

Draft Schedule of Fees and Charges 2024/25

Draft for consultation

March 2024

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Administration fees

Description	Fees & charges 2023/24	Fees & charges 2024/25
Fee for issuing a refund for an overpayment in rates and/or user fees and charges	\$23.00	\$25.30
Printing / copying		
Scanning – per page	\$1.00 for first page, then \$0.50 for each additional page to a maximum charge of \$10.00	\$1.10 for first page, then \$0.55 for each additional page to a maximum charge of \$10.00
Single sided – per page A4 (black and white)	\$0.40	\$0.50
Double sided – A4 (black and white)	\$0.80	\$0.90
A4 – per page/side (colour)	\$1.00	\$1.10
Double sided (colour)	\$2.00	\$2.20
A3 – per page (black and white)	\$1.50	\$1.65
A3 - double sided (black and white)	\$1.50	\$1.65
A3 – per page (colour)	\$2.00	\$2.20
A3 - double sided (colour)	\$4.00	\$4.40

Building control fees

	Project Category	Fees & charges 2023/24	Fees & charges 2024/25
No mileage charged for these categories	1 Solid Fuel Heater	\$456.75	\$502.43
	2 Minor Works (1 inspection hour) Plumbing or drainage – External Drainage only Insulation Garden shed (10m ² to 20m ²) Solar heating panels	\$503.50	\$553.85
	Project Information Memorandum (PIM)	\$130.00	\$143.00
	3 Minor Building Work (1.5 inspection hours) Carports Demolition (any building size) Swimming pool/Spa pool fence only (swimming pool exempt under schedule 1) Decks/pergolas Shade-sails/archgolas Effluent tanks Fence/signage Retaining walls Marquee inspection (over 100m ² floor area)	\$798.50	\$877.90

	Project Category	Fees & charges 2023/24	Fees & charges 2024/25
	Project Information Memorandum (PIM)	\$185.00	\$203.50
4	Other Buildings (2 inspection hours) Garages Hay barns Implement sheds Swimming pool/spa pool Conservatories	\$863.50	\$949.85
	Project Information Memorandum (PIM)	\$185.00	\$203.50
5	Detached habitable buildings – up to 30m ² no plumbing or drainage, e.g. sleep out, office, studio. (2 inspection hours) Alterations and additions up to 30m ² – no plumbing or drainage Cowshed extensions	\$1025.00	\$1127.50
	Project Information Memorandum (PIM)	\$253.00	\$278.30
6	Detached habitable buildings Up to 30m ² with plumbing and drainage, e.g. sleep out with toilet and shower. (4 inspection hours) Alterations and additions up to 30m ² with plumbing or drainage	\$1655.00	\$1820.50
	Project Information Memorandum (PIM)	\$253.00	\$278.30
7	Alterations and additions up to 60m ² (5 inspection hours) Other new buildings up to 60m ² , e.g. industrial workshop, commercial office (excludes dwellings). <i>Note: for work over 60m², dwelling or commercial/industrial fees apply</i>	\$2061.75	\$2267.90
	Project Information Memorandum (PIM)	\$253.00	\$278.30
8	Dairy sheds (5 inspection hours)	\$2155.00	\$2370.50
	Project Information Memorandum (PIM)	\$253.00	\$278.30
9	Re-sited dwellings (6 Inspection hours)	\$2601.50	\$2861.65
	Project Information Memorandum (PIM)	\$350.00	\$385.00
10	Dwelling single storey – up to 100m ² (8 inspection hours)	\$3138.00	\$3451.80
	Project Information Memorandum (PIM)	\$350.00	\$385.00
11	Dwelling single storey – up to 250m ² (9 inspection hours)	\$3588.00	\$3946.80
	Project Information Memorandum (PIM)	\$350.00	\$385.00
12	Dwelling single storey – in excess of 250m ² (10 inspection hours)	\$4038.00	\$4738.80
	Project Information Memorandum (PIM)	\$350.00	\$385.00
13	Multi-unit dwelling single storey - first unit as per fees above. Plus per unit charge after 1 st unit	\$1170.00 + \$180 per Inspection charge	\$1287.00 +\$198 per Inspection charge
14	Dwelling two storey or more – up to 250m ² (10 inspection hours)	\$4308.00	\$4441.80
	Project Information Memorandum (PIM)	\$350.00	\$385.00

	Project Category	Fees & charges 2023/24	Fees & charges 2024/25
15	Dwelling two storey or more – in excess of 250m ² (11 inspection hours)	\$4848.00	\$5332.80
	Project Information Memorandum (PIM)	\$350.00	\$385.00
16	Multi-unit dwelling two storey or more - first unit as per fees above. Plus, per unit charge after 1st unit	\$1440.00 180 per Inspection charge	\$1584.00 +\$198 per Inspection charge
17	Small commercial/industrial – up to 300m ² (8 inspection hours)	\$3948.00	\$4342.80
	Project Information Memorandum (PIM)	\$470.00	\$517.00
18	Commercial/industrial – in excess of 300m ²	\$180.00 per hour	Actual staff time
	Project Information Memorandum (PIM)	\$630.00	\$693.00
19	Transportable Build (partnership fee)	\$2030.00	\$2233.00

Building consent

Description		Fees & charges 2023/24	Fees & charges 2024/25
BRANZ	For every consent with an estimated value of \$20000 and over	\$1.00 per \$1000	\$1.00 per \$1000
MBIE	For every consent with an estimated value of \$20444 and over	\$1.75 per \$1000	\$1.75 per \$1000
Inspections	Additional inspections where client requests an inspection, but project was not ready, or inspection was not covered by the standard fee	\$180.00	\$190.00
Secondhand building	Inspection of secondhand building to be relocated in the District: Additional travel costs of \$0.95 per km apply to inspections outside the District	\$519.00	\$570.90
Travel costs	Applies to inspections in excess of 5km from the office where the consent was issued.	\$0.83 per km	\$0.95 per km
Section 77	Certificate for construction over two or more allotments (Section 77 Building Act 2004)	\$260.00	\$286.00
	Internal process by council staff Council's solicitor to prepare notice	At cost	At cost
Section 73	Notice when building on land subject to a natural hazard (Section 73 Building Act 2004)	\$260.00	\$286.00
	Internal process by council staff Council's solicitor to prepare notice	At cost	At cost
Certificate of Acceptance	Applications for Certificate of Acceptance (Section 97 Building Act 2004). In addition to the fees that would have been payable had the owner or previous owner applied for a building consent before carrying out the building work.	\$180.00 per hour plus BC fees	Actual staff time plus BC fees

Description		Fees & charges 2023/24	Fees & charges 2024/25
Certificate for Public Use	Applications for Certificate for Public Use (Sections 363A and 363B Building Act 2004)	\$550.00	\$605.00
Certificate for Public Use (CPU) extension of time	Applications for Certificate for Public Use extensions (Sections 363A and 363B Building Act 2004)	\$180.00	\$185.00
Building Consent Exemption	Exemption from requirement to obtain a building consent under Schedule 1 clause 2	\$180.00 + officers hourly rate	\$190.00 + Actual staff time
Compliance Schedules	New compliance schedules (Section 111 Building Act 2004)	\$360.00	\$396.00
	Amendments to existing compliance schedule (Sections 106 and 107 Building Act 2004)	\$180.00	\$185.00
BWOF	Building Warrant of Fitness (BWOF) audit inspections (Section 111 Building Act 2004)	\$180.00 per hour	Actual staff time
Variations	Applications for variations to a Building Consent (Section 45 Building Act 2004)	\$150.00 + \$180.00 per hour processing time	\$165.00 + \$190.00 per hour processing time
Peer review	Peer review of specific designs by external agents, e.g. Structural Engineer, Fire Engineer, Lift Engineer, Mechanical Engineer	Cost plus 5% handling fee	Cost plus 5% handling fee
Pool inspection	First inspection	\$108.00	\$108.00
	Subsequent inspections	\$60.00	\$60.00
Waivers or modifications	Applications for waivers or modifications in relation to means of restricting access to residential pools (Section 67A Building Act 2004)	\$780.00	\$780.00
Extension of time requests	Application to extend time for which a building consent is valid - Fee covers application only, processing time will be charged separately at the applicable hourly rate.	\$180.00	\$185.00
Amusement device permits	For one device, for the first seven days	\$11.50	\$11.50
	For each additional device operated by the same owner for the first 7 days		\$2.30
	For each device for each further period of seven days.	\$2.30	
	Section 11 Amusement Device Regulations 1978. These fees are set by the Regulations	\$1.15	\$1.15
Exemption to carry out seismic work	Process application for exemption from requirement to carry out seismic work on a building subject to an earthquake-prone building notice. (Section 133AN Building Act 2004)	\$519.00	\$570.00
Building Consent Checks	Check building consents for planning compliance under the Resource Management Act	\$100 fixed	\$110 fixed

Notes:

1. Fees are to be paid in full.
2. All references herein to Section and Schedule matters are to the Sections and Schedules of the Building Act 2004 unless otherwise specified.
3. Should any particular job significantly exceed the stated fee, an additional charge will be payable.
4. Where external expertise is necessary in processing building consents, the charge for those services will be passed onto the applicant.
5. This scale of fees does not include a structural checking fee.
6. Fees for project categories 1, 2 and 3 are to be paid in full on application. For all other categories paid on granting of consent.
7. Marquees over 100m² floor area require a building consent, and therefore require inspection. Marquees of less than 100m² floor area may be inspected at the erector's request; the same fee will apply.
8. Building consent exemptions can be applied for in respect of marquees that have been professionally erected.
9. Travel costs of \$0.95 per km will apply to categories 4 – 15, where the project is located in excess of 5kms from the nearest Council office.
10. "Actual staff time" is charged at the rate in the Council Professional Fees section.
11. Building Consent fees include the cost of the Code Compliance Certificate.
12. Project Information Memorandum fees are payable in full on application.
13. Council is required to collect fees on behalf of others:
 - a. **Building Research Association Levy**
 - i. For every building consent with an estimated value of \$20000 and over, \$1.00 per \$1000 is payable.
 - b. **Building Levy**
 - i. For every building consent with an estimated value of \$20444 and over, \$1.75 per \$1000 is payable.

Cambridge council meeting room charges

Description	Fees & charges 2023/24		Fees & charges 2024/25	
	Profitable Organisation / Private Function	Non-Profit Organisation	Profitable Organisation / Private Function	Non-Profit Organisation
Bond (payable when booking is outside business hours)	\$255.00	\$102.00	\$285.00	\$112.00
Removal/reinstatement of furniture by Council staff (optional)	\$102.00	\$102.00	\$112.00	\$112.00
Half day or less				
Whole facility	\$90.00	\$60.00	\$99.00	\$66.00
Committee room (per room)	\$45.00	\$30.00	\$49.00	\$33.00
Meeting room (per room)	\$40.00	\$25.00	\$44.00	\$27.00
Kitchen	\$25.00	\$10.00	\$27.00	\$11.00
Full day – 8.00am to 5.00pm				
Whole facility	\$175.00	\$115.00	\$192.00	\$126.00
Committee room (per room)	\$80.00	\$50.00	\$88.00	\$55.00
Meeting room (per room)	\$70.00	\$40.00	\$77.00	\$44.00
Kitchen	\$50.00	\$20.00	\$55.00	\$22.00
Night – 5.00pm onwards				

Description	Fees & charges 2023/24		Fees & charges 2024/25	
	Profitable Organisation / Private Function	Non-Profit Organisation	Profitable Organisation / Private Function	Non-Profit Organisation
Whole facility	\$90.00	\$60.00	\$99.00	\$66.00
Committee room (per room)	\$45.00	\$30.00	\$49.00	\$33.00
Meeting room (per room)	\$40.00	\$25.00	\$44.00	\$27.00
Kitchen	\$25.00	\$10.00	\$27.00	\$11.00
Day and night – 8.00am to late at night				
Whole facility	\$220.00	\$132.00	\$242.00	\$145.00
Committee room (per room)	\$107.00	\$56.00	\$117.00	\$61.00
Meeting room (per room)	\$40.00	\$30.00	\$44.00	\$33.00
Kitchen	\$35.00	\$20.00	\$38.00	\$22.00
Weekend – Friday 5.00pm to Sunday 10.00pm				
Whole facility	\$325.00	\$215.00	\$357.00	\$236.00
Committee room (per room)	\$170.00	\$90.00	\$187.00	\$99.00
Meeting room (per room)	\$50.00	\$30.00	\$55.00	\$33.00
Kitchen	\$50.00	\$40.00	\$55.00	\$44.00
Security token (replacement or lost)	\$50.00		\$55.00	
Furniture damage	Whole bond (minimum) or cost		Whole bond (minimum) or cost	
Extraction carpet clean	\$160.00		\$176.00	
Damage to facility	Whole bond (minimum) or cost		Whole bond (minimum) or cost	
Call out fee for insecure building	\$170.00	\$170.00	\$187.00	\$187.00
Cleaning and re-stocking toilet consumables (for bookings longer than 1 consecutive day)	\$50.00	\$50.00	\$55.00	\$55.00

Cambridge Town Hall

Fees and charges for Cambridge Town Hall room hire are no longer set or administered by Waipā District Council. They are now the responsibility of the Cambridge Town Hall Trust.

External lighting of the Cambridge Town Hall façade and Cambridge Clock Tower remain the responsibility of Waipā District Council. The lighting of both can be changed as part of community events.

Description	Fees & charges 2023/24	Fees & charges 2024/25
Event lighting changes: Cambridge Town Hall façade only	\$250.00	\$275.00
Event lighting changes: Cambridge Clock Tower only	\$250.00	\$275.00
Event lighting changes: combined Town Hall façade and Clock Tower	\$500.00	\$550.00

Cemetery fees

Description	Fees & charges 2023/24	Fees & charges 2024/25
Interments		
Te Awamutu casket (Burial) interment	\$1050.00	\$1260.00
Hautapu casket (Burial) interment	\$1050.00	\$1260.00
All other casket (Burial) interment	\$1050.00	\$1155.00
Stillborn	\$88.00	\$88.00
Children under nine	\$146.00	\$146.00
Ashes	\$116.00	\$116.00
After hours extra fees After 2:00pm Monday – Friday. After 12:00 noon Weekends / Public Holidays. Before 10.00am Monday or the day after a public holiday. <i>All interments in the Waipā District Council will be double depth (2.27m) unless stated</i>	\$150.00 + any additional hours	\$180.00 + any additional hours
Disinterment/Reinterment		
Within 12 months	At cost	At cost
After 12 months	At cost	At cost
Ashes	At cost	At cost
Reopening fee	At cost (+ Interment fees)	At cost (+ Interment fees)
Plot purchase (including maintenance)		
Te Awamutu adult plot	\$2109.00	\$2530.00
Hautapu adult plot	\$2109.00	\$2530.00
Adult plots	\$2109.00	\$2320.00
Children's plots (aged under nine years)	\$554.00	\$554.00
Ashes <i>(This fee does not include a plaque – the plaque shall be supplied by the applicant and shall be of such dimensions to fit on a standard berm)</i>	\$500.00	\$500.00
RSA	No charge	No charge
Surcharge on reserved plots	\$167.00	\$167.00
Natural burial		
Natural burial plot	\$1948.00	\$2143.00
Add 50% to all costs for persons that have lived less than five years within Waipā District during their lifetime		
Memorial installation		
Permit processing fee	\$50.00	\$55.00

Council professional fees

Description	Fees & charges 2023/24	Fees & charges 2024/25
Manager (any)	\$245.00/hr	\$258.00/hr
Team Leader (any)	\$230.00/hr	\$243.00/hr
Principal Policy Advisor		
Consultant Engineer		
Senior Planner		
Senior Policy Advisor	\$216.00/hr	\$228.00/hr
Senior Engineer		
Project Planner		
Biodiversity Planner/Ecologist		
Principal or Senior Building Inspector or Processor		
Development Contributions Officer		
Senior Environmental Health Officer		
Intermediate Engineer	\$200.00/hr	\$211.00/hr
Intermediate Planner		
Planner	\$194.00/hr	\$205.00/hr
Policy Advisor		
Reserves Planner		
Engineer		
Environmental Health Officer		
Building Inspector/ Processor (Compliance Officer)	\$180.00/hr	\$190.00/hr
Senior Enforcement Officer	\$156.00/hr	\$165.00/hr
Property Advisor		
Graduate Planner	\$151.00/hr	\$159.00/hr
Graduate Policy Advisor		
Duty Planner		
Graduate Engineer		
Technical Officer		
Monitoring and Enforcement Officer		
Other Staff		
Senior Technical Administrative Officer	N/A	
Development Contributions Officer		
Building Support and Quality Officer		
Governance Officer	\$105.00/hr	\$110.00/hr
Administrative Officer		

Description	Fees & charges 2023/24	Fees & charges 2024/25
Technical Administrative Officer	\$105.00/hr	\$110.00/hr
Mileage	\$0.83/km	\$0.95/km
Disbursements	At cost as charged to Council by the provider	At cost as charged to Council by the provider

Development contribution fees

Description of service	Fees & charges 2023/24	Fees & charges 2024/25
Development Agreement preparation and negotiation Development Contribution pre-application estimates and advice	Actual staff time	Actual staff time
Development contributions objections	All actual and reasonable costs in accordance with section 150A of the Local Government Act 2002	All actual and reasonable costs in accordance with section 150A of the Local Government Act 2002

Notes:

1. Development contributions are not actual fees, but are contributions paid towards the costs of infrastructure development. For more information on Development Contributions, please refer to the Development Contributions Policy: <https://www.waipadc.govt.nz/our-services/planning-and-resource-consents/development-contributions>

Dog registration and impounding fees

Description	Fees & charges 2023/24		Fees & charges 2024/25	
	Standard if paid by 31 July 2023	including 50% penalty if paid on or after 1 August 2023	Standard if paid by 31 July 2024	including 50% penalty if paid on or after 1 August 2024
Urban Fee (for full year):				
No rebates	\$92.00	\$138.00	\$101.00	\$151.00
Neutered Rebate (\$10.00)	\$82.00	\$123.00	\$91.00	\$136.00
Fencing Rebate (\$15.00)	\$77.00	\$115.50	\$86.00	\$129.00
Fencing and Neutered Rebates (\$25.00)	\$67.00	\$100.50	\$76.00	\$114.00
Rural Fee (for full year)	\$53.00	\$79.50	\$58.00	\$87.00

Out of District Fee (for impounded dogs only)	\$53.00	\$79.50	\$58.00	\$87.00
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Notes:

1. Dog registration fees are due by 30 June 2024, and must be paid by 31 July 2024.
2. The above fees are prescribed and apply to all dogs over the age of 3 months.
3. A penalty will apply for late payment each year, from 1 August, the applicable fee will increase by 50% as provided for in the Dog Control Act 1996.
4. The penalty does not apply within 14 days of acquiring a dog, or within 14 days of the dog attaining three months of age.
5. No fee is payable in respect to certified assistance dogs provided re-registration is completed by the due date, after which the standard fees apply.
6. Registration fees for dogs re-homed by Council, or dogs in the care of any registered charity organisation approved by the Animal Control Team Leader for subsequent rehoming, may be waived.
7. Urban and rural areas for the purpose of dog registration fees are shown on Council maps and may be subject to adjustment.
8. A pro-rata rate will apply to any puppy aged less than 3 months after the penalty date, based on the number of complete months remaining in the registration year.
9. To receive the fencing rebate, an application must be made to Council prior to 1 April and the property must be inspected by an Animal Control Officer and approved as suitable for the type of dog. Applications received after 1 April may be processed but rebate will not apply until the following registration year.
10. To receive the neutered dog rebate, a veterinary certificate must be provided at the time of, or prior to, registration.
11. Dogs classified as dangerous pursuant to the Dog Control Act 1996 will pay an additional 50% of the usual fee that would apply to that dog if it was not classified.
12. Any owner entitled to a refund of a registration fee may choose to donate that fee to Council for use in rehoming activities, or a welfare organisation approved by the Animal Control Team Leader.
13. Application forms are available from Council offices or application may be made online at www.waipādc.govt.nz

Definitions

14. "Property" means a property or a collection of properties under common occupancy or ownership, and in a single record of title.

Impounding fees for dogs

Description	Fees & charges 2023/24	Fees & charges 2024/25
Fee for seizure/custody or first impounding	\$75.00	\$82.00
Fee for each subsequent impounding within the current registration year	\$100.00	\$100.00
Fee for micro chipping	\$28.00	\$30.00
Sustenance (per day)	\$10.00	\$11.00
Sundry Items (when available)		
Slip Leads/Clip Leads - 3/8 inch width	\$18.00	Actual cost
Slip Leads/Clip Leads - ½ inch width	\$20.00	
Doggy Doo Bags – x4 rolls (12 bags per roll)	\$3.00	Actual cost

Notes:

15. The destruction or disposal fee for any unwanted/unclaimed/surrendered/ impounded dog is \$55.00 plus applicable sustenance fees.
16. The owner of an impounded dog that is not claimed or signed over to Council remains liable for all impounding and sustenance fees irrespective of the fate of the dog.

17. Micro chipping is to be booked and paid in advance and will occur at times and locations specified by Council. Other arrangements may incur additional fees.

Kerbside recycling service

Recycling bin

Description	Fees & charges 2023/24	Fees & charges 2024/25
240L Mixed Recycling Wheelie Bin	\$79.00 per bin	\$86.00 per bin
140L Glass Only Wheelie Bin	\$68.50	\$75.00
Partial charge for new rated properties	Full months of rating year remaining ÷ annual charge	Full months of rating year remaining ÷ annual charge
Administration Fee (where the annual recycling rate is not levied)	\$33.50	\$36.80

Any replacement wheelie bins needed because of customer damage or loss will be charged at the fee indicated above.

Notes:

1. The cost of the bins is included in rates if they're paid by 1 July. Where a new property has been rated for the service after 1 July, they will be required to pay a partial charge for the recycling service. The partial charge is based on the remaining full months in the rateable year divided by the current annual kerbside recycling targeted rate.
2. In all other cases the bins will be charged at the fee indicated above.

Library fees

Description	Fees & charges 2023/24	Fees & charges 2024/25
Annual library subscription for non-resident patron (per family)	\$70.00 (plus item charges)	\$77.00
Monthly library subscription for non-resident patrons (per family) <i>Applies only to months when library services are used.</i>	\$6.00 (plus item charges)	\$6.60
Rest Homes/Private Hospitals annual subscription (<i>alternatively residents may opt to pay charges on each item borrowed</i>)	\$105.00	\$105.00

Description	Loan Period	Fees & charges 2023/24	Fees & charges 2024/25
New adult book fee – adult books up to 2 years old (determined by original copyright date) *	21 days	\$1.50	\$1.50
Adult books over 2 years old*	21 days	\$0.00	\$0.00
Magazines (excluding children's and teens magazines) up to 1 year old	7 days	\$1.00	\$1.00
Magazines (excluding children's and teens magazines) over 1 year old	7 days	\$0.50	\$0.50

Description	Loan Period	Fees & charges 2023/24	Fees & charges 2024/25
Children's and teenage books	21 days	No charge	No charge
Children's and teenage magazines	7 days	No charge	No charge
Audio books (for non-print disabled patrons) <i>Print disabled patrons entitled to free use of audio books on presentation of suitable proof</i>	21 days	\$2.00	\$2.00
Jigsaw puzzles	21 days	\$1.00	\$1.00
Children's jigsaw puzzles	21 days	\$0.50	\$0.50
DVDs	7 days	\$2.50	\$2.50
E-audio book fee	21 days	\$2.00	\$2.00
Renewals	Same charge as original issuing of item		

Services	Fees & charges 2023/24	Fees & charges 2024/25
Replacement library card	\$3.00	\$3.00
Internal reserves (Waipā Libraries) – adult items	\$1.50	\$1.50
Internal reserves (Waipā libraries) – children's / teen items	\$1.00	\$1.00
Interloan requests (from other libraries)	\$8.00 to \$25.00	\$8.00 to \$25.00
Sale books	Prices as marked	Prices as marked
Library bags	\$2.50	\$2.50
Internet access (public computers) – per 30 minutes or part thereof	\$0.00	\$0.00
Book covering service	\$5.00-\$10.00	\$5.00 to \$10.00
Event costs	As advertised	As advertised
Laminating – A4 – per page	\$2.00	\$2.00
Laminating – A3 – per page	\$4.00	\$4.00

Note:

1. For all photocopying / printing / scanning fees please refer to the "Administration fees" section.

Overdue charges	2023/24	2024/25
Adult books (two days grace)	\$0.00	\$0.00
Magazines (one day grace)	\$0.00	\$0.00
Audio books (two days grace)	\$0.00	\$0.00
DVDs (one day grace)	\$0.00	\$0.00

Overdue charges	2023/24	2024/25
Lost and/or damaged materials notice	Account for cost of items plus \$10.00 processing charge	Account for cost of items plus \$10.00 processing charge

Library community space (Te Awamutu)

Description	Fees & charges 2023/24		Fees & charges 2024/25	
	Commercial Use or Private Hire	Event or Community Use	Commercial Use or Private Hire	Event or Community Use
Bond (payable when booking is outside business hours)	\$0.00	\$0.00	\$0.00	\$0.00
Deposit payable on booking	\$0.00	\$0.00	\$0.00	\$0.00
Community room and adjacent kitchen				
Full day hire (maximum 12 hour use)	\$325.00	\$175.00	\$357.50	\$175.00
Half day hire (maximum 4 hour use)	\$215.00	\$110.00	\$236.50	\$110.00
Sundry charges associated with use of complex				
Security token (replacement or lost)	\$50.00		\$55.00	
Client preparation or pack down time before or after booking (if available)	\$18.00 per hour flat rate		\$19.80 per hour flat rate	
Furniture damage	Whole bond (minimum) or cost		Cost of replacement	
Extraction carpet clean	\$160.00		\$176.00	
Damage to facility	Whole bond (minimum) or cost		Cost of replacement	
Call out fee for insecure building	\$170.00		\$187.00	
Cleaning and re-stocking toilet consumables (for bookings longer than 1 consecutive day)	\$50.00		\$55.00	

Mapping/GIS charges

Map prints and photo maps

Existing Maps Printed By Council Staff – colour print	Paper Size	Fees & charges 2023/24	Fees & charges 2024/25
Includes:	A4	\$1.00	\$1.10
Street/Ward maps	A3	\$2.00	\$2.20
District maps	A2	\$10.00	\$11.00
Recycling/Refuse maps	A1	\$17.50	\$19.30
Non-aerial and aerial photo maps any custom map prepared by GIS staff	A0	\$30.00	\$33.00
Additional charge where labour is 30 minutes or more		\$78.00 per hour or part thereof	\$85.80 per hour or part thereof
Maps for Emergency Services (Police, Fire & Ambulance), schools and students (using maps as part of their study): Maps Labour (30 minutes or more)		Free \$40.00 per hour or part thereof	Free \$44.00 per hour or part thereof

Maps - Produced from INTRAMAPS – colour print	Paper Size	Fees & charges 2023/24	Fees & charges 2024/25
Any map produced directly from INTRAMAPS	A4	\$1.00	\$1.10
	A3	\$2.00	\$2.20

Unprocessed aerial photography digital data	Fees & charges 2023/24	Fees & charges 2024/25
High Resolution Aerial Imagery Tile (georeferenced TIFF)	\$68.00 each	\$75.00 each
Medium Resolution Aerial Imagery Tile (georeferenced TIFF)		
High Resolution Aerial Imagery for individual locations of Cambridge/Karapiro, Te Awamutu/Mystery Creek, Te Miro, Ohaupo, Pirongia, Waipā SE or Waipā West (georeferenced ECW)		
High Resolution Aerial Imagery for complete Waipā District (georeferenced ECW)	\$135.00 each	\$150.00 each
Any Aerial Imagery produced by GIS staff (georeferenced ECW, JPEG or TIFF)	Actual staff time	Actual staff time
Collation of digital data and writing to media (no charge for organisations undertaking work on behalf of Council)	\$78.00 per hour or part thereof	\$85.80 per hour or part thereof

Note:

1. All maps are available in either paper or digital formats. Digital format refers to Adobe PDF or JPEG images of the maps.

Mighty River Domain – Lake Karāpiro – Room Hire

Sir Don Rowlands Centre	Fees & charges 2023/24		Fees & charges 2024/25	
	Corporate or Private Function	Event or Community Use*	Corporate or Private Function	Event or Community Use*
Booking deposit	Payable on request		Payable on request	
Bond	Payable on request		Payable on request	
Main Hall (includes car parking and Main Kitchen, if required)				
Full day hire (maximum 12 hour use)	\$1670.00	\$915.00	\$1837.00	\$1006.00
Main Kitchen (if Main Hall is not hired)				
Full day hire (maximum 12 hour use)	\$255.00	\$247.00	\$280.00	\$271.00
Half day hire (maximum 4 hour use)	\$190.00	\$185.00	\$209.00	\$203.00
Foyer and/or Servery (stand-alone hire)				
Full day hire (maximum 12 hour use)	\$170.00	\$117.00	\$187.00	\$128.00
Ground level Event/Conference Room (Waipā Room)				
Full day hire (maximum 12 hour use)	\$363.00	\$157.00	\$399.00	\$172.00
Half day hire (maximum 4 hour use)	\$133.00	\$92.00	\$146.00	\$101.00
First floor Event/Conference Room and adjacent kitchen (Karāpiro Room)				
Full day hire (maximum 12 hour use)	\$520.00	\$274.00	\$572.00	\$301.00
Half day hire (maximum 4 hour use)	\$244.00	\$156.00	\$268.00	\$171.00
Kitchen – stand-alone hire (maximum 12 hour use)	\$173.00		\$190.00	
Te Manawa O Matariki Room				
Full day hire (maximum 12 hour use)	\$458.00	\$268.00	\$503.00	\$294.00
Half day hire (maximum 4 hour use)	\$239.00	\$143.00	\$262.00	\$157.00
Sundry charges associated with use of complex				
Access to facility for set up etc. prior to hireage period	By negotiation		By negotiation	
Staff assistance with event organisation/ venue set up	Quotation prepared on request		Quotation prepared on request	
Hireage of additional furniture/equipment	Quotation prepared on request		Quotation prepared on request	

Sir Don Rowlands Centre	Fees & charges 2023/24		Fees & charges 2024/25	
	Corporate or Private Function	Event or Community Use*	Corporate or Private Function	Event or Community Use*
Stage & Lectern hire	\$132.00		\$145.00	
Post hire clean-up (if required – per staff member per hour)	\$27.00		\$30.00	
Scissor Lift – equipment hire only (up to 6 hours use)	\$132.00		\$225.00	
Scissor Lift – operator hire (per hour, minimum 1 hour charge)	\$39.00		\$42.00	
Carpet deep clean (if required)	Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Internet service during hire period	Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Repair or replacement of damaged/lost equipment	Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Repair of damage to facility	Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Security call out (if required)	Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Replacement of key/access card	Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Security staff attendance at function	Full cost to be passed onto complex user		Full cost to be passed onto complex user	

Perry Community Water Sports Centre, Home of the Cambridge Yacht Club	Fees & charges 2023/24		Fees & charges 2024/25	
	Corporate or Private Function	Event or Community Use*	Corporate or Private Function	Event or Community Use*
Booking deposit	Payable on request		Payable on request	
Bond	Payable on request		Payable on request	
Full day hire (maximum 12 hour use)	\$394.00	\$196.00	\$433.00	\$215.00
Half day hire (maximum 4 hour use)	\$200.00	\$100.00	\$220.00	\$110.00
Sundry charges associated with use of complex				
Access to facility for set up etc. prior to hireage period	By negotiation		By negotiations	
Staff assistance with event organisation/venue set up	Quotation prepared on request		Quotation prepared on request	
Hireage of additional furniture/equipment	Quotation prepared on request		Quotation prepared on request	
Post hire clean-up (if required – per staff member per hour)	\$27.00		\$30.00	

Internet service during hire period	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Carpet deep clean (if required)	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Repair or replacement of damaged/lost equipment	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Repair of damage to facility	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Security call out (if required)	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Replacement of key/access card	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Security staff attendance at function	Full cost to be passed onto complex user	Full cost to be passed onto complex user

Notes:

1. Facility users are required to complete a hire contract prior to using the facility. Bookings are accepted and/or prioritised as stipulated in the 'hire protocols' for the site.
2. 'Event or Community Use' charges apply to event hosts who are using the site for an event and have hired one or more zones and not for profit community organisations that are based and operate in the Waipā District. Out of District not-for-profit community organisations may apply to receive 'Event or Community Use' hire rates. The merit of such applications will be considered on a case by case basis.

Mighty River Domain – Lake Karāpiro – Accommodation and camping charges

Accommodation and Camping charges	Fees & Charges 2023/24	Fees & Charges 2024/25
Camping		
Non-Power Site		
Adult (per night)	\$20.00	\$22.00
Child (12 and under per night)	\$17.00	\$19.00
Minimum site charge per night (1 Nov – 30 April)	\$60.00	\$66.00
Deposit (per site)	Full charge for first night and 50% charge for each subsequent night	Full charge for first night and 50% charge for each subsequent night
Powered Site		
Adult – per night	\$22.00	\$24.00
Child – (12 and under per night)	\$17.00	\$19.00
Minimum charge per site per night (1 Nov – 30 April)	\$66.00	\$72.00
Deposit (per site)	Full charge for first night and 50% charge for each subsequent night	Full charge for first night and 50% charge for each subsequent night
Rob Waddell Lodge		
Adult – per night	\$33.00	\$35.00

Accommodation and Camping charges	Fees & Charges 2023/24	Fees & Charges 2024/25
Child (12 and under) – per night	\$27.00	\$29.00
Minimum charge per night (non-event)	\$330.00	\$350.00
Minimum charge per night (event)	\$924.00	\$980.00
Deposit for Lodge	Full charge for first night and 50% charge for each subsequent night	Full charge for first night and 50% charge for each subsequent night
Full day use of Lodge (to 5pm)	\$330.00	\$350.00
Late check-out/half day use of Lodge (to 1pm)	\$170.00	\$190.00
Chalets 1-5		
Adult – per night	\$33.00	\$35.00
Child (12 and under) – per night	\$27.00	\$29.00
Minimum charge (non-event) – per Chalet, per night	\$99.00	\$105.00
Minimum charge (event) – per Chalet, per night	\$198.00	\$210.00
Deposit (per Chalet)	Full charge for first night and 50% charge for each subsequent night	Full charge for first night and 50% charge for each subsequent night
Late check-out (per Chalet)	\$98.00	\$105.00
Sundry charges		
Internet service during hire period	Full cost to be passed onto accommodation user	Full cost to be passed onto accommodation user
BBQ hire (per use) (preference given to accommodation users)	\$27.00	\$35.00
Power adapter hire (per day)	\$14.00	\$16.00
On-site caravan storage (per day) (not connected to power)	\$9.00	\$10.00
Non Resident dump station charge	\$6.00	\$8.00
Use of shower (per shower) (preference given to accommodation users)	\$6.00	\$8.00
Repair or replacement of damaged/lost equipment	Full cost to be passed onto accommodation user	Full cost to be passed onto accommodation user
Repair of damage to facility	Full cost to be passed onto accommodation user	Full cost to be passed onto accommodation user
Replacement of key/access card	Full cost to be passed onto accommodation user	Full cost to be passed onto accommodation user

Note:

1. Bookings are accepted and/or prioritised as stipulated in the 'hire protocols' for the site. Cancellation of bookings later than 45 days prior to booked dates will forfeit the deposit. 10.00am check out applies.
2. Fees were last updated in the Schedule of Fees and Charges 2020/21.

Mighty River Domain – Lake Karāpiro – Domain & Lake Use charges

Domain and Lake use	Fees & Charges 2023/24				Fees & Charges 2024/25			
	Local/ Small	Regional/ Medium	North Island/ Large	National/ Very Large	Local/ Small	Regional/ Medium	North Island/ Large	National/ Very Large
Lake								
Lake water Zones 3 – 10	\$85.00	\$167.00	\$250.50	\$335.50	\$94.00	\$184.00	\$275.50	\$370.00
Additional Zones (each)	\$85.00	\$85.00	\$85.00	\$85.00	\$94.00	\$94.00	\$94.00	\$94.00
Domain								
Main spectator ground	\$433.00	\$865.00	\$1297.00	\$1730.00	\$477.00	\$952.00	\$1426.00	\$1903.00
Main parking area	\$185.00	\$464.00	\$692.00	\$920.00	\$203.50	\$510.40	\$761.00	\$1012.00
Parking area near sand court	\$185.00	\$368.00	\$551.00	\$735.00	\$203.50	\$510.50	\$761.00	\$1012.00
Lower camping ground (charge for use other than camping)	\$185.00	\$464.00	\$692.00	\$920.00	\$203.50	\$510.50	\$761.00	\$1012.00
Upper camping ground (charge for use other than camping)	\$185.00	\$464.00	\$692.00	\$920.00	\$203.50	\$510.50	\$761.00	\$1012.00
Lawn beside Rob Waddell Lodge	\$185.00	\$464.00	\$692.00	\$920.00	\$203.50	\$510.50	\$761.00	\$1012.00
Event booking fee								
Standard charge for all bookings – per event	\$169.00				\$185.00			

Non-Event Domain use	Fees & Charges 2023/24		Fees & Charges 2024/25	
	Commercial Use/Private Hire	Community Use*	Commercial Use/Private Hire	Community Use*
Groups of 20 – 49 people	\$170.00	\$64.00	\$187.00	\$70.00
Groups of 50 – 149 people	\$323.00	\$323.00	\$355.00	\$355.00
Groups of 150+ people	\$441.00	\$441.00	\$485.00	\$485.00

Other Charges	Fees & Charges 2023/24	Fees & Charges 2024/25
Power supply use and associated refuse collection (from food vendors)		
Per connection, per day/night– 10% discount applies when user requires two or more connections at once		
32 Amp connection	\$100.00	\$100.00
16 Amp connection	\$60.00	\$60.00
10 Amp connection	\$35.00	\$35.00
Water use		
Continuous hose supply, per day (maximum 12 hour use)	\$35.00	\$40.00
Traffic management boards (per day)		
Small events (0-600 people on site)	\$40.00	\$180.00
Large events (600-6000 people on site)	\$225.00	\$400.00
Traffic management set up cost	\$107.00	\$150.00
Post event site clean-up (if required)		
Per staff member, per hour	\$27.00	\$35.00
Rubbish disposal above the maximum threshold (refer the Mighty River Domain Event Management Guide), per 3m ³ skip	\$54.00	\$120.00
Repair or replacement of damaged/lost equipment	Full cost to be passed onto site user	Full cost to be passed onto site user
Repair of damage to facility	Full cost to be passed onto site user	Full cost to be passed onto site user
Staff assistance with event organisation	Quotation prepared on basis of necessary staff skills and hours involved	Quotation prepared on basis of necessary staff skills and hours involved
Outdoor pursuits		
Challenge ropes courses (high & low)	Quotation prepared for all events on basis of instructors' hours and equipment levy	Quotation prepared for all events on basis of instructors' hours and equipment levy
Team building, orienteering, raft building		

Other Charges	Fees & Charges 2023/24	Fees & Charges 2024/25
Internet service during hire period	Full cost to be passed onto site user	Full cost to be passed onto site user
Security staff attendance at event	Full cost to be passed onto site user	Full cost to be passed onto site user

Notes:

1. Bookings are accepted and/or prioritised as stipulated in the 'hire protocols' for the site.
2. *'Community Use' charge applies to not-for-profit community organisations that are based and operate in the Waipa District.
3. 'Local/Small' events are those predominantly attended by local residents, involving up to 500 persons on the site for the event in one day.
4. 'Regional/Medium' events are those predominantly attended by residents from within the Waikato region, involving between 500 and 2000 persons on the site for the event in one day.
5. 'North Island/Large' events are those predominantly attended by residents from within the North Island, involving between 2000 and 5000 persons on the site for the event in one day.
6. 'National/Very Large' events are those predominantly attended by NZ residents, involving more than 5000 persons on the site for the event in one day.
7. Fees were last updated in the Schedule of Fees and Charges 2020/21.

Museum fees (Te Awamutu)

Description	Fees & charges 2024/25	Fees & charges 2024/25
Minimum fee for public programmes	\$2.00	\$2.00
Self-research	No charge	No charge
Research Service time including searching, retrieval, reproduction, distribution and replacement material – no charge for the first 15 minutes.	\$25.00 per half hour	\$27.50 per half hour
Charges additional to research time as above		
Digital images (per image) <i>Charges are dependent on factors such as image format, quality and delivery</i>	\$10.00-\$40.00	\$10.00-\$40.00
Publication Fees (local history and education publications)		\$15.00 per image + \$22.00 for half hour of staff
Publication Fees (NZ Rights)	\$50.00-\$250.00 + \$20 per half hour for staff	\$50.00-\$250.00 + \$22.00 per half hour for staff
Publication Fees (World Rights)	\$50.00-\$200.00 + \$20 per half hour for staff	\$50.00-\$500.00 + \$22.00 per half hour for staff

Description	Fees & charges 2024/25	Fees & charges 2024/25
Photographic prints <i>Charges are dependent on factors such as image format, quality and delivery</i>	\$5.00 - \$40.00	\$5.00 - \$40.00

Note:

1. For all other photocopying / printing / scanning fees please refer to the "Administration fees" section.

Enriched Local Curriculum (ELC) (fees set within MoE contract)

Description	Fees & charges 2023/24	Fees & charges 2024/25
Education Entry Rate for students	\$3.00 per student	\$3.00 per student
Accompanying Adult for Education programme	No charge	No charge
Cancellation Fee – charged to the school if programme is cancelled less than 2 days prior to booking without just cause	\$20.00	\$20.00

Official Information Requests (LGOIMA)

In line with the Local Government and Official Information and Meetings Act 1987 (LGOIMA), Council is required to make available certain public or personal information which it holds.

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

The Council will advise the applicant of the likely charges, if any, before it commences with the request and will give the applicant the opportunity to decide whether or not to proceed with the request. In such cases, the Council may require that the whole or part of the charge be paid in advance before commencing to process the request.

The following charges and procedures for the provision of official information are approved by Government and endorsed by the office of the Ombudsman.

Existing charges to remain

There are currently areas where access to official information is given free of charge or pursuant to an existing charging arrangement.

Fixing the amount of charge

The amount of charge will be determined by:

- Establishing whether or not the request is made by an identifiable natural person seeking access to any personal information about that person.

- Such requests are **not** subject to any change.
- The aggregate amount of staff time exceeding one hour spent in actioning the request.
- This will include search and retrieval of information, the provision of transcripts and the supervision of access.
- The number of pages of A4 sized of foolscap photocopy to be provided exceeding 20.
- For any other cost, the amount actually incurred in responding to the request.
- This will cover the provision of copies of video, audio and film tapes, computer time or other situations where a direct charge is incurred.

Where repeated requests are made in respect of a common subject over intervals of up to eight weeks, 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.

The charge should represent a reasonable fee for access given. It may include time spent:

- In searching an index to establish the location of the information.
- In locating (physically) and extracting the information from the place where it is held.
- In reading and reviewing the information.
- In supervising the access to the information.

The charge should **not** include any allowance for:

- Locating and retrieving information which is not where it ought to be; or
- Time spent deciding whether or not access should be allowed and in what form.

Where the free threshold is only exceeded by a small margin it is a matter of discretion whether any fee should be paid and, if so, how much.

Staff time

Time spent by staff searching for relevant material, abstracting and collating, copying, transcribing and supervising access where the total time is in **excess of one hour** should be charged out as follows:

- An initial charge of \$38.00 for the first chargeable half hour or part thereof; and
- Then \$38.00 for each additional half hour or part thereof.

The rate of charge applies irrespective of the seniority or grading of the officer who deals with the request.

Time spent in deciding whether or not to approve access and in what form should **not** be charged.

Photocopying

Photocopying on standard A4 or foolscap paper should be charged out as follows:

- No charge 0 to 20 pages.
- After the first 20 pages, printing costs will be charged as per the administration fees outline in this Schedule.

Actual costs

- All other charges incurred should be fixed at an amount, which recovers the actual costs involved.
- Producing a document by the use of 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 or foolscap size.

Remission of charges

The liability to pay any charge may be modified or waived at the discretion of the department or organisation receiving the request under delegated authority. Full or partial remissions may be considered. Any request for remissions must be made in writing and must include:

- the requester details
- the legal status of the requester (e.g. individual, incorporated society, company, charitable trust etc)
- the reasons for the request
- the amount of remission that is requested.

Such decisions should have regard to the circumstances of each request. However, it would be appropriate to consider inter alia:

- Whether payment might cause the applicant financial hardship.
- Whether remission or reduction of the charge would facilitate enhanced relations with the public or assist the Council or applicant organisation in its work.
- Whether remission or reduction of the charge would be in the public interest because it is likely to contribute significantly to public understanding or of effective participation in the operations or activities of local government, and the disclosure of the information is not primarily in the commercial or private interest of the requester.
- Whether the applicant has formal charitable status under the Charities Act 2005, or otherwise provides a recognised service to the community.
- Is the use of the information, activity or service likely to make a significant contribution to operations and activities of local government?
- Is the use of information, activity or service likely to improve or enhance the understanding of the subject by the public at large as opposed to the individual understanding of the requester or a narrow segment of interested people?
- Is the information relating to the charge meaningful or informative about operations and activities of government that have a direct connection to the reason for the request?
- Is the information relating to the charge already in the public domain in either the same or similar form, which the requester could acquire without substantial cost?
- Is the public at large the primary beneficiary of the expenditure of public funds or is it the requester or a narrow segment of interested people?
- Are there elements of the charges that will have a public benefit and/or is there a public/private benefit split that could be attributed to the charges?
- Is the information, activity or service primarily in the commercial or private interest of the requester rather than the public interest? While it might appear on initial consideration that requests for information, for say, research purposes or to write a book or to have available in a

library, might be considered in the 'public interest' and answer some of the criteria; this may not necessarily be so. There should still be reasonable evidence to show that the wider public benefit will accrue as a result of the research, or book or library depository. In the case of the media however, it can be reasonably assumed that they do have access to means of public dissemination. Each request should be considered on a case-by-case basis in light of all relevant information.

Members of Parliament may be exempted from charge for official information provided for their own use. In exercising this discretion, it would be appropriate whether remission of charges would be consistent with the need to provide more open access to official information for Members of Parliament in terms of the **reasonable** exercise of their democratic responsibilities.

Deposits

A deposit may be required where the charge is likely to exceed \$90.00 or where some assurance of payment is required to avoid waste of resources. A deposit may only be requested after a decision has been made to make the information available.

The applicant should be notified of the amount of deposit required, the method of calculating the charge and the likely final amount to be paid. Work on the request may be suspended pending receipt of the deposit.

The unused portion of any deposit should be refunded forthwith to the applicant together with a statement detailing how the balance was expended.

Review of decisions on charges

Section 27(1)(b) of the Official Information Act 1982 provides that the Ombudsman may investigate and review any decision on the charge to be paid in respect of a request for access to official information.

A record should be kept of all costs incurred. Wherever a liability to pay is incurred the applicant should be notified of the method of calculating the charge and this fact noted on the record.

Overweight permit fees

Description	Fees & charges 2023/24	Fees & charges 2024/25
Single Overweight Permit fee (5 day processing) - per application	\$140.00	\$140.00
Single Overweight Permit fee (24 hour processing) - per application	\$165.00	\$165.00
Overweight Permit fee (24 month period) - per application	\$235.00	\$235.00

Note:

1. *Charged in accordance with the Waka Kotahi Overweight Permit Manual.*

Permits under Waipā District Public Places Bylaw 2023 and Public Places Alcohol Control Bylaw 2015

Mobile traders

Description	Fees & charges 2023/24	Fees & charges 2024/25
Fee - New application	\$160.00	\$175.00
Annual Permit fee	\$320.00	\$350.00
Site assessment fee	\$160.00	\$175.00
Temporary (up to three months)	\$320.00	\$350.00

Notes:

1. Definition of **Mobile Trader** – means any person who in a public place (a) solicits for orders; or (b) offers, distributes, or sells any goods or services by foot or from any vehicle or stall or part thereof.
2. The annual permit fee is applicable to any individual or business issued with a permit to trade from a public place (new application or renewal). New applications will also incur the new application fee due to the extra administration involved.
3. The application fee is required to be paid at the time the application is submitted. The authorised council officer has discretion to determine if a full refund or partial refund is applicable in the event that the application is declined.
4. The site assessment fee is charged by actual staff time. It applies to assessment of requested trading sites for new permit applications or inquiries (annual or temporary) and for changes to existing permit locations.
5. The above fees only cover permission to trade from a public place. Traders applying to sell food and beverages may also require a food registration permit under the Food Hygiene Regulations 1974 (see Registration of Premises section).
6. Organisers of markets or large events may, under the bylaw, apply for a single permit to cover all participating mobile traders. All participating traders must be listed on the permit and must adhere to the terms and conditions of that permit. Participating traders are not required to hold individual mobile trading permits in addition to the event permit.

Café tables and chairs and displays of goods for sale

Description	Fees & charges 2023/24	Fees & charges 2024/25
Fee – new permit application	\$257.00	\$283.00
Annual fee – permit renewal	\$85.00	\$93.00
Annual occupation fee – per 1m ² occupied	\$23.00	\$25.00

Signs in public places

Description	Fees & charges 2023/24	Fees & charges 2024/25
Fee – new permit application	\$257.00	\$283.00
Annual fee – permit renewal	\$85.00	\$93.00

Dispensations under Waipā Public Places Alcohol Control Bylaw 2015

Description	Fees & charges 2023/24	Fees & charges 2024/25
Charge for dispensations	\$85.00	\$90.00

Property file information

Description	Fees & charges 2023/24	Fees & charges 2024/25
Simple property file (in electronic media form)	\$30.00	\$33.00
Property file viewed at counter	\$30.00	\$33.00
Complex property file (in electronic media form) e.g. business or industrial establishment	\$60.00	\$66.00
Material cost e.g. USB	\$27.00	\$30.00
Postage of e-link e.g. USB to NZ address	\$5.00	\$5.50
Property file administration e.g. scanning, printing, postage etc	Charges may apply as per the Local Government Official Information and Meetings Act 1987 section earlier in this schedule	Charges may apply as per the Local Government Official Information and Meetings Act 1987 section earlier in this schedule

Property and lease charges

Description	Fees & charges 2023/24	Fees & charges 2024/25
Lease and License charges		
Annual administration fee for Community Leases	\$357.00	\$392.00
Renewal of commercial lease/s Council owned land	\$306.00 administrative charge plus reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)	\$336.00 administrative charge plus reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)

Description	Fees & charges 2023/24	Fees & charges 2024/25
New lease/assignment or licence to occupy Council land	\$612.00 administrative charge plus reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)	\$673.00 administrative charge plus reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)
Charges related to temporary occupation of Reserve Land (including Road Reserve)		
Commercial use	\$255.00 per day (12 hours maximum) or \$125.00 per half day (4 hours maximum) plus \$550.00 deposit (refundable if reserve left undamaged)	\$280.00 per day (12 hours maximum) or \$137.00 per half day (4 hours maximum) plus \$605.00 deposit (refundable if reserve left undamaged)
Community group	No charge	No charge
Property services		
First ½ hour spent on enquiry/request	No charge	No charge
Subsequent time spent on enquiry	Minimum charge of \$76.50 per ½ hour (\$153.00 per hour). Actual and reasonable costs will be calculated on a case by case basis and reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)	Minimum charge of \$83.00 per ½ hour (\$168.00 per hour). Actual and reasonable costs will be calculated on a case by case basis and reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)

Registration of Premises (Food/Health)

Food Act 2014 – Food Control Plans and National Programmes

Description	Fees & charges 2023/24	Fees & charges 2024/25
Fees applicable to all registration types		
All administration and verification activities including pre-registration assistance, annual audit, reporting, non-conformance visits and any activity not specified in the schedule below for operators based in the Waipā District.	\$168.00 per hour plus \$0.83 per km	Actual staff time plus \$0.95 per km
All administration and verification activities including pre-registration assistance, annual audit, reporting, non-conformance visits and any activity not specified in the schedule below for operators based outside the Waipā District.	\$224.00 per hour plus \$0.83 per km	\$228.00 per hour plus \$0.95 per km
Cancellation of scheduled verification within 24 hours or key personnel not available for the verification.	\$168.00	\$185.00
Fees applicable to Food Control Plans		

Description	Fees & charges 2023/24	Fees & charges 2024/25
Application for registration of template Food Control Plan	\$418.00 plus hourly rate after the first hour	\$440.00 plus Actual staff time after the first hour
Application for renewal of registration of template Food Control Plan	\$326.00 plus hourly rate after the first hour	\$336.00 plus Actual staff time after the first hour
Application for a significant amendment [section 45(3)] of registration of template Food Control Plan, or move from Food Control Plan to National Programme during registration year	\$168.00 plus hourly rate after the first hour	\$170.00 plus Actual staff time after the first hour
Application for a minor amendment [section 45(2)] of registration of template Food Control Plan,	\$76.00 plus hourly rate after the first hour	\$80.00 plus hourly rate after the first hour
Voluntary suspension of food control plan	\$87.00 plus hourly rate after the first hour	\$95.00 plus hourly rate after the first hour
Fees applicable to National Programs		
Application for registration of National Program	\$418.00 plus hourly rate after the first hour	\$428.00 plus Actual staff time after the first hour
Application for renewal of registration of National Program	\$326.00 plus hourly rate after the first hour	\$336.00 plus Actual staff time after the first hour
Application for significant amendment [Section 81] of registration of National Program or move from National Program to Food Control Plan during the registration year.	\$168.00 plus hourly rate after the first hour	\$170.00 plus Actual staff time after the first hour
Voluntary suspension of National Program	\$88.00 plus hourly rate after the first hour	\$88.00 plus Actual staff time after the first hour
Issue of improvement notice, or review of an improvement notice	\$168.00 plus hourly rate after the first hour	\$185.00 plus Actual staff time after the first hour
Exercising any power referenced by and for the purposes expressed in Section 298 of the Act (except for Sections 302 and 303), which results in a sanction(s) being imposed by the Food Safety Officer or some form of corrective action being required of the operator.	\$168.00 plus hourly rate after the first hour	\$185.00 plus Actual staff time after the first hour
Application for statement of compliance	\$168.00 plus hourly rate after the first hour	\$185.00 Actual staff time after the first hour
Copies of Food Control Plan folder and documents	\$30.00	\$30.00

“Actual staff time” means the applicable hourly rate as specified in the Council Professional Fees Section.

Temporary food premises in Waipā District

Holders of Food Control Plans (FCP) or National Programs (NP) registered with their home authority will be permitted to trade at events or locations in the Waipā District provided the mobile / off site retail activity is included in that FCP/NP. Any tasks related to these will be charged as per Food Act 2014 fees above. Such traders will require separate Public Places Bylaw approval where appropriate.

Registrations under Health Act 1956

Description	Fees & charges 2023/24	Fees & charges 2024/25
Renewal Offensive trades (Health Act 1956)	\$144.00	\$168.00
New Offensive trades (Health Act 1956)	-	\$252.00
Renewal Camping grounds (Camping Ground Regulations 1985)	\$144.00	\$168.00
New Camping grounds (Camping Ground Regulations 1985)	-	\$252.00
Renewal Hairdressers (Health (Hairdressers) Regulations 1980)	\$144.00	\$168.00
New Hairdressers (Health (Hairdressers) Regulations 1980)	-	\$252.00
Renewal Funeral Directors/Mortuaries (Health (Burial) Regulations 1946)	\$144.00	\$168.00
New Funeral Directors/Mortuaries (Health (Burial) Regulations 1946)	-	\$252.00
Change of occupier/owner – All registration groups	\$85.00	\$90.00
Replacements or copies of certificates	\$50.00	\$55.00
Hourly rate (for additional inspections etc)		\$168.00

Sale and Supply of Alcohol Act 2012

Description	Fees & charges 2023/24	Fees & charges 2024/25
Request for excerpts of sale of alcohol database (section 66(2))	\$50.00 as per regulation	\$50.00 as per regulation
Applications for waiver pursuant to section 208 of the Act (Deducted from licence application fee)	\$50.00	\$60.00

Other fees and charges

Description	Fees & charges 2023/24	Fees & charges 2024/25
Pre-purchase inspections and/or reports	\$168.00 per hour plus \$0.83 per km	\$185.00 per hour plus \$0.95 per km
Pre-application meetings and consultation (food or sale of alcohol)	\$168.00 per hour	\$185.00 per hour

Description	Fees & charges 2023/24	Fees & charges 2024/25
General inspection fee where not stated above (e.g. swimming pools, housing)	\$168.00 per hour plus \$0.83 per km	\$185.00 per hour plus \$0.95 per km
Information requests other than the above	As per official information request charges	As per official information request charges
Replacements or copies of certificates (Food, Health, Alcohol etc)	\$50.00	\$55.00

Regulatory – Other fees and charges

Type	Description		Fees & charges 2024/25
Land Information Memorandum (LIM) pursuant to LGOIMA			
Urgent (5 working days)			
Properties Zoned Residential, Rural, Deferred Residential	Prepare and issue LIM	\$485.00	\$533.00
Non Urgent (10 working days)			
Properties zoned Residential, Rural, Deferred Residential	Prepare and issue LIM	\$336.00	\$370.00
All other Zones in District Plan not listed above	Prepare and issue LIM	\$430.00	\$473.00
Overseas Investment Certificates			
	For determining and issuing	\$320.00	\$352.00
Section 348 – Right of Way (ROW)			
Application for ROW under LGA 1974	Processing ROW application	\$715.00	\$787.00
Sale and Supply of Alcohol Act			
Section 100(f) certificates certifying that the proposed use of the premises meets the requirements of the RMA	Existing premises	\$163.00	\$179.00
	New or altered premises	\$255.00	\$280.00
Advertising of alcohol licence applications on Council's website		\$134.00	\$150.00
Alcohol licence hearing costs not associated with the application itself (e.g. translation services etc) will be charged at actual cost.			
Hazardous activities and industries list determinations (HAIL)			
For supplying specific information to determine if a potentially contaminating activity has occurred on a property.		\$82.00	\$90.00
Record of Title search			
For searching for Records of Title through Land Information New Zealand (LINZ).		\$20.00	\$25.00

Resource management fees and charges

Type	Description	Fees & charges 2023/24 "F" are fixed charges, all others are deposits	Fees & charges 2024/25 'F' are fixed charges, all others are deposits
General			
Pre application	Pre application meeting	Actual staff time except for the first half hour of the first meeting, which will not be charged	Actual staff time except for the first half hour of the first meeting, which will not be charged
Pre-hearing meeting	For any meeting or mediation held (s99)	Actual staff time	Actual staff time
Joint subdivision and landuse	For any joint application <i>Note – for joint applications, this is the only deposit that applies.</i>	\$5100.00	\$5610.00
Limited notified consent (land use and subdivision)	Any resource consent that requires limited notification	\$7300.00	\$8030.00
Notified consent (land use and subdivision)	Any resource consent that requires public notification	\$11800.00	\$12980.00
Landuse Consents			
Non-notified	All landuse consents, except as otherwise provided below	\$2550.00	\$2805.00
	Resource consents for a Controlled or Restricted Discretionary Activity with non compliance with <u>one</u> bulk and location rule only <i>Note: if you are unsure whether this deposit is applicable, please discuss with a member of the Planning team before submitting your application.</i>	\$1225.00	\$1345.00
	Non complying (excludes road boundary setbacks which will require the standard \$2550.00 deposit)	\$3570.00	\$3925.00
	Cultural landscape area	F \$1225.00	F \$1345.00
	Character precinct		

Type	Description	Fees & charges 2023/24 "F" are fixed charges, all others are deposits	Fees & charges 2024/25 'F' are fixed charges, all others are deposits
	Protected trees <i>Note: a remission up to the full cost of the fixed fee, including the cost of an arborist assessment, will apply where the maintenance of a protected tree is assessed by a qualified arborist as being necessary for safety reasons, or to maintain the health of the tree</i>	F \$900.00	F \$990.00
Resource consent exemptions (Section 87 (B)(a) and Section 87 (B) (b) notices)	Boundary activities	F \$305.00	F \$335.00
	Marginal or temporary rule breaches	\$640.00	\$700.00
Subdivision consents			
Non-notified	≤ 9 lots, where no road/reserves proposed	\$3980.00	\$4380.00
	≤ 9 lots, where roads and/or reserves are proposed	\$5100.00	\$5610.00
	≥ 10 lots, (including roads and reserves)	\$9000.00	\$9900.00
	Non-complying activities	\$4600.00	\$5060.00
Subdivision processes (post approval)			
Section 221	Consent notice - preparation, authorization, change or cancellation	\$305.00	\$335.00
Section 223 certification	For subdivisions ≤ 2 lots	F \$305.00	F \$335.00
Section 223 certification	For subdivisions ≥ 3 lots	F \$640.00	F \$700.00
Section 224C certification	All subdivisions	\$340.00 +actual staff time	\$370.00 + actual staff time
Section 226	Restriction upon issue of record of title	\$510.00	\$560.00
Section 241	Cancellation/partial cancellation of amalgamation condition	\$510.00	\$560.00
Section 243	Easement approval or revocation	\$510.00	\$560.00
Subdivision miscellaneous			
Engineering	For inspections of any works for conditions, including checking engineering plans and any amendments	Actual staff time	Actual staff time
	RAMM Collection (minimum of 2km carriageway)	\$835.00 per day	\$918.00 per day

Type	Description	Fees & charges 2023/24 "F" are fixed charges, all others are deposits	Fees & charges 2024/25 'F' are fixed charges, all others are deposits
Technical costs	CCTV data uploaded to Reticulation Manager (minimum 100 metres)	Minimum \$245.00 plus \$2.45 per lineal metre	Minimum \$245.00 plus \$2.45 per lineal metre
Cross lease	Amendments to flats plan	\$640.00	\$700.00
Urgent signing fee for subdivision post approval processes	To sign any documentation within a 24 hour period <i>Note: This does not guarantee urgent signing will be possible, refer to notes below for further information.</i>	\$100.00	\$110.00
	Asset collection, ≤ 9 lots	\$2170.00	\$2385.00
	Asset collection, ≥ 10 lots	\$4180.00	\$4600.00
Other resource management activities			
Section 125/126	Applications for extensions of consent periods	\$870.00	\$955.00
Section 127	Change or cancellation of a condition/s of consent (non-notified only)	\$1630.00	\$1790.00
Section 128 - 132	Review of consent conditions (non-notified only)	\$870.00	\$950.00
Section 134	Transfer of holder's interest in a consent	F \$200.00	F \$220.00
Section 138	Application to surrender resource consent	\$670.00	\$735.00
Section 139	Application for certificate of compliance	\$2360.00	\$2600.00
Section 139A	Existing use right determination	\$2360.00	\$2600.00
Section 357	Objections pursuant to section 357(A) or (B) of RMA <i>Note: Not invoiced if objection upheld in full. A part charge may be made if the objection is upheld in part.</i>	\$510.00	\$560.00
National Environmental Standards	Confirmation of compliance with National Environmental Standards	Actual staff time	Actual staff time
Other	Any application pursuant to the RMA not listed elsewhere	\$1615.00	\$1775.00
Designations			

Type	Description	Fees & charges 2023/24 "F" are fixed charges, all others are deposits	Fees & charges 2024/25 'F' are fixed charges, all others are deposits
Public or Limited notified	Notice of Requirement for designation	\$11200.00	\$12320.00
Non-notified	Notice of Requirement for designation	\$5900.00	\$6490.00
Section 176	Application for outline plan	\$815.00	\$900.00
Section 176A(2)	Waiver of requirement for outline plan	\$185.00	\$200.00
Sections 177, 178	Request to the Requiring Authority responsible for an earlier designation Application to do anything which would prevent or hinder the public work or project	\$660.00	\$725.00
Section 180	Transfer of rights and responsibilities for designations	\$1120.00	\$1230.00
Sections 181, 182	Requirement for alteration or removal/partial removal of a designation	\$1735.00	\$1910.00
Section 184/184A	Application to determine designation lapsing	\$3370.00	\$3710.00
Heritage Orders			
Sections 189/189A, 196, 177	Requirement for Heritage Order Requirement for removal of Heritage Order Request to Requiring Authority responsible for the earlier heritage order	\$1600.00	\$1760.00
Private Plan Change application to amend the District Plan			
1 st Schedule	Processing, considering and determining a private plan change application	\$59600.00	\$65560.00
Compliance and monitoring			
General	Administration, review, correspondence	Actual staff time	Actual staff time
Inspections (excluding engineering)	To monitor progress with giving effect to any resource consent, and compliance with consent conditions	\$160.00 per inspection	\$170

Type	Description	Fees & charges 2023/24 "F" are fixed charges, all others are deposits	Fees & charges 2024/25 'F' are fixed charges, all others are deposits
Monitoring permitted activities (National Environmental Standard for Freshwater 2020 - councils may charge for monitoring of permitted activities including land uses relating to farm activities, vegetation clearance and earthworks).	Monitoring costs relating to permitted activities, if recovery of costs is authorised under any under National Environmental Standard, National Policy Statement, national direction, or other regulation	\$160.00 per inspection	\$170
Engineering	For any inspection required	Actual staff time	Actual staff time
Miscellaneous charges			
Legal instruments	Search for easement documents, covenants, encumbrances or any other document registered on Records of Title	Actual staff time + LINZ costs	Actual staff time + LINZ costs
Affixing Council's seal/ authorising document	For administration costs incurred in affixing Council's seal and/or signature to any document where a charge is not otherwise listed	\$180.00	\$185.00
Variation/cancellations	Variation or cancellation of any legal instrument not otherwise listed	\$480.00	\$520.00
Public notice	Costs associated with public notices	Actual staff time + advertisement fees	Actual staff time + advertisement fees
Signs	Affixing signs on site	\$35.00 per sign	\$40.00 per sign
Delegated approvals	Staff decision on application, acting under delegated authority	\$115.00	\$127.00
Bonds	Preparation, release and signing of any bond (excluding engineering)	\$320.00	\$350.00
	Preparation, release and signing of any bond - Engineering (roading and servicing works)	\$430.00	\$470.00
	Partial Bond release	Actual staff time	Actual staff time
Consultants	The applicant will reimburse Council for any fees paid by Council to any consultants.	Actual consultant costs + actual costs	Actual consultant costs + actual costs

Type	Description	Fees & charges 2023/24 “F” are fixed charges, all others are deposits	Fees & charges 2024/25 ‘F’ are fixed charges, all others are deposits
Noise control	<p>Application fee for the consideration of the return of equipment seized under RMA.</p> <p>Costs incurred in rendering noise source inoperable (e.g. removing vehicles, disabling alarms etc)</p>	<p>F \$160.00</p> <p>Actual costs</p>	<p>F \$175.00</p> <p>Actual costs</p>
Hearings			
Attendance – Council Staff or Consultant	A charge will be made for the costs of all staff and/or consultants required to attend a hearing	Actual staff/consultant time	Actual staff/consultant time
Attendance – Commissioner / Regulatory Committee Members / Hearing Panel members	A charge will be made for the costs of all Commissioners, Committee or Hearing Panel members required to attend a hearing	Actual costs	Actual costs
Postponement/withdrawal or cancellation	If applicant fails to give a minimum of 5 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing	Actual costs	Actual costs
Venue	Hiring a venue for hearing	Actual costs	Actual costs
Request for information and supply of resource management documents			
Providing general advice	<p>Providing advice and considering proposed applications</p> <p><i>May include, but is not limited to: administration costs, research, meetings (including pre-lodgement), written correspondence.</i></p>	Actual staff time except for the first half hour of the first meeting, which will not be charged	Actual staff time except for the first half hour of the first meeting, which will not be charged
Providing information	Any request to provide information in respect of the District Plan or any consent	Actual staff time	Actual staff time
Providing copies	For the copying of information relating to consents and Council’s resource management functions under Section 35 of the RMA, and the supply of any document	Actual staff time + photocopying charges	Actual staff time + photocopying charges
Waipā District Plan	Full printed copy of text	\$200.00	\$220.00
	Planning maps	\$150.00	\$165.00

Type	Description	Fees & charges 2023/24 “F” are fixed charges, all others are deposits	Fees & charges 2024/25 ‘F’ are fixed charges, all others are deposits
Hazardous Activities and Industries List (HAIL) determinations			
Investigation fee		\$155.00	\$160.00

Application for Public Benefit Remission of Resource Management Act Charges

Council is able to recover actual and reasonable charges under the Resource Management Act 1991. Resource Consent applicants occasionally seek a remission or reduction in resource consent fees on the basis of public benefit. Applicants also have the ability to formally object to additional resource management charges under section 357B of the Resource Management Act.

Applications for public benefit remission of resource consent fees and charges (other than formal objections to additional charges under s357B of the Resource Management Act) will be considered as follows. Applications which do not relate to a public benefit will not be considered.

- a. The application for public benefit remission must be in writing, and be submitted either on a form provided by council, or must include the following information:
 - a. Applicant's contact details
 - b. The legal Status of the applicant.
 - c. The amount of remission being sought (in full or in part).
 - d. The reasons for the remission.
- b. Applications which are in accordance with the requirements above will be assessed based on the following criteria:
 - a. Will the proposal result in a clear public benefit, whether entirely or in part?
 - b. If there is a clear public benefit, what apportionment of this could be reasonably applied to the proposal?
 - c. Is the applicant a charitable trust, incorporated community group, or otherwise delivering a public benefit?
 - d. Is there any impact on Council's budgeted operational costs of remitting all or part of the charge?
- c. The decision whether to accept an application for a remission in part, or in full, will be made under the relevant delegated authority.

Notes:

1. *These fees and charges become Operative on 1 July 2024 and will apply for all work carried out and decisions issued on or after 1 July 2024 irrespective of when the application was lodged with Council.*
2. *Where an “F” is noted in the charges column, this means the fee is a fixed rate, and no additional charges will be made for that activity. Where there is no such notation, the charge is a deposit only and actual staff time (plus mileage where relevant) incurred over and above the deposit will be charged.*
3. *The fixed charge (“F”) for non-notified land use consents will only apply when there is no other matter of non-compliance with the District Plan, where other rules are breached, the full deposit will apply.*
4. *“Consultant” includes any Commissioners, consultants, advisers, solicitors and any other creditors related to any matter connected with a resource consent or certificate application.*
5. *Where “actual staff time” is noted, this:*
 - (a) *Will include a charge for any mileage incurred as a result of any inspections required; and*
 - (b) *Includes any consultant engaged by Council; and*
 - (c) *For the avoidance of doubt, “actual costs” also includes “actual staff time”.*
6. *Where legal fees are incurred by Council for the registration of any documents required due to any process, the actual legal costs will be charged in full (i.e. for registration of consent notices, bonds, easement cancellations etc.).*

7. *For the avoidance of doubt, any application which requires either limited or public notification, will be charged the limited or public notification fee, as applicable (regardless of the type of consent, or the section of the RMA the application is made under).*
8. *Urgent signing fee: When a request is made to sign documentation urgently for subdivision processes (post subdivision consent approval), an additional charge will be made. A request will be considered urgent if the return of the signed document is sought within a 24 hour period. Note: This does not guarantee documents will be able to be signed urgently. An Authorised Officer must be available to sign documentation and may not always be available. Please check with Council's Planning administration team prior to any request.*

Fixed charges

9. *The charges set out in the Schedule are charges which are fixed pursuant to Section 36 of the Resource Management Act 1991 (RMA).*
10. *All fixed charges are payable in full in advance. Pursuant to Section 36AAB(2) of the RMA, Council will not perform the action or commence processing the application to which the charge relates until it has been so paid.*
11. *Documentation or certificates will not be issued until payment of charges have been cleared.*

Additional charges

12. *Where a fixed charge is in any particular case inadequate to enable Council to recover its actual and reasonable costs in respect of the matter concerned, Council will require the applicant to pay a deposit, followed by an additional charge to cover actual and reasonable costs.*
13. *The following may also be included as additional charges:*
 - (a) *If it is necessary for the services of a consultant to be engaged by Council (including their attendance at any hearing or meeting) then the consultant's fees will be charged in full to the applicant as an additional charge;*
 - (b) *If any legal fees are incurred by Council in relation to legal advice obtained for any particular application, including any fees incurred if Council's solicitor is required to be present at any hearing, mediations or meetings, these fees will be charged in full to the applicant as an additional charge; and*
 - (c) *If any Commissioner hearing fees and associated costs are incurred in considering and determining any particular application, these fees will be charged in full to the applicant as an additional charge.*

Charge-out rates for Council officers and mileage

14. *Charge-out rates for Council officers are set out in this Schedule and:*
 - (a) *Are fixed charges;*
 - (b) *If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;*
 - (c) *The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:*
 - i. *if the fixed charge which has been paid in advance is greater by more than \$20.00 than the actual and reasonable costs incurred by Council relating to that application, a refund will be given when those costs are finally assessed; and*
 - ii. *if the actual and reasonable costs incurred by Council relating to that application are inadequate to enable Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred).*

Additional fixed fees

15. *At any time after the receipt of an application and before a decision has been made Council may fix a fee pursuant to Section 36(1) of the RMA which is in excess of the fixed charge set out in this schedule. In that event:*
 - (a) *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(2) of the RMA; and*
 - (b) *May also, pursuant to Section 36(5) of the RMA make additional charges.*

Remission of fees

16. Staff with delegated authority may consider a reduction in any charge, on application to the Council. Any remissions will be in accordance with Section 36AAB(1) of the RMA.

Rural Address Property Identification System number plates

Description	Fees & charges 2023/24	Fees & charges 2024/25
Application for new rapid number (includes plate)	\$84.00	\$92.00
Supply (only) number plate	\$20.00 per plate	\$22.00 per plate

Stock droving and crossings

Description		Fees & charges 2024/25
Application for permit	\$405.00	\$445.00
Re-inspection fee	\$210.00	\$231.00

Notes:

1. Permit for stock droving on a road must be in accordance with Waipā District Public Places Bylaw 2023.
2. Stock crossings are dedicated positions along a road where stock is moved from one side of the road reserve to the other.
3. All stock crossings must be installed in accordance with the Waipā District Public Places Bylaw 2023 and any other conditions set.

Stock impound fees

First impounding

Description	Fees & charges 2023/24		Fees & charges 2024/25	
	First animal	Per animal thereafter	First animal	Per animal thereafter
Horses, cattle, mules, asses, deer and pigs	\$69.00 plus, transport costs	\$24.00	\$75.90 plus, transport costs	\$26.40
Sheep, goats and others	\$69.00 plus, transport costs	\$24.00	\$75.90 plus, transport costs	\$26.40
Subsequent impounding within the same financial year involving animals owned by the same person or organisation	Number of impoundings x relevant fee		Number of impoundings x relevant fee	
Additional after-hours fee (5pm to 8am, weekends and statutory holidays)	\$71.00		\$78.00	

Driving charges

Responding to complaints, driving stock from road to pound or owner's property or another place.

\$163.00 per hour per officer and mileage at \$0.95 per km local government rate for Animal Control Officer's/Ranger's time plus any other reasonable costs incurred.

Grazing per day

Description	Fees & charges 2023/24	Fees & charges 2024/25
Horses, cattle, mules, ass, deer and pigs	\$8.00	\$8.80
Sheep, goats and others (plus costs of any hard feeds, i.e. hay, grain)	\$2.00	\$2.20

All other costs incurred as the result of impoundment are payable by the owner on release of the animal/s. Such costs may include cartage, droving, advertising, feed, veterinary attention, etc.

Stormwater connections

Stormwater connection approval and inspection fee

Description	Fees & charges 2023/24	Fees & charges 2024/25
Domestic standard connection (100mm diameter)		
Stormwater application	\$380.00	\$418.00
Stormwater inspection	\$360.00	\$395.00
Manhole reconstruction	\$520.00	\$572.00

Notes:

1. All new stormwater connections require an application, investigation to ensure the existing system capacity, approval of a plan, confirmation of approval or otherwise, site inspection pre-back fill and recording of connection on Waipā District Council records.
2. The application fee is for processing the application and is non-refundable.
3. The inspection fee would be refundable if the application is unsuccessful.
4. An inspection fee of \$353.00 also applies to every subsequent inspection until the connection is accepted as complete.
5. The above fees may apply to each:
 - a) Dwelling; or
 - b) Separate building; or
 - c) Paved area in excess of 250m² (or part thereof) catchment area.
6. A single domestic connection fee will be accepted after an approved retention system is constructed. All other connections will be separately quoted.
7. All connections must be installed by a registered Drain Layer.

Structures on the road reserve

Description	Fees & charges 2023/24	Fees & charges 2024/25
Erect a structure on road reserve		
Application for permit to erect structure	\$665.00	\$731.00

Description	Fees & charges 2023/24	Fees & charges 2024/25
Annual safety inspection of structure (per annum) if required as condition of permit.	\$405.00	\$445.00
Erection of temporary fence on road reserve for stock grazing		
Application for permit	\$405.00	\$445.00

Notes:

1. The above fees apply for applications to construct private structures located on or under roads on the Waipā District Roding Network. Examples could include Private bus shelters; Stock underpasses; Fence encroachments; Property access ramps or stairs.
2. Application must be made, and consent gained from Waipā District Council to ensure the structure is safe, not a hazard to travelling public, is durable and has a nominated owner responsible for maintenance and removal when no longer required.
3. Application for permit includes an initial inspection. If the structure is erected for less than twelve months as per its permit, no annual safety inspection fee will apply. If a building consent is required for the structure, then a separate building consent fee will also apply.

Exclusions:

4. Standard rural mailboxes and shop veranda required by the District Plan do not require a permit.

Stock underpass

Description	Fees & charges 2023/24	Fees & charges 2024/25
Application for stock underpass.	Actual staff time will be charged but with a minimum of \$955.00	Actual staff time will be charged but with a minimum of \$1050.00
Non-compliance	\$470.00	Actual staff time + mileage

Note:

1. Stock underpass is a dedicated permanent structure for the passage of stock under a road. All stock underpasses must have a lease agreement or licence to occupy with Waipā District Council

Te Awamutu council room charges

Description	Fees & charges 2023/24		Fees & charges 2024/25	
	Profitable Organisation / Private Function	Non-Profit Organisation	Profitable Organisation / Private Function	Non-Profit Organisation
Bond (payable when booking is outside business hours)	\$255.00	\$100.00	\$280.00	\$110.00
Removal/reinstatement of furniture by Council staff (optional)	\$100.00	\$100.00	\$110.00	\$110.00
Half day or less				
Whole facility	\$138.00	\$66.00	\$151.00	\$72.00

Description	Fees & charges 2023/24		Fees & charges 2024/25	
	Profitable Organisation / Private Function	Non-Profit Organisation	Profitable Organisation / Private Function	Non-Profit Organisation
Council Chamber	\$60.00	\$40.00	\$66.00	\$44.00
Committee rooms (per room)	\$40.00	\$25.00	\$44.00	\$27.00
Kitchen	\$25.00	\$10.00	\$27.00	\$11.00
Full day – 8.00am to 5.00pm				
Whole facility	\$265.00	\$122.00	\$291.00	\$134.00
Council Chamber	\$112.00	\$71.00	\$123.00	\$78.00
Committee rooms (per room)	\$71.00	\$40.00	\$78.00	\$44.00
Kitchen	\$50.00	\$20.00	\$55.00	\$22.00
Night – 5.00pm onwards				
Whole facility	\$138.00	\$66.00	\$151.00	\$72.00
Council Chamber	\$60.00	\$40.00	\$66.00	\$44.00
Committee rooms (per room)	\$40.00	\$25.00	\$44.00	\$27.00
Kitchen	\$25.00	\$10.00	\$27.00	\$11.00
Day and night – 5.00pm onwards				
Whole facility	\$377.00	\$163.00	\$414.00	\$179.00
Council Chamber	\$220.00	\$92.00	\$242.00	\$101.00
Committee rooms (per room)	\$97.00	\$50.00	\$106.00	\$55.00
Kitchen	\$102.00	\$35.00	\$112.00	\$38.00
Weekend – Friday 5.00pm to Sunday 10.00pm				
Whole facility	\$643.00	\$337.00	\$707.00	\$370.00
Council Chamber	\$480.00	\$245.00	\$528.00	\$270.00
Committee rooms (per room)	\$138.00	\$76.00	\$151.00	\$83.00
Kitchen	\$209.00	\$76.00	\$230.00	\$83.00
The bond is refundable – items covered by the bond are key, breakage of equipment, damage to facility and/or theft of equipment or extraction clean.				
Deduction as follows				
Key (replacement or lost)	\$26.00		\$29.00	
Security access token (replacement or lost)	\$50.00		\$55.00	
Furniture damage	Whole bond (minimum) or cost		Whole bond (minimum) or cost	
Extraction carpet clean	\$160.00		\$176.00	
Damage to facility	Whole bond (minimum) or cost		Whole bond (minimum) or cost	
Call out fee for insecure building	\$170.00		\$187.00	

Description	Fees & charges 2023/24		Fees & charges 2024/25	
	Profitable Organisation / Private Function	Non-Profit Organisation	Profitable Organisation / Private Function	Non-Profit Organisation
Cleaning and re-stock of toilet consumables fee (for bookings longer than 1 consecutive day)		\$50.00		\$55.00

Town Hall hire – Kihikihi and Pirongia

Town Hall Hire – Kihikihi and Pirongia	Fees & charges 2023/24		Fees & charges 2024/25	
	Corporate or Private Function	Community Group Use	Corporate or Private Function	Community Group Use
Bond payable on booking	\$200.00	\$100.00	\$220.00	\$110.00
Deposit payable on booking	25%	25%	25%	25%
<i>Community Group bookings longer than 3 consecutive days will receive a 25% discount</i>				
Kihikihi Town Hall – Whole complex				
Half day hire (4 hour use)	\$50.00	\$20.00	\$55.00	\$22.00
Full day hire (maximum 12 hour use)	\$132.00	\$65.00	\$145.00	\$71.00
Pirongia Hall – Whole complex				
Half day hire (4 hour use)	\$50.00	\$20.00	\$55.00	\$22.00
Full day hire (maximum 12 hour use)	\$132.00	\$65.00	\$145.00	\$71.00

Notes:

1. Facility users are required to complete a hire contract prior to using the facility.
2. Community use charges apply to not for profit organisations that are based and operate within the Waipā District providing a benefit for the Waipā Community.

Trade waste

Administration Charges	Fees & charges 2023/24	Fees & charges 2024/25
Application fees		
Application fee – Permitted/controlled discharge (including final inspection)	\$224.00	\$257.00
Application fee – Conditional consent (covering 4 hours work including final inspection, including tanker disposal)	\$417.00	\$479.00
Hourly rate for applications	\$118.00	\$135.00
Temporary discharge (including final inspection)	\$224.00	\$257.00
Renewal fee for controlled, permitted or conditional trade waste consents (plus additional hourly rate for more than 1 hour of time noting that site inspection charges may also apply)	\$111.00	\$127.00

Administration Charges	Fees & charges 2023/24	Fees & charges 2024/25
Variation/Change of Details Request for permitted or conditional consents (plus additional hourly rate for more than 30 minute time noting that site inspection charges may also apply).	\$59.00	\$68.00
Special Trade Waste agreements, variations or renewals. Actual costs recovered including but not limited to consultant or legal fees	Actual cost	Actual cost
Site inspection fees		
Permitted/Controlled Discharge – Site Inspection/audit (per site visit)	\$158.00	\$182.00
Conditional Consent – Site Inspection (per site visit)	\$252.00	\$290.00
Temporary Discharge – Inspection / audit (per site visit)	\$252.00	\$290.00
Site Inspection / audit -non-compliance (per site visit)	\$252.00	\$290.00
Annual charge		
Permitted/Controlled/Special/discharge	\$59.00	\$68.00
Conditional/Special/discharge- Risk Class 3	\$1763.00	\$2027.00
Conditional/Special/discharge - Risk Class 2	\$1005.00	\$1155.00
Any temporary discharge	\$224.00	\$257.00
Independent Monitoring (per sample collected)	\$241.00	\$277.00
Tankered discharge	\$769.00	\$885.00
Tankered Waste Disposal		
Tankered waste disposal to Wastewater Treatment Plant or reticulation in accordance with Trade Waste Bylaw \$/m ³	\$78.00	\$90.00

Notes:

1. Tankered waste may not be accepted at the Waters Manager's sole discretion.
2. Tankered waste disposal to Wastewater Treatment Plant or reticulation not in accordance with Trade Waste Bylaw will require a conditional or special agreement in accordance with the Trade Waste Bylaw.

Charging formula

The formula for calculation of the load based trade waste charge is as set out below.

$$(V \times V_c) + (SS \times SS_c) + (BOD \times BOD_c) + (TKN \times TKN_c) + (TP \times TP_c)$$

Parameter	Fees & charges 2023/24	Fees & charges 2024/25
V _c Flow Volume	\$1.37/M ³	\$1.57/M ³
SS _c Suspended solids	\$1.17/kgSS	\$1.35/kgSS
BOD _c Organic Loading	\$1.31/BOD	\$1.50/BOD
TKN _c Total Kjeldahl Nitrogen	\$1.37/kgTKN	\$1.57/kgTKN
TP _c Total Phosphorus	\$5.57/kgTP	\$6.40/kgTP
Connection or disconnection fee	\$480.00	\$552.00

Table of parameters with descriptions			
V	<i>The volume discharged</i>	BOD_c	<i>The unit BOD Charge \$/kg</i>
V_c	<i>The unit volume charge \$/ M³</i>	TKN	<i>The mass of Total Kjeldahl Nitrogen (TKN) discharged</i>
SS	<i>The mass of suspended solids discharged</i>	TKN_c	<i>The unit TKN charge \$/kg</i>
SS_c	<i>The unit SS charge \$/kg</i>	TP	<i>The mass of Total Phosphorus (TP) discharged</i>
BOD	<i>The mass of BOD discharged</i>	TP_c	<i>The unit TP charge \$/kg</i>

Traffic Management Plan (TMP) reviews

Description	Fees & charges 2023/24	Fees & charges 2024/25
Approval of simple TMP for Vehicle Crossings	\$195.00	\$215.00
Approval of complex TMP	\$195.00 per hour (excludes travel allowances)	\$215.00 per hour (excludes travel allowances)
Actions required to address non-compliance with TMP conditions	\$195.00 per hour (excludes travel allowances)	\$215.00 per hour (excludes travel allowances)
Non-compliance for not having a TMP or an approved TMP	\$425.00	\$468.00
Extension of TMP application	\$95.00	\$105.00
Issue of Stop Work Order	\$135.00	\$148.00
Late Completion of Works or failure to return sites to pre-existing conditions as per TMP	\$405.00	\$445.00

Notes:

1. TMP require evaluation and approval by the Council Traffic Management Coordinator to ensure public safety, the costs of which are charged to the applicant.

Utility access requirements

Description		Fees & charges 2024/25
Single Occurrence Permit		
Isolated street opening permit application (plus the applicable trenching fee and Traffic Management Plan fee)	\$175.00	\$195.00
Multiple occurrence permit for utility maintenance works		
Multiple opening permit application covering a 12 month period (One off set up fee then occurrence fee plus the applicable trenching fee)	\$350.00 + \$60.00 for each occurrence	\$385.00 + \$66.00 for each occurrence

Description		Fees & charges 2024/25
Excavation, trenching or drilling		
1 – 99m (This is the minimum fee in conjunction with the permit fee)	\$95.00	\$105.00
100 – 499m	\$170.00	\$187.00
> 500m	\$285.00	\$314.00
Non-compliance with conditions	\$195.00 per hour	\$215.00
Additional inspections required for complex projects, changes to project extents and conditions, or as required to address non-compliance with conditions.	\$195.00 per hour (includes travel allowances)	\$215.00 per hour (includes travel allowances)
Extension of Work Access Permit (WAP) application	\$95.00	\$105.00
Issue of Stop Work Order	\$135.00	\$148.00
Late Completion of Works or failure to sign off completed works as per WAP.	\$405.00	\$445.00

Notes:

1. For all work to be undertaken on road reserve (including within footpaths, berms and carriageways) a Corridor Access Request (CAR) is required. The CAR allows Council to approve, track and ensure proper reinstatement to works undertaken in the street.
2. The Utilities Access Act 2010 provides for applications for permission to excavate in streets and roads for services such as electricity, three waters, gas, telecoms etc.
3. Under certain circumstances Waipā District Council will accept 12 month access opportunities under our multiple occurrence coverage formats. This is for maintenance works only not new projects.
4. All access requests may be inspected by Council staff or agents at any time for compliance with permit conditions
5. Trenching costs are in addition to the Permit application fee and reflect the work involved in doing completion and maintenance inspections based on length of work sites.

Vehicle crossing applications

Description	Fees & charges 2023/24	Fees & charges 2024/25
Vehicle – Application fee – Urban and Rural	\$440.00	\$480.00
Re-inspection fee	\$200.00	\$220.00
Mileage if site visit required	\$0.83 per km	\$0.95 per km

Notes:

1. A Traffic Management Plan and/or Corridor Access Request is required for a vehicle crossing application to be processed.
2. Entrance ways can only be installed with the permission of Council.

Wastewater connections

Description	Fees & charges 2023/24	Fees & charges 2024/25
<i>Domestic standard gravity connection (100mm diameter)</i>		
Wastewater connection application and approval	\$390.00	\$430.00
Wastewater inspection	\$360.00	\$395.00

Notes:

1. All new wastewater connections require an application, investigation to ensure the existing system capacity, approval of a plan, confirmation of approval or otherwise, site inspection pre-back fill and recording of connection on Waipā District Council records.
2. The application fee is for processing the application and is non-refundable.
3. The inspection fee would be refundable if the application is not approved.
4. An inspection fee of \$360.00 also applies to every subsequent inspection until the connection is accepted as complete.
5. All connections must be installed by a registered drain layer, inspected by the Assets Team and As-Builts provided to the Asset Team.

Water connections and bulk water sales

Description	Fees & charges 2023/24	Fees & charges 2024/25
Water connection application fee		
Urban	\$470.00	\$517.00
Rural	\$865.00	\$951.00
Ordinary supply – install new standard single 20mm diameter residential connection, up to 4 metres from a Council owned reticulated main (excluding bulk mains). All other connections will require a fixed quote from Waipā District Council).		
Urban	\$1630.00	\$1793.00
Rural	\$2138.00	\$2352.00
Restrictor adjustment	\$370.00	\$407.00
Meter and/or restrictor testing fee (if tests show compliance, then applicant shall be liable for fee. If out of adjustment no fee shall apply)	\$410.00	\$451.00
Final water meter reading		
Conduct and process final reading	\$60.00	\$65.00
Disconnection fees		
Disconnection from rural water supply scheme	\$810.00	\$891.00
Disconnection from water supply upon removal or demolition of a building	\$810.00	\$891.00

Note:

1. Statutory public health requirements prevent anyone other than authorised Council employees or authorised contractors from carrying out any work on water reticulation services.

Purchase of water by permit

Description	Fees & charges 2023/24	Fees & charges 2024/25
Administration fee	\$25.00/month	\$27.50/month
Water per cubic metre (1000 litres)	\$3.10/cu metre	\$3.41/cu metre

Notes:

1. A permit must be obtained before removing water from a Council system. A permit is to be obtained for each 12-month period that water is drawn from a designated bulk fill point.
2. Rural water supply, where the service is available at the gate, may be restricted in area or flow. All other connection sizes and/or configurations will require quotation from Waipā District Council.

Backflow Prevention Devices

Description	Fees & charges 2023/24	Fees & charges 2024/25
Connection, disconnection and replacement of backflow prevention devices	Staff time and actual and reasonable costs	Staff time and actual and reasonable costs
Administration fee	\$375.00	\$410.00