
<b>Resource Management Policy</b>	
Kaiwhakamaahere	173.00



<b>Position title</b>	<b>Rates 2024/2025</b>
	<b>(\$)</b>
District Plan Coordinator	142.00
Policy Planner	171.00
Resource Management Policy Manager	238.00
Senior Policy Planner	211.00
Principal Policy Planner	221.00
Programme Manager District Plan	152.00
<b>Strategic Planning</b>	
Strategic Planner	156.00
Senior Environmental Planner	187.00
Senior Strategic Planner	199.00
Strategic Planning Team Leader	220.00
<b>Economic and Community Development</b>	
Community Led Development Advisor	141.00
Economic Development Advisor	168.00
Economic & Community Development Manager	244.00
<b>Growth and Analytics</b>	
Growth Funding Team Leader	179.00
Growth Funding Officer	134.00
Principal Analyst	190.00
Infrastructure Development Manager	245.00
Growth and Analytics Manager	242.00
<b>Executive</b>	
<b>Legal</b>	
Legal Assistant	146.00
Solicitor	185.00
Senior Solicitor	219.00
Legal Counsel	257.00
<b>Chief Executive</b>	
Iwi and Community Partnership Advisor	129.00
Executive Assistant to the Mayor	138.00
Executive Assistant to the Chief Executive	144.00
Iwi and Community Partnerships Manager	240.00
Chief Executive	482.00
Chief Financial Officer	333.00
General Manager	380.00
Chief Information Officer	368.00
Projects and Innovation Manager	333.00
People and Capability Manager	283.00
Communications, Marketing and Engagement Manager	274.00
Zero Harm Manager	229.00
Executive Assistant	144.00
<b>Finance</b>	
Finance Manager	248.00
Finance Team Leader	188.00
Management Accountants	162.00
<b>Enterprise Project Management Office</b>	
Resilience Manager	227.00
Business Change Manager	205.00
Senior Auditor and Risk Assurance Advisor	205.00
Business Improvement Specialist	205.00
Business Analyst	205.00

Position title	Rates 2024/2025 (\$)
Emergency Management Advisor	139.00
<b>Organisational Planning and Project Support</b>	
Infrastructure Portfolio Manager	249.00
Organisational Delivery Manager	227.00
Technical Delivery Manager	227.00
Senior Project Manager	205.00
Infrastructure Senior Project Manager	205.00
Contracts Team Leader, Programme Delivery	210.00
Infrastructure Portfolio Team Leader	210.00
Project Manager	202.00
Infrastructure Project Manager	202.00
Project Engineer	179.00
Roading Design Engineer	177.00
Planning and Reporting Advisor	139.00

### **Mileage Charge-out Rates**

Mileage rates will be charged in accordance with the prevailing Inland Revenue Department mileage rates at the time of invoice.