



# Draft Fees and Charges 2024/25

For consultation

All fees and charges are inclusive of GST unless otherwise stated.

Credit Card payments are accepted at Swim Zone Te Aroha, Te Aroha Mineral Spas and Te Aroha i-Site with no transaction fees charged back to the customer. Credit Card transactions are accepted for payment online (i.e. E-services) and at Matamata, Morrinsville and Te Aroha offices with transaction fees charged to the customer.

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## 1. Cemeteries

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>Plot fees</b>				
Plot fee - Adult		\$1,695.00	\$2,895.00	Increase to align with Revenue and Financing Policy and recover staff costs
Plot fee - Child (under the age of 14 years)		\$845.00	\$1,443.00	Increase to align with Revenue and Financing Policy and recover staff costs
Plot fee - Single ashes		\$455.00	\$777.00	Increase to align with Revenue and Financing Policy and recover staff costs
Plot fee - Single ashes wall		\$355.00	\$606.00	Increase to align with Revenue and Financing Policy and recover staff costs
Plot fee - Double ashes wall		\$530.00	\$905.00	Increase to align with Revenue and Financing Policy and recover staff costs
Deposit for reserved plot		\$100.00	50% of plot type/value	Increase to align with Revenue and Financing Policy and recover staff costs
<b>Interment fees</b>				
Interment fee - Adult burial		\$1,255.00	\$2,143.00	Increase to align with Revenue and Financing Policy and recover staff costs
Interment fee - Child burial (under the age of 14 years)		\$625.00	\$1,067.00	Increase to align with Revenue and Financing Policy and recover staff costs
Interment fee – Ashes in ground		\$175.00	\$299.00	Increase to align with Revenue and Financing Policy and recover staff costs
Interment fee – Ashes wall	Includes plaque installation	\$150.00	\$256.00	Increase to align with Revenue and Financing Policy and recover staff costs
Late interment fee	arrival at Cemetery more than 1 hour after the specified burial time. This fee will be charged	\$100.00	\$170.00	Increase to align with Revenue and Financing Policy and recover staff costs

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
	in addition to the relevant interment charge			
<b>Disinterment fees</b>				
Disinterment fee - Adult or child		At cost	At cost	
Disinterment fee - Ashes (wall or inground)		\$150.00	\$299.00	Increase to align with Revenue and Financing Policy and recover staff costs
<b>Matamata Cemetery only</b>				
Matamata Cemetery - Single RSA ashes Wall 2		\$85.00	\$145.00	Increase to align with Revenue and Financing Policy and recover staff costs
Matamata Cemetery - Single RSA ashes Wall 3		\$360.00	\$615.00	Increase to align with Revenue and Financing Policy and recover staff costs
Matamata Cemetery - Two adjacent single plots for a double interment RSA ashes		\$530.00	\$905.00	Increase to align with Revenue and Financing Policy and recover staff costs
Matamata Cemetery - Matamata Memorial Garden		\$145.00	\$248.00	Increase to align with Revenue and Financing Policy and recover staff costs
<b>Piako Lawn Cemetery</b>				
Piako Lawn Cemetery - Still born (Plaque installation only – no interment)		\$85.00	\$145.00	Increase to align with Revenue and Financing Policy and recover staff costs
Piako Lawn Cemetery - Still born (Interment only)		\$150.00	\$256.00	Increase to align with Revenue and Financing Policy and recover staff costs
Piako Lawn Cemetery - Still born (Plaque installation and interment)		\$175.00	\$299.00	Increase to align with Revenue and Financing Policy and recover staff costs
<b>Te Aroha Cemetery</b>				
Te Aroha Cemetery - Still born (Plaque installation only – no interment)		\$85.00	\$145.00	Increase to align with Revenue and Financing Policy and recover staff costs
<b>Additional costs (if applicable)</b>				
Vase Installation (Ashes Walls)		\$50.00	\$85.00	Increase to align with Revenue and Financing Policy and recover staff costs

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Plaque/Memorial Installation (Ashes Walls)		\$85.00	\$145.00	Increase to align with Revenue and Financing Policy and recover staff costs
Breaking concrete & reinstatement	Per m3 concrete and hourly rate	At cost	At cost	
Weekend fees (burial only)		\$355.00	\$606.00	Increase to align with Revenue and Financing Policy and recover staff costs
Weekend fees (ashes only)		\$150.00	\$256.00	Increase to align with Revenue and Financing Policy and recover staff costs
Public holiday fee (burial only)		\$470.00	\$803.00	Increase to align with Revenue and Financing Policy and recover staff costs
Public holiday fee (ashes only)		\$270.00	\$461.00	Increase to align with Revenue and Financing Policy and recover staff costs
Request to change reserved plot		\$55.00	\$60.00	Increase to align with Revenue and Financing Policy and recover staff costs
Request to change warrant		\$110.00	\$120.00	
Request to sell back reserved plot to Council		\$55.00	\$60.00	
Admin fee for unpaid reserved plot		\$55.00	\$60.00	
Monument installation application fee		\$70.00	\$70.00	
Monument installation application fee - RSA		No charge	No charge	

## 2. General Property

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>Council boardroom facilities</b>				
If cancellation notice is received within 7 days prior to the Event – no refund				
Only available during Council office hours				
Interview rooms (Including Pete Peterson room in Matamata, interview rooms in Matamata and Te Aroha)	Per hour	\$10.00	\$10.00	
Boardroom hire, not including kitchen	Per hour	\$15.00	\$15.00	
Boardroom includes kitchen	Per day	\$60.00	\$62.00	Increased by inflation and rounded
Boardroom kitchen only	Per hour	\$10.00	\$10.00	
<b>Lease arrangement set up cost</b>				
Lease where annual lease payments to Council are less than \$200.00		\$270.00	\$278.00	Increased by inflation and rounded
Lease where annual lease payments to Council are more than \$200.00		\$550.00	\$566.00	Increased by inflation and rounded
<i>Community Group</i> that meets the criteria of the Community Lease and Licence Policy pay 50% of the relevant lease/licence fee.				

### 3. Libraries

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Hot Picks	Per book (2 week issue only)	\$5.00	\$5.00	
Interloans fee – requests outside MPDC	Plus associated fees	\$10.00	\$10.00	
Internet and email – ½ hour per person per day		No charge	No charge	
Photocopying – A4 side – black and white	Self service	\$0.20	\$0.20	
Photocopying – A3 side – black and white	Self service	\$0.40	\$0.40	
Photocopying – A4 side – colour	Self service	\$1.00	\$1.00	
Photocopying – A3 side – colour	Self service	\$2.00	\$2.00	
Printing- black and white - per side	Self service	\$0.20	\$0.20	
Printing - A4 page – colour – per side	Self service	\$1.00	\$1.00	
Talking Books	<b>From</b>	\$2.00	\$2.00	
DVD/non book (cost of item \$ <\$45.00)		\$3.00	\$3.00	
DVD/non book ( cost of item \$45.00> <\$75.00)		\$5.00	\$5.00	
DVD/non book (cost of >\$75.00)		\$10.00+	\$10.00+	
Replacement cards		\$ 4.50	\$5.00	Increased by inflation and rounded
Withdrawn books		\$0.20 cents to \$2.00	\$0.20 cents to \$2.00	
PC scanning		Actual Cost	Actual Cost	
Lost books/item – replacement cost	Cost of book plus admin charge of	\$ 15.50	\$16.00	Increased by inflation and rounded
Local request delivery		Actual cost	Actual cost	
<del>Data storage devices</del> <b>Library Merchandise</b>		Price varies	Price varies	Libraries no longer sell data storage devices but have other merchandise for sale from time to time
Membership charge for non-residents from non-reciprocal districts (exemptions can be applied on a case by case basis)	Annual membership fee	\$60.00	\$62.00	Increased by inflation and rounded

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Meeting rooms	Per hour	\$10.00	\$10.00	
Pop-up meeting space	Per hour	\$5.00-10 .00	\$5.00-\$10.00	

## 4. Parks and Open Spaces

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Please note: There is no GST on bonds for parks. If cancellation notice is received within 7 days prior to the Event - no refund. Definition of <i>Community Groups, Sports Parks, Casual Hirer, Alcohol Served, Commercial</i> see Notes at end of document				
<b>Standard charges – all parks</b>				
Booking fee - required per booking or group of bookings if made at one time	These do not apply to <i>Community Groups</i>	\$16.00	\$20.00	Increased to recover costs
Daily charge – <i>Sports Parks</i>		\$55.00	\$60.00	Increased to recover costs
Daily charge - this is for all other parks and reserves that are not listed as <i>Sports Parks</i> e.g. Railside by the Green Reserve, Howie Park, Te Aroha Domain.		\$20.00	\$25.00	Increased to recover costs
Bond for casual hirers	Per day	\$260.00	\$268.00	Increased by inflation and rounded
Key bond (where applicable)	Per set of keys	\$25.00	\$25.00	
<b>Optional extras – all parks (all users, including community groups)</b>				
Charge per vehicle per night for booked groups on Council parks and reserves			\$10.00	New charge, charge per night for booked groups to be charged at Council's discretion
Rubbish bins, above what is normally provided in the park	Per additional bin	\$17.00	\$20.00	Increased to recover costs
Wedding/event site preparation (e.g. additional mowing prior to event)		\$70.00	\$100.00	Increased to recover costs
Power service charge (if available)	Per day	\$70.00	\$75.00	Increased to recover costs
Gate locking/unlocking (if required after hours/weekends)	Per locking and unlocking	\$70.00	\$75.00	Increased to recover costs
<b>Commercial activities – all parks</b>				
Hire	Per day	\$670.00	\$700.00	Increased to recover costs
<b>Building/facilities</b>				
Note: for facilities such as event centres, sports stadiums please see Community Venues section				
AR Johns Building - Boyd Park, Te Aroha				

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Please note: There is no GST on bonds for parks. If cancellation notice is received within 7 days prior to the Event - no refund. Definition of <i>Community Groups, Sports Parks, Casual Hirer, Alcohol Served, Commercial</i> see Notes at end of document				
Daily charge (daily charge rates will be pro-rated on an hourly basis for regular bookings that cover one school term or a period of three months or more)	Per 1/2 day (up to 6 hours)	\$85.00	\$90.00	Increased to recover costs
	Per day	\$130.00	\$140.00	
Bond for casual hirers (no alcohol served)	Per day	\$50.00	\$51.00	Increased by inflation and rounded
Bond for casual hirers (alcohol served)	Per day	\$260.00	\$268.00	Increased by inflation and rounded
<b>Domain House - Te Aroha Domain</b>				
Note: Council is currently operating Domain House as a beauty salon. These fees and charges will only apply while the facility is available for casual use, and not at times the salon is operating.				
All hirers (lower rates for use of Domain House for three days or more may be negotiated.)	Per day	\$50.00	\$51.00	Increased by inflation and rounded
Bond for casual hirers (no alcohol served)	Per day	\$50.00	\$51.00	Increased by inflation and rounded
Bond for casual hirers (alcohol served)	Per day	\$260.00	\$268.00	Increased by inflation and rounded
<b>Domain Pavilion - Te Aroha Domain</b>				
Daily charge Hire	Per hour	\$10.00 <i>Community Group</i>	\$15.00 <i>Community Group</i>	Increased to recover costs and be in line with other venues. Per day hire removed to line up with other venues.
		\$25.00 <i>Commercial</i>	\$30.00 <i>Commercial</i>	
	Per day (8 hours)	\$30.00 <i>Community Group</i>		
		\$150.00 <i>Commercial</i>		
Bond for casual hirers (no alcohol served)	Per day	\$50.00	\$51.00	Increased by inflation and rounded
Bond for casual hirers (alcohol served)	Per day	\$260.00	\$268.00	Increased by inflation and rounded
<b>Billboard Sign - Skidmore Reserve, Te Aroha</b>				
Billboard events sign boards (includes sign and installation)		\$80.00	\$85.00	Increased by inflation and rounded

## 5. Community Venues-Recreation facilities and heritage

### Event Facilities

	Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>MPDC Event centres</b> Matamata Civic and Memorial Centre (MMCC) Silver Fern Farms Event Centre (SFFEC) Morrinsville Event Centre (MEC) Headon Event Centre (HEC)			
<b>Bond – Event centre management will determine level of risk. This will dictate bond charge</b>	<b>No alcohol -</b> \$200.00 - \$210.00 <b>Alcohol -</b> \$1,000.00 - \$1,040.00	<b>\$200.00- \$1,000.00</b>	Some groups/events have different levels of risk – alcohol or no alcohol- this needs to be managed appropriately.
<b>Courts Access (per court per hour)</b> SFFEC –number of courts x 2 MEC - number of courts x 2 HEC – number of courts x 1 court			
Opening time until 6pm	\$16.00 per court per hour	<b>\$20.00 per court per hour</b>	
6pm to closing time	\$26.00	<b>\$30.00 per room per hour</b>	
Changing rooms (per changing room)	\$31.00	<b>\$40.00</b>	Charge contributes to cover cleaning cost Change rooms / showers
<b>Function rooms (per room per hour)</b>			
<b>Small</b> MMCC – Pete Peterson Room, Te Tauihu Room SFFEC – Front Office MEC – Committee Room, Meeting room			
Non-commercial (per room per hour)	\$10.50	<b>\$10.00</b>	

	Current Fee 2023/24	Proposed Fee 2024/25	Reason
Commercial (per room per hour)		\$20.00	
Tainui Room 1 (including kitchenette) or Tainui Room 2 (no kitchen, only available during office hours)			
Non-commercial – hourly rate	\$10.00		
Commercial – hourly rate	\$25.00		
<b>Medium</b> MMCC - Tainui 1 Room SFFEC – Seales Winslow Room, Ballance Room MEC – Motumaoho Room Headon – Rose Yorke Room			
Non-commercial (per room per hour)		\$15.00	Previously were ranging between \$10.50 - \$16
Commercial (per room per hour)		\$40.00	Previously were ranging \$26 - \$36
<b>Large</b> MMCC – Te Takere Room (1/3 of Hall) SFFEC – Seales Winslow Room and Ballance Room combined			
Non-commercial (per room per hour)	\$15.00 Te Takere \$16.00 Seales	\$20.00	
Commercial (per room per hour)	\$35.00 Te Takere \$36.50 Seales	\$50.00	
<b>Extra Large</b> MMCC – Te Taurapa Room (2/3 of Hall)			
Non-commercial (per room per hour)	\$15.00	\$25.00	Increased to cover costs
Commercial (per room per hour)	\$60.00	\$75.00	Increased to cover costs
MMCC - Memorial Hall (Te Takere and Te Taurapa Rooms, including kitchen)			
Non-commercial - hourly rate	\$20.00	\$40.00	Increased to cover costs
Commercial - hourly rate	\$100.00	\$150.00	Increased to cover costs
<b>Whole Facility</b>			Costs of each space combined - \$10 discount

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>MMCC</b>				
Non Commercial – Hourly rate		\$30.00	\$65.00	Increased to cover costs
Commercial - Hourly rate		\$150.00	\$220.00	Increased to cover costs
<b>SFFEC</b>				
Non Commercial – Hourly rate		\$50.00	\$85.00	Increased to cover costs
Commercial - Hourly rate		\$50.00	\$115.00	Increased to cover costs
<b>Headon</b>				
Non Commercial – Hourly rate		\$25.00	\$60.00	Increased to cover costs
Commercial - Hourly rate		\$25.00	\$85.00	Increased to cover costs
<b>MEC</b>				
Non Commercial – Hourly rate		New	\$100.00	Increased to cover costs
Commercial - Hourly rate		New	\$185.00	Increased to cover costs

#### Additional Fees

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Security/traffic management – Council may require large or high risk events to have additional measure in place security guards present for the event and pack up – Per hour	Per hour	At actual cost	At actual cost	Traffic management added where required for large or high risk events
Replacement/loss of access card		\$52.00	\$54.00	Increased by inflation and rounded
Key bond			\$30.00	New Charge
Damage to facility		Whole bond minimum, above that at actual cost	Whole bond minimum, above that at actual cost	
Carpet clean		Actual cost – minimum \$150.00	Actual cost – minimum \$150.00	
After hours call out (e.g. insecure building, fire brigade). Only charged if user is at fault		At cost	At cost	

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Cleaning if required, where venue is left in an unsatisfactory condition (e.g. dishes left in kitchen, significant rubbish left behind, decorations left in place)	Actual cost per hour	Minimum \$50.00	Minimum \$75.00	Increased to cover actual costs
Set up and pack down/Events Facilitator assistance (if required)	Per Hour	\$52.00	\$50.00	Charge reduced to encourage hirers to use events staff
<b>Optional additional extras</b>				
<del>Sound system</del>		<del>\$36.00</del>		Charge removed – included in room hire
<del>Projector and screen – per screen</del>	<del>Per screen</del>	<del>\$52.00</del>		Charge removed – included in room hire
Tea, percolator coffee, juice	Per person	\$5.00	\$5.00	
Table cloths	Per cloth	\$13.00	\$15.00	Increased by inflation and rounded
<del>Lectern</del>		<del>\$10.50</del>		Charge removed – included in room hire
Stage		\$52.00	\$55.00	Increased by inflation and rounded
Carpet Tiles – 1 court (required for all non-sport events on the courts)		\$320.00	\$350.00	Increased to reflect actual cost
Carpet Tiles – 2 courts (required for all non-sport events on the courts)		\$530.00	\$550.00	Increased to reflect actual cost
Additional rubbish bins	Per bin	\$17.00	\$20.00	
<del>Event Facilitator assistance during event is also available – please contact the Events Facilitator Team leader to discuss your requirements and rates</del>	<del>Per hour</del>	<del>\$52.00</del>		<del>Delete charge this is included in event assistance</del>
<b>Firth Tower Historical Reserve</b>				
General admission to reserve grounds only		No charge	No charge	
General admissions to buildings and displays for individuals (is determined by the Matamata Historical Society)		See current fees at <a href="http://www.firthtower.co.nz/">www.firthtower.co.nz/</a>	See current fees at <a href="http://www.firthtower.co.nz/">www.firthtower.co.nz/</a>	
Facilitated historical activities by Firth Tower staff for groups	Per activity	\$35.00	\$35.00	

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Groups / schools (including 2 non-facilitated activities)	Per person	\$5.00	\$5.00	
<b>Events at Firth Tower</b>				
Photos		\$65.00	\$65.00	
Event venue hire (funeral or wedding ceremony, photos, buildings or reserve access)	Between 9am and 5pm	\$521.00	\$600	Increased to reflect actual cost
Set up and pack up assistance (if required)	Per hour outside of opening hours	\$52.00	\$50	Aligned with event facilitator assistance charges
Event bond	Bond (no alcohol served)	\$155.00	\$200.00	Aligned with other bonds
<b>Heritage room hire</b>				
Non commercial – hourly rate	Per hour	\$10.50	\$15.00	Aligned with medium function room hire charges
<del>Non-commercial – Full day</del>	<del>Per day</del>	<del>\$31.50</del>		Delete, per hour charge only
Commercial – hourly rate	Per hour	\$26.00	\$40.00	Aligned with medium function room hire charges
<del>Commercial – Full day</del>	<del>Per day</del>	<del>\$156.50</del>		Delete, per hour charge only
Campervans(unpowered)	Per caravan per night	\$10.00	\$15.00	Increased to reflect actual cost
Campervans (powered)	Per caravan per night	\$15.00	\$20.00	Increased to reflect actual cost
<b>Waharoa (Matamata) Aerodrome</b>				
Annual landing/ movement fee - recreational users (non-commercial)	Per year	\$141.00	\$160.00	Increased to reflect actual cost
Recreational operator – <del>cash</del> / direct credit – per landing/ movement (paid within the month)	per day	\$10.00	\$12.00	Increased to reflect actual cost We propose to remove the option to pay cash due to the high operational cost
Commercial operator – <del>cash</del> / direct credit – per landing/ movement per day (paid within the month)	per day	\$20.00	\$25.00	Increased to reflect actual cost We propose to remove the option to pay cash due to the high operational cost

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Recreational and commercial operator – invoiced – per landing/ movement	per day	\$42.00	\$54.00	Increased to reflect actual cost
Note: The first of any of the following types of movements are charged at landing rates: landing, touch and go and approach and go				
<b>Camping</b>				
<b>Adults</b>				
Un-powered site	Per person/ per day	\$14.00	\$15.00	Increased to reflect actual cost
Powered site	Per person/ per day	\$16.00	\$18.00	Increased to reflect actual cost
Soaring Centre bunk room	Per person/ per day	\$14.00	\$14.00	Set by Soaring Centre
<b>Children</b> camping (under 16 years)	Per person/ per day	\$7.00	\$8.00	Increased to reflect actual cost

## 6. Animal Control

	Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>Dog ownership fees</b>			
Full registration fee	\$120.00	\$157.00	Increased to reflect actual cost and recover more from fees
<b>Minus rebates/bonus (below) if applicable:</b>			
Rebate (de-sexed dog, working dog, or breeding dog owner registered with Dogs New Zealand) Note: Rebate may only be claimed for one of these categories	\$30.00	\$30.00	
Rebate (Responsible Owner Rebate)	\$15.00	\$15.00	
<b>Bonus</b>			
- no complaints or infringements	\$35.00	\$35.00	
- no dog held by the owner was impounded in the previous registration year			
Classified dangerous dog	150% of the relevant fee applies	150% of the relevant fee applies	
Replacement tags	\$2.00	\$2.50	Increased to reflect actual cost and recover more from fees
<b>Payment after 31 July will result in a 50% penalty fee</b>			
<b>Dog impounding charges</b>			
Impounding	\$50.00	\$61.00	Increased to reflect actual cost and recover more from fees
Second impounding	\$80.00	\$98.00	Increased to reflect actual cost and recover more from fees
Third and subsequent impounding in the same registration year	\$125.00	\$153.00	Increased to reflect actual cost and recover more from fees
Daily sustenance	\$12.50	\$15.00	Increased to reflect actual cost and recover more from fees
Microchipping	\$60.00	\$74.00	Increased to reflect actual cost and recover more from fees

Stock call out fees		Current Fee 2023/24	Proposed Fee 2024/25	Reason
During office hours		\$125.00	\$153.00	Increased to reflect actual cost and recover more from fees
After hours (inclusive of mileage)		\$175.00	\$215.00	Increased to reflect actual cost and recover more from fees
Impounding fee		\$50.00	\$61.00	Increased to reflect actual cost and recover more from fees
Daily sustenance		\$6.00	\$7.00	Increased to reflect actual cost and recover more from fees
All associated costs (i.e. transport, advertising)		Actual cost	Actual cost	
<p>Note: Keeping an unregistered dog may result in an infringement fee of \$300. Owners are legally responsible for keeping their dog under control at all times. Failure to do so is an offence under Section 53 of the Dog Control Act with a fine of up to \$3000 or an infringement fee of \$200. Any dog found at large can be impounded at the owner's expense.</p>				

## 7. Building consents and monitoring

	Current Fee 2023/24	Proposed Fee 2024/25	Reason
Includes: administration, accreditation, AlphaOne, processing and inspection costs.			
<b>Minor Works (Category 1 Level 1)</b>			
Free standing Solid Fuel Heaters <del>Insulation</del> <b>Retrofit Codemarked Wall Insulation</b>	\$535.00	\$570.00	Increased to reflect Revenue and Financing Policy range and increasing cost of this activity
<b>Inbuilt</b> Solid Fuel Heaters <b>Minor</b> Plumbing and Drainage Garden Sheds (up to 20m2) Solar Heating Panels Marquees <b>Installation of</b> Basic Warning System <b>Swimming Pool Fencing (Fencing only)</b>	\$710.00	\$765.00	Increased to reflect Revenue and Financing Policy range and increasing cost of this activity
<b>Minor building works (Category 1 Level 2)</b> <del>Carports, decks, pergolas, para pools and equivalent types, shade sails, archgolas, retaining walls</del>			Delete, now classed under 'Standard Residential Building Works'
<b>Standard Build Works (non-habitable) (Category 1, Level 1)</b> <del>Garages, hay barns, implement sheds, concrete masonry pools, conservatories</del>	\$900.00		Delete, now classed under 'Standard Residential Building Works' or 'Structures'
<b>Standard Residential Building Works</b>			
Carports / Garages Swimming Pools Decks / Pergolas Shade Sails / Archgolas / Conservatories Retaining Wall (Singular) Residential Additions / Alterations – less than 10m2	\$900.00	\$1335.00	New, categorisation change

	Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>Structures</b>			
Haybarns / Implement Sheds / Bridges / Reservoirs / Dams / Tanks Stock Underpasses Retaining Walls (Multiple)	\$975.00	\$1430.00	New, categorisation change
<del>Detached habitable buildings with no plumbing or drainage (Category 1 Level 1)</del> <del>With no plumbing or drainage, e.g. sleep out, office, studio. Alterations and additions: Up to 30m2 with no plumbing or drainage</del> <b>Outbuildings Habitable (with no Plumbing and Drainage)</b>			
Sleepouts / Office / Studio	\$2225.00	\$2560.00	Increased to reflect Revenue and Financing Policy range and increasing cost of this activity
<del>Detached habitable buildings with plumbing and drainage (Category 1 Level 2)</del> <del>With plumbing and drainage, e.g. sleep out with toilet and shower. Alterations and additions up to 30m2 with plumbing and drainage</del> <b>Outbuildings Habitable (with Plumbing and Drainage)</b>			
Sleepouts with toilet and shower	\$2850.00	\$3145.00	Increased to reflect Revenue and Financing Policy range and increasing cost of this activity
<b>Dairy Sheds (Category 1 Level 2)</b> Dairy sheds including cowshed extensions	\$1925.00		
<b>Dairy sheds</b>	\$1925.00	\$2270.00	Increased to reflect Revenue and Financing Policy range and increasing cost of this activity. Recatergorised as 'Dairy sheds'

	Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>Residential Alterations</b>			New
Between 10 and 30m2	\$2225.00	\$2560.00	Increased to reflect Revenue and Financing Policy range and increasing cost of this activity
Exceeding 30m2	\$3250.00	\$3145.00	
<b>Dwellings</b>			
Re-Sited/Transportable Buildings/Dwellings	\$1750.00	\$2270.00	Increased to reflect Revenue and Financing Policy range and increasing cost of this activity
<del>Dwelling single storey/ additions and alterations up to 100 m2</del>	<del>\$3,250.00</del>		Delete
Single Storey Dwelling (up to 250m2)	\$3475.00	\$4135.00	Increased to reflect Revenue and Financing Policy range and increasing cost of this activity
<del>Dwelling single storey additions and alterations in excess of 250 m2</del> Single Storey Dwelling (over 250m2) / Two Storey Dwelling (up to 250m2)	\$3650.00	\$5010.00	Increased to reflect Revenue and Financing Policy range and increasing cost of this activity
<del>Dwelling two storey or more/two storey additions and alternative up to 250m2</del>	<del>\$4,575.00</del>		Delete
<del>Dwelling single storey additions and alterations in excess of 250 m2</del> Two Storey Dwelling (over 250m2)/Three Storey Dwelling	\$4975.00	\$5890.00	Increased to reflect Revenue and Financing Policy range and increasing cost of this activity

	Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>Multi Proof Consents</b> <ul style="list-style-type: none"> <li><b>Dwellings</b></li> </ul> (Note: MBIE, BRANZ, planning and engineering fees will still apply)	\$2950.00	\$3330.00	Increased to reflect Revenue and Financing Policy range and increasing cost of this activity
<b>Commercial/Industrial</b> <b>New commercial/Industrial Buildings</b>			
Buildings (Up to 100m <sup>2</sup> )	\$6425.00	\$6615.00	New
<b>Small commercial/industrial up to 300 m<sup>2</sup></b> Buildings (Between 101 – 300m <sup>2</sup> )	\$6425.00	\$7145.00	Increased to reflect Revenue and Financing Policy range and increasing cost of this activity
<b>Commercial/Industrial in excess of 300m<sup>2</sup></b> Buildings (Exceeding 300m <sup>2</sup> )	At cost plus \$700.00	\$8700.00	Increased to reflect Revenue and Financing Policy range and increasing cost of this activity
<del>Alterations and additions up to 60m<sup>2</sup></del> <del>(excluding dwellings) (Category 1 Level 2)</del> <b>Commercial Alterations and Additions</b>			
<b>Industrial workshop, commercial office</b> <del>Note: for work over 60 m<sup>2</sup></del> <del>commercial/industrial fees apply</del> Commercial Alterations and Additions (Up to 100m <sup>2</sup> ) and Public Toilets and Commercial Fit Outs < \$500,000	\$3200.00	\$3930.00	New
Commercial Alterations and Additions (Exceeding 100m <sup>2</sup> ) and Commercial Fit Outs > \$500,000	\$3200.00	\$3930.00	New

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<i>(Fee as above plus hourly rate for additional processing and inspections)</i>				
New Compliance Schedule		\$675.00	\$250.00 plus a charge of \$111.00 per system or feature	Fees to cost the same
Amendment to Compliance Schedule		\$500.00		
Certificate over Two Allotments (Section 75 Building Act 2004) Issue a Section 75 certificate		Actual Legal Cost Plus \$10%	Actual Legal Cost Plus \$10%	
Notice when building on land subject to a Natural Hazard (Section 73 Building Act 2004) Process a Section 73 application		Actual Legal Cost Plus \$10%	Actual Legal Cost Plus \$10%	
Building Warrant of Fitness Audit (BWOFA)		\$175.00 per hour	\$195.00 per hour	Increased to reflect Revenue and Financing Policy range and increasing cost of this activity
<b>Minor Variations to building consents (Amendments)</b>		\$275.00	\$275.00	
<del>Major Amendment to a Building Consent</del> <b>Amendment to a Building Consent</b> Costs required to review the amendment (per hour). Government levies may also apply	Processing and inspection costs (per hour), AlphaOne	At cost plus \$275.00	At cost plus \$275.00	
<del>Other Building Act processes not listed</del> <b>Additional Processing time</b> Additional processing time over and above what is allowed for in standard fees	per hour	\$175.00	\$195.00	Increased to reflect Revenue and Financing Policy range and increasing cost of this activity

Additional Inspection Charges		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>Additional inspections, not covered by the standard fee (for re-inspections of failed inspections)</b>	Per hour	\$175.00	<b>\$195.00</b>	<b>New</b>
<del>Extra inspections/Processing Time— Additional inspections where client has requested an inspection but project was not ready, inspections that were cancelled or rescheduled within 24 hours of booking or inspection was not covered by the standard fee.</del> <b>Late cancellation charge for Inspections (inspection is cancelled with less than 24 hours' notice)</b>	Per hour	\$175.00	<b>\$195.00</b>	<b>New</b>
<b>Certificate of Public Use</b>		\$512.50	<b>\$590.00</b>	<b>Increased to reflect Revenue and Financing Policy range and increasing cost of this activity</b>
<b>Certificate of Acceptance</b> (At cost of processing (hourly rate) plus fees that would have been charged if consent had been obtained before building work commenced).		Cost of original consent plus per hour cost (\$175.00 per hour)	<b>Cost of original consent plus per hour cost (\$195.00 per hour)</b>	<b>Increased to reflect Revenue and Financing Policy range and increasing cost of this activity</b>
<del>Peer Review for fire design, lifts and the like</del>		Cost plus 10%	Cost plus 10%	
<del>Fencing of existing swimming pool</del> <b>Pool Inspections</b>		\$175.00	<b>\$195.00</b>	<b>Fencing of an existing swimming pool now under 'Pool Inspection' charges.</b>
Notice to Fix (Section 164 and 167 of the Building Act 2004)		\$300.00	\$300.00	<b>Set by statute</b>
Application for Exemption from Building Consent (Schedule 1, Building Act 2004)	Set fee plus AlphaOne	\$87.50	<b>\$400.00</b>	<b>Increased to reflect Revenue and Financing Policy range and increasing cost of this activity</b>

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Extension of Time (Not billed until time of the CCC)	Administration and inspection cost	\$263.00	\$111.00	Reduced as less than 1 hour admin time involved
Lapsing of a Building Consent		Not previously charged	\$111.00	New
Refusal of a Building Consent		Not previously charged	\$111.00	New
Stock underpass (also refer to roading section) Producer statement of structural work and installation are required. DBH and BRANZ fees are included	Fee and AlphaOne	<del>\$625.00</del>		Delete, now classed under 'Minor works'
PIM only applications (Planning and Engineering fees are additional)	Fee and AlphaOne	\$625.00	\$625.00	No change
Record of Title Search		\$30.00	\$30.00	No change
Requests for building consent information Sale of Building Consent Information	Per month	\$32.00	\$32.00	No change
Inspection of premises for fire safety and access for people with disabilities		<del>\$262.50</del>		Delete, now classed under 'Additional inspections, not charged by the standard fee'
Application for a Building Certificate for a Liquor Licence		\$262.50	\$265.00	Increased to reflect Revenue and Financing Policy range and increasing cost of this activity
<b>Amusement Devices (Statutory charge)</b>		\$11.50	\$11.50	<b>Set by statute</b>
• For 1 device for the first 7 days		\$ 2.30	\$ 2.30	
• For each additional device up to 7 days		\$ 1.15	\$ 1.15	
• For each extra device for every 7 days after first listing				

	Current Fee 2023/24	Proposed Fee 2024/25	Reason
<p><b>Accreditation Levy</b> Payable on all building consents with an estimated value of \$20,000 and over, to cover costs of meeting criteria under the Building (Accreditation of Building Consent Authorities) Regulations 2006.</p>	Currently built into standard fees	<b>\$0.75 per \$1000.00 of project value.</b>	<b>Currently built into standard fees, now to be charge separately based of Project Value</b>
<p><b>Building Research Association of New Zealand (BRANZ) Levy.</b> For every building consent with an estimated value of \$20,000 and over, \$1.00 per \$1,000 (0.001%) is payable. (NB: GST is not applicable to this levy.)</p>	\$1.00 per \$1000.00	\$1.00 per \$1000.00 of project value	<b>Set by statute</b>
<p><b>Ministry of Business, Innovation and Employment Levy</b> For every building consent with an estimated value of \$20,444 and over, \$1.75 GST inclusive per \$1,000 (0.00175%) is payable.  For every building consent major amendment where original consent was issued before 1 July 2020, with an estimated value of \$20,000, \$2.01 per \$1,000 is payable.</p>	\$1.75 (GST included) per \$1000.00 of project value	\$1.75 (GST included) per \$1000.00 of project value	<b>Set by statute</b>
<p><b>Development Contributions</b> (A contribution towards the infrastructure required for increased development in accordance with the Development Contributions Policy)  Please be aware that there could be a development contribution fee charged for your building project. Development Contributions are payable under the Local Government Act 2002 for some projects. A Code Compliance Certificate will not be issued until the Development Contributions applicable to the project are paid in full. Development Contributions are adjusted at 1 July each year in accordance with our Development Contributions Policy.</p>			

## 8. Licensing and Enforcement

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>Health licences - Health Act 1956 and associated regulations</b>				
Hairdressers		\$145.00	\$200.00	Increased to reflect actual cost
Additional inspections	Per hour	\$180.00	\$190.00	Increased to reflect actual cost
Change of ownership		\$115.00	\$125.00	Increased to reflect actual cost
Camping grounds		\$290.00	\$345.00	Increased to reflect actual cost
Funeral directors		\$105.00	\$125.00	Increased to reflect actual cost
Mortuaries		\$230.00	\$285.00	Increased to reflect actual cost
Note: <del>\$100.00</del> penalty for all registrations if they have not applied and paid by 30 June each year hairdressers and camping grounds and by 31 May each year for funeral directors and mortuaries.		\$100.00	\$200.00	Increased to reflect actual cost
<b>Food Act 2014</b>				
<b>Food Control Plan</b>				
Application for new registration of template food control plan		\$170.00	\$255.00	Increased to reflect actual cost
Application for renewal of template food control plan		\$150.00	\$200.00	Increased to reflect actual cost
Application for amendment of registration of template food control plan		\$170.00	\$200.00	Increased to reflect actual cost
Voluntary suspension of food control plan		\$170.00	\$200.00	Increased to reflect actual cost

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>National Programme</b>				
Application for new registration of a national programme		\$170.00	\$255.00	Increased to reflect actual cost
Application for renewal of a national programme		\$150.00	\$200.00	Increased to reflect actual cost
Application for amendment of registration of a national programme		\$170.00	\$200.00	Increased to reflect actual cost
Voluntary suspension of a national programme		\$170.00	\$200.00	Increased to reflect actual cost
<b>Processing charges</b>				
All verification activities including pre-registration assistance, annual audit, reporting non-compliance visits and any activity not specified in the schedule above (Environmental Health Officer)	Per hour	\$180.00	\$190.00	Increased to reflect actual cost
Administration	Per hour	\$88.00	\$95.00	Increased to reflect actual cost
Copies of food control plan or national programme		\$40.00	\$60.00	Increased to reflect actual cost
<b>Mobile Shops</b>				
Mobile shops		\$250.00	\$300.00	Increased to reflect actual cost
<b>Gambling venue (class 4 consent)</b> All applications that require a deposit will be charged at actual processing costs				
That meets all the criteria	Deposit only	\$1,000.00	\$1,500.00	Increased to reflect actual cost
That doesn't meet all the criteria	Deposit only	\$1,000.00	\$2,000.00	Increased to reflect actual cost
<b>Noise control</b>				
Return of seized stereo		\$150.00	\$150.00	
Alarm deactivation/disarming		At actual cost	At actual cost	

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>Alcohol licences set by statute</b>				
Application fee for new licences, renewals of licences and variations to licences				
<b>Cost/risk fee category</b>				
Very low (0 - 2 rating)	Application fee	\$368.00	\$368.00	Set by statute
	Annual fee	\$161.00	\$161.00	Set by statute
Low (3 - 5 rating)	Application fee	\$609.50	\$609.50	Set by statute
	Annual fee	\$391.00	\$391.00	Set by statute
Medium (6 - 15 rating)	Application fee	\$816.50	\$816.50	Set by statute
	Annual fee	\$632.50	\$632.50	Set by statute
High (16 - 25 rating)	Application fee	\$1,023.50	\$1,023.50	Set by statute
	Annual fee	\$1,035.00	\$1,035.00	Set by statute
Very high (26 plus rating)	Application fee	\$1,207.50	\$1,207.50	Set by statute
	Annual fee	\$1,437.50	\$1,437.50	Set by statute
<b>Application type set by statute</b>				
Special licence				
Class 3 One or two small events	See special licence application form for further details	\$63.25	\$63.25	Set by statute
Class 2 Three to twelve small events: one to three medium		\$207.00	\$207.00	Set by statute
Class 1 One large event: more than three medium events: more than twelve small events		\$575.00	\$575.00	Set by statute
<b>Other fees set by statute</b>				
Manager's certificate application		\$316.25	\$316.25	Set by statute
Temporary authority		\$296.70	\$296.70	Set by statute
Temporary licence		\$296.70	\$296.70	Set by statute

	Current Fee 2023/24	Proposed Fee 2024/25	Reason
Appeal to Alcohol Regulatory & Licensing Authority (ARLA)	\$517.50	\$517.50	Set by statute
Extract of register (ARLA or District Licensing Committee)	\$57.50	\$57.50	Set by statute
Permanent Club Charter (annual fee due on 30 June of each year and paid to ARLA)	\$632.50	\$632.50	Set by statute
<b>See also building consents and monitoring and resource consents and monitoring fees</b>			

## 9. Resource Consents and monitoring

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>Regulatory planning charges</b>				
Hourly rates and other charges				
Set up fee (disbursements)	Per hour	\$88.00	\$100.00	Increased to reflect actual cost
Administration	Per hour	\$88.00	\$95.00	Increased to reflect actual cost
Graduate Planner	Per hour	\$160.00	\$170.00	Increased to reflect actual cost
Intermediate Consents Planner / Planning Guidance Officer	Per hour	\$180.00	\$190.00	Increased to reflect actual cost
Senior Planner	Per hour	\$195.00	\$205.00	Increased to reflect actual cost
Team Leader Resource Consents	Per hour	\$210.00	\$220.00	Increased to reflect actual cost
District Planner / Group Manager Community Development	Per hour	\$230.00	\$240.00	Increased to reflect actual cost
Monitoring	Per hour	\$161.50	\$170.00	Increased by inflation and rounded
Processing of completion certificates (s224)	Per hour	\$161.50	\$170.00	Increased by inflation and rounded
Team Leader Development Engineer	Per hour	\$210.00	\$220.00	Increased to reflect actual cost
Development Engineer	Per hour	\$180.00	\$190.00	Increased to reflect actual cost
Senior Development Engineer	Per hour	\$195.00	\$205.00	
Legal – in house - refer legal section in fees and charges				
External consultants (eg processing planner/engineer)		Actual cost plus 5%	Actual cost plus 5%	
Technical reports (eg peer review)		Actual cost plus 5%	Actual cost plus 5%	
Commissioners – independent		Actual cost plus 5%	Actual cost plus 5%	
Commissioners – Councillors - In accordance with Remuneration Authority Act 1977		Actual cost	Actual cost	
Venue hire		Actual cost	Actual cost	
Reports requested by commission		Actual cost	Actual cost	

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Prelodgement meetings – First hour 30 minutes free, thereafter charged out at the officer's hourly rate				
Sale of planning consent information ( <del>per month</del> )	Per month	\$57.50	\$80.00	Increased by inflation and rounded
<b>Consent deposits and set fees</b> All applications that require a deposit will be charged at actual processing costs				
Minor subdivision 1-9 lots	Deposit	\$ 2,000.00	\$4,000.00	Increased to reflect actual cost
Major subdivision 10+ lots	Deposit	\$ 5,000.00	\$9,000.00	Increased to reflect actual cost
<b>Landuse</b> For breaches of development controls such as household recreation space and site coverage	Deposit (includes 1 hour of monitoring)	\$ 2,000.00	\$2,500.00	Increased to reflect actual cost
Vehicle crossing only	Deposit (includes 1 hour of monitoring)	\$ 1,000.00	\$1,000.00	
Combined minor subdivision and landuse	Deposit	\$ 3,000.00	\$4,000.00	Increased to reflect actual cost
Combined major subdivision and landuse	Deposit	\$6,000.00	\$10,000.00	Increase to reflect actual cost
Peat hazard landuse consent - including monitoring	Set fee	\$0.00	\$0.00	
Second hand building landuse consent - including 1 hour deposit for monitoring	Set fee	\$710.00	\$1,000.00	Increased to reflect actual cost
Permitted boundary activities	Set fee	\$350.00	\$500.00	Increased to reflect actual cost
Marginal and temporary activities	Deposit	\$500.00	\$1,000.00	Increased to reflect actual cost
Front yard encroachment landuse consent (only applies where written approval from the affected parties are submitted with the application and there are no other matters of non-compliance - includes 1 hour deposit for monitoring)	Set fee	\$710.00	\$1,000.00	Increased to reflect actual cost
Limited notified applications (in addition to all other deposits)	Deposit	\$4,000.00	\$9,000.00	Increased to reflect actual cost
Publicly notified applications (in addition to all other deposits)	Deposit	\$6,000.00	\$6,000.00	

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Public or limited notified applications requiring a hearing	Deposit	\$5,000.00	\$10,000.00	Increased to reflect actual cost
Boundary adjustments	Deposit	\$1,500.00	\$2,000.00	Increased to reflect actual cost
Land Transfer Plan Approval 0-5 lots (s223 RMA)	Set fee	\$400.00	\$500.00	Increased to reflect actual cost
Land Transfer Plan Approval 6-10 lots (s223 RMA)	Set fee	\$600.00	\$800.00	Increased to reflect actual cost
Land Transfer Plan Approval 11 or more lots (s223 RMA)	Deposit	\$750.00	\$1,000.00	Increased to reflect actual cost
Approval of consent conditions (s224 RMA)	Deposit	\$500.00	\$1,000.00	Increased to reflect actual cost
Extensions of time (s125 RMA)	Deposit	\$1,000.00	\$1,500.00	Increased to reflect actual cost
Variations or cancellation of a consent condition (s127 RMA)	Deposit	\$1,000.00	\$1,500.00	Increased to reflect actual cost
Variations or cancellation of a consent notice (s221 RMA)	Deposit	\$1,000.00	\$1,500.00	Increased to reflect actual cost
Release of minor works bond	Deposit	\$400.00	\$500.00	Increased to reflect actual cost
Cancellation or variation of easements, building line restrictions and cancellation of compulsory amalgamations conditions (s241 and s243 RMA)	Deposit	\$1,000.00	\$1,500.00	Increased to reflect actual cost
Easements not requiring subdivision consent (s348 LGA)	Deposit	\$ 1,000.00	\$1,500.00	Increased to reflect actual cost
Surrender of consent	Deposit	\$500.00	\$1,000.00	Increased to reflect actual cost
Surrender of consent as required by a condition of consent	Set fee	\$350.00	\$500.00	Increased to reflect actual cost
Designation or heritage order	Deposit	\$ 3,000.00	\$3,000.00	
Alteration of designation or heritage order	Deposit	\$ 2,000.00	\$3,000.00	Increased to reflect actual cost
Outline plan (s176a RMA)	Deposit	\$ 1,000.00	\$1,500.00	Increased to reflect actual cost
Outline Plan Waiver	Set Fee	\$350.00	\$500.00	Increased to reflect actual cost
Certificate of compliance (s139 RMA)	Deposit	\$1,000.00	\$1,500.00	Increased to reflect actual cost
Existing Use Rights Certificate (s139A RMA)	Deposit	\$ 2,000.00	\$5,000.00	Increased to reflect actual cost
Alcohol licensing certificate for a new premises	Set fee	\$375.00	\$400.00	Increased to reflect actual cost

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Alcohol licensing certificate for an existing premises	Set fee	\$135.00	\$155.00	Increased to reflect actual cost
Building consent processing – refer building consents and monitoring section		hourly rates	hourly rates	
All other functions under the RMA – refer regulatory planning charges		hourly rates	hourly rates	
<a href="#">Vehicle entrances - see Roading</a>				

## 10. Roothing

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>Overweight/high productivity vehicle permit application</b>				
Processing of permit - no supervision	Per permit	\$120.00	\$123.00	Increased by inflation and rounded
Processing renewal of existing permit	Per permit	\$55.00	\$57.00	Increased by inflation and rounded
Additional supervision cost	Per permit	\$275.00	\$283.00	Increased by inflation and rounded
Non notification which includes pavement and structural investigation work		\$710.00	\$731.00	Increased by inflation and rounded
Note: Any fees and charges that may be applicable for new overweight licensing requirements will be addressed at the time any new requirements come into force.				
<b>RAPID number</b>				
New RAPID number		No charge	No charge	
Replacement of a RAPID number		No charge	No charge	
<b>Roothing events - non road closure</b>				
Application - fundraising/community events		\$28.00	\$29.00	Increased by inflation and rounded
Application - private events		\$120.00	\$123.00	Increased by inflation and rounded
<b>Roothing events - road closures (including advertising)</b>				
Closures requiring calls for submissions:				
Fundraising/community events		\$490.00	\$504.00	Increased by inflation and rounded
Private events		\$600.00	\$617.00	Increased by inflation and rounded
Closures not requiring calls for submissions:				
Private events/utility work		\$490.00	\$504.00	Increased by inflation and rounded
<b>Corridor access requests</b>				
Application fee:				
Standard CAR		\$225.00	\$232.00	Increased by inflation and rounded
Project work (exceeding 28 days)		\$500.00	\$515.00	Increased by inflation and rounded
Generic TMP (multiple sites up to a period of 12 months)		\$550.00	\$550.00	Increased by inflation and rounded
Further inspections due to non-compliance	Per inspection	\$200.00	\$206.00	Increased by inflation and rounded

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Non-notification cost		\$695.00	\$715.00	Increased by inflation and rounded
<b>Approved Contractors</b>				
Application to become an approved contractor		\$260.50	\$268.00	Increased by inflation and rounded
Application for a new/upgraded vehicle crossing not part of a subdivision or building consent		\$104.20	\$107.00	Increased by inflation and rounded
Further inspections due to non compliance	Per inspection	\$161.51	\$166.00	Increased by inflation and rounded
<b>Non-approved contractors</b>				
Application for a new/upgraded vehicle crossing not part of a subdivision or building consent		\$260.50	\$268.00	Increased by inflation and rounded
Further inspections due to non compliance	Per inspection	\$166.70	\$172.00	Increased by inflation and rounded
<b>Stock underpasses (also refer building section)</b>				
Applications (including all inspections)		\$900.00	\$925.00	Increased by inflation and rounded
Further inspections due to non compliance	Per inspection	\$200.00	\$206.00	Increased by inflation and rounded
<b>Fence permits</b>				
Applications (including first inspection)		No charge	No charge	
Further inspections due to non compliance	Per inspection	\$200.00	\$206.00	Increased by inflation and rounded
<b>Stock permits</b>				
Applications (including first inspection)		No charge	No charge	
Further inspections due to non compliance	Per inspection	\$200.00	\$206.00	Increased by inflation and rounded
<b>Abandoned vehicles</b>				
Vehicles taken into custody (where owner can be identified)	For towing and storage (if required)	Actual cost	Actual cost	
Disposal fee (where owner can be identified)	For disposal of vehicle (if required)	Actual cost	Actual cost	
<b>Skateboard infringements</b>				
First confiscation		No fee	No fee	

	Current Fee 2023/24	Proposed Fee 2024/25	Reason
Second confiscation	\$37.50	\$39.00	Increased by inflation and rounded
Third and subsequent confiscations	\$69.80	\$72.00	Increased by inflation and rounded

## 11. Rubbish and Recycling

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<p>MPDC official refuse bags can be purchased from Council offices/retail stores until 31 August 2023. Transfer stations are located in Matamata, Morrinsville and Waihou. Charges based on weight rather than volume. All vehicles pass over a weigh bridge and fee applied according to weight of refuse or green waste. Minimum charge applied for small loads. No charge for refuse in official MPDC refuse bags.</p>				
Recycling bins (small green bins)–		\$20.00		Delete, no longer needed as captured in targeted rates
MPDC official rubbish bags (retail price)	Only available until 31 August 2023	\$3.00		Delete, no longer needed as captured in targeted rates
Wholesale bags	For the commercial sale of refuse bags	Up to 15% less than retail price		Delete, no longer needed as captured in targeted rates
<b>Replacement/delivery of bins:</b>				
25 litre food waste bin	Included in targeted rates	Free	Free	
120 litre wheelie bin for refuse collection	Included in targeted rates	Free	Free	
240 litre wheelie bin for recyclables	Included in targeted rates	Free	Free	
45 litre glass crate	Included in targeted rates	Free	Free	
<b>Upon request to join kerbside collection service:</b>				
Provision of (including delivery):		New	The fee is charged at a varying rate based on 1/12 <sup>th</sup> of the kerbside collection targeted rate for the current	New fee to ensure users joining the service part way through (and therefore not rated for kerbside collection) pay a reasonable share of the cost
- 25 litre food waste bin				
- 120 litre wheelie bin for refuse collection				
- 240 litre wheelie bin for recyclables				
- 45 litre glass crate				

			year multiplied by the number of full months to June that the service will be provided. The property will be rated for the service from the following year.	
<b>Transfer station fees</b>				
Sorted and approved recyclables		Free		
Commercial quantities will only be accepted by prior arrangement with management	Per tonne	\$105.00	\$108.00	Increased by inflation and rounded
<b>Refuse</b>				
Bag - this is for plain bags dropped at MPDC refuse sites (MPDC official bags are free to drop at MPDC refuse sites) <a href="#">this ends on 1 September 2024 when bags will be charged at \$5.50</a>	Up to 60 litre bag larger bags will be weighed		\$5.50	Allows for levy, Emissions Trading Scheme, inflation
Car, utes, all vehicles/trailers	Per tonne Minimum charge	\$310.00 \$35.00	\$330.00 \$35.00	Allows for levy, Emissions Trading Scheme, inflation
<b>Green waste</b>				
Bag - this is for plain bags dropped at MPDC refuse sites (MPDC official bags are free to drop at MPDC refuse sites) <a href="#">this ends on 1 September 2024 when bags will be charged at \$5.00</a>	Up to 60 litre bag, larger bags will be weighed	\$5.00	\$5.00	
Car, utes, all vehicles/trailers	Per tonne Minimum charge	\$140.00 \$17.00	\$140.00 \$17.00	
<b>Scrap steel</b>				
Ute/station wagon/single axle trailer/tandem axle/high side trailer/commercial		No charge	No charge	

Electronic waste				
Desktop computer, server (box only), modem, keyboard, small peripherals		No charge	No charge	
Fluorescent tubes, laptop battery, speakers (per unit)		\$5.00	\$5.00	
DVD/CD/VCR player, stereo system, gaming console, laptop, small printer, scanner, fax, microwave		\$7.00	\$7.00	
LCD Computer monitor		\$12.00	\$12.00	
CRT Computer monitor, Plasma/LCD TV (flat screen)		\$20.00	\$21.00	Increased by inflation and rounded
CRT TV		\$30.00	\$31.00	Increased by inflation and rounded
Other transfer station charges - These apply to all three transfer stations:				
Charges per type				
Car tyre		\$10.50	\$10.50 until 1 September 2024	From 1 September 2024 we will be unable to charge for tyres as they will be covered under a government regulation scheme called Tyrewise
4WD and light truck tyre		\$12.50	\$13.00	Increased by inflation and rounded
Truck tyre		\$26.00	\$27.00	Increased by inflation and rounded
Tractor tyre less than 40 inch diameter		\$59.50	\$61.00	Increased by inflation and rounded
Tractor tyre 40 inch diameter or more		\$97.00	\$100.00	Increased by inflation and rounded
White ware (Items need to be degassed)	Per item	\$12.50	\$13.00	Increased by inflation and rounded
Domestic quantities (up to 10 litres) of hazardous waste and oil can also be disposed of at the transfer stations, including solvents (labelled), cleaning fluids (labelled), paints, car batteries and oils. Fertilisers, herbicides and pesticides may also be disposed of if they are placed in a sealed, clear plastic bag and labelled. Larger quantities may be accepted by prior arrangement.		\$20.00	\$21.00	Increased by inflation and rounded

## 12.Wastewater

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>Tradewaste – administrative charges</b>				
Tradewaste application fees	Per unit	\$95.90	<b>\$99.00</b>	<b>Increased by inflation and rounded</b>
Inspection fee	Per unit hour	\$152.00	<b>\$156.00</b>	<b>Increased by inflation and rounded</b>
Temporary discharge application fee	Per unit	\$95.90	<b>\$99.00</b>	<b>Increased by inflation and rounded</b>
<b>Annual tradewaste – consent charges</b>				
Permitted		No charge	No charge	
Conditional		\$374.00	<b>\$385.00</b>	<b>Increased by inflation and rounded</b>
<b>Tradewaste charges are as per individual tradewaste agreements</b>				
The fixed tankered waste charge shall be calculated using a set fee per cubic metre.	Tankered waste per m3	\$42.70	<b>\$44.00</b>	<b>Increased by inflation and rounded</b>

### 13. Water

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
District wide tanker fill points	Per m3	\$6.22	<b>\$7.76</b>	Increased to recover costs
	Initial registration	\$380.30	<b>\$391</b>	Increased by inflation and rounded
	Annual review	\$128.70	<b>\$132</b>	Increased by inflation and rounded
Backflow maintenance and annual testing		Actual cost plus admin fee of 10%	Actual cost plus admin fee of 10%	
<b>Meter administration fees</b>				
Re-connection fee		At cost	At cost	
Disconnection fee		At cost	At cost	
Connection/installation fee		At cost	At cost	

## 14.Strategies and plans (District Plan)

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>District Plan sales</b>				
<b>Private plan changes</b>				
Private plan changes	Deposit	\$20,000.00	\$20,000.00	
Administration fee	Per hour	\$88.00	\$95.00	Increased to reflect actual cost
Graduate Planner	Per hour	\$160.00	\$170.00	Increased to reflect actual cost
RMA Policy Planner	Per hour	\$180.00	\$190.00	Increased to reflect actual cost
Senior Planner	Per hour	\$195.00	\$205.00	Increased to reflect actual cost
District Planner/ Group Manager Community Development	Per hour	\$230.00	\$240.00	Increased to reflect actual cost
Consultant Planner	Per hour	Actual cost plus 5%	Actual cost plus 5%	
<b>Legal – in house - refer legal section in fees and charges</b>				
External consultants		Actual cost plus 5%	Actual cost plus 5%	
Commissioners – independent		Actual cost plus 5%	Actual cost plus 5%	
Commissioners – Councillors - In accordance with Remuneration Authority Act 1977		Actual cost	Actual cost plus 5%	
Venue hire		Actual cost	Actual cost	
Reports requested by commission		Actual cost plus 5%	Actual cost plus 5%	
Note: All photocopying and postage will be charged as per fees and charges – customer services section.				

## 15. Engineering

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Graduate Engineer	Per hour	\$160.00	\$170.00	Aligned with Resource Consent and Monitoring Fees
Surveyor	Per hour	\$170.00	\$180.00	Aligned with Resource Consent and Monitoring Fees
Engineering Officer	Per hour	\$180.00	\$190.00	Aligned with Resource Consent and Monitoring Fees
Senior/Design Engineer	Per hour	\$195.00	\$205.00	Aligned with Resource Consent and Monitoring Fees
Team Leaders	Per hour	\$215.00	\$225.00	Aligned with Resource Consent and Monitoring Fees
Roading Manager	Per hour	\$240.00	\$250.00	Aligned with Resource Consent and Monitoring Fees
Service Delivery Manager	Per hour	\$230.00	\$240.00	Aligned with Resource Consent and Monitoring Fees

## 16. Customer Services/Records/GIS and administration

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>Official information charges</b>				
Time - first hour or part there of		Free	Free	
Time - after first hour	Per half hour or part there of	\$38.00	\$38.00	
Pages copied - first 20 A4 (or smaller) pages free	Over 20 pages/per page	\$0.50	\$0.50	
Cost of CDs, video, tapes, printing larger than A4 and other materials or viewing arrangements requested		Actual cost	Actual cost	
<b>Access to files</b>				
Simple file - <del>excludes property owner</del> (including property owner)		\$30.00	\$30.00	Amended to align with neighbouring Councils and to reflect costs of storage, retrieval and administration of property file information
Complex files - e.g. business or industrial establishments (including property owner)		\$65.00	\$65.00	Amended to align with neighbouring Councils and to reflect costs of storage, retrieval and administration of property file information
Building and resource consent files		\$25.00	\$25.00	
Recovery of file from off-site		\$70.00	\$70.00	
Record of Title and deposited plan search (searches are performed only to satisfy RC and BC requirements, we do not do general public searches)	Per title	\$30.00	\$30.00	
Access to register information	Per month	\$22.00	\$22.00	
Supporting documents for search (Instruments registered against the title for example encumbrances, consents notices etc)	Each per instrument	\$10.00	\$10.00	
<b>Photocopying/GIS and mapping services</b>				

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>Black and white photocopying/printing</b>				
External A4	Per page	\$0.50	\$0.50	
External A3	Per page	\$1.00	\$1.00	
<b>Colour photocopying/printing</b>				
External A4	Per page	\$2.00	\$2.00	
External A3	Per page	\$4.00	\$4.00	
<b>Large format printing (colour)</b>				
External A2	Per page	\$12.00	\$12.00	
External A1	Per page	\$18.00	\$18.00	
External A0	Per page	\$28.00	\$28.00	
GIS charge out rate	Per hour	\$65.00	\$65.00	
	Minimum charge	\$32.50	\$32.50	
<b>Black and white plan copying</b>				
External A2	Per page	\$5.15	\$5.15	
External A1	Per page	\$10.30	\$10.30	
External A0	Per page	\$15.50	\$15.50	
<b>Policies, plans, bylaws, reports, agendas and minutes</b>				
Long Term Plan, Annual Plan, Annual Report, Consolidated Bylaw and all other policies, plans, agendas and minutes	Per page			
<b>Land Information Memorandum (electronic)</b>				
Standard Land Information Memorandum (LIM)	(10 working days)	\$300.00	\$310.00	Increased by inflation and rounded
Urgent Land Information Memorandum (LIM)	(3 working days)	\$450.00	\$460.00	Set at \$150 above standard LIM
Standard business/industrial establishment Land Information Memorandum (LIM)	(10 working days)	\$500.00	\$515.00	Increased by inflation and rounded
Urgent business/industrial establishment Land Information Memorandum (LIM)	(5 working days)	\$650.00	\$665.00	Set at \$150 above standard LIM
Printed copy of LIM		\$15.00	\$15.00	
<b>Rates Refund</b>				
Requests to refund credit balances on rates account at time of property settlement	This fee is for any request for refund of any credit	\$50	\$50	

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
	balance on the rates account.			

## 17. Communications

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>Photos</b>				
Community groups or other organisations, where there is a benefit to Council		Free	Free	
<b>Commercial/other organisations:</b>				
Standard		\$50.00	\$50.00	
Panoramic		\$100.00	\$100.00	

## 18. Legal

Fee	Comment	Current Fee	Proposed Fee	Reason
In house services (performed by Council's legal staff)	Legal per hour	\$240	\$255	Increased to reflect actual cost and align with neighbouring councils
Administration per hour		\$100	\$100	
External services (performed by external legal firms)		Actual cost	Actual cost	

### 19. Independent commissioner hearings for development contributions objections

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Engaging external commissioner/s to hear an application		Actual cost	Actual cost	
Secretarial and administrative support	Per hour	\$100.00	\$103.00	Increased by inflation and rounded
Staff time in preparing, organising and holding a hearing	Per hour	\$175.00	\$180.00	Increased by inflation and rounded
Additional equipment, materials or meeting space required for the hearing		Actual cost	Actual cost	

## 20. Swimming pools

Swim Zone Matamata, Morrinsville and Te Aroha		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>Single entry</b>				
Child (under 16 years)	Single swim	\$4.00	\$5.00	Increased to recover more costs through fees
Adult (16 years +)		\$7.00	\$8.00	Increased to recover more costs through fees
Senior (65 years +)		\$6.00	\$7.00	Increased to recover more costs through fees
Family pass 2 adults or seniors and up to 3 children		\$21.00	\$25.00	Increased to recover more costs through fees
Shower only		\$3.50	\$5.00	Increased to recover more costs through fees
Spa (where facilities are available)	In addition to entry fee	\$2.00	\$3.00	Increased to recover more costs through fees
<b>Concession cards (pool entry)</b>				
Child (under 16 years)	10 swims	\$34.00	\$42.50	Increased to recover more costs through fees
	20 swims	\$64.00	\$80.00	Increased to recover more costs through fees
	30 swims	\$90.00	\$112.50	Increased to recover more costs through fees
Adult (16 years +)	10 swims	\$60.00	\$68.00	Increased to recover more costs through fees
	20 swims	\$112.00	\$128.00	Increased to recover more costs through fees
	30 swims	\$158.00	\$180.00	Increased to recover more costs through fees
Senior (65 years +)	10 swims	\$51.00	\$59.50	Increased to recover more costs through fees
	20 swims	\$96.00	\$112.00	Increased to recover more costs through fees
	30 swims	\$135.00	\$157.50	Increased to recover more costs through fees
<b>Concession cards (pool and spa entry)</b>				
Child (under 16 years)	10 swims	\$51.00	\$68.00	Increased to recover more costs through fees
	20 swims	\$96.00	\$128.00	Increased to recover more costs through fees
	30 swims	\$135.00	\$180.00	Increased to recover more costs through fees
Adult (16 years +)	10 swims	\$77.00	\$93.50	Increased to recover more costs through fees
	20 swims	\$144.00	\$176.00	Increased to recover more costs through fees
	30 swims	\$203.00	\$247.50	Increased to recover more costs through fees
Senior (65 years +)	10 swims	\$68.00	\$85.00	Increased to recover more costs through fees
	20 swims	\$128.00	\$160.00	Increased to recover more costs through fees
	30 swims	\$180.00	\$225.00	Increased to recover more costs through fees
<b>Membership (pool entry)</b>				

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Child (under 16 years)	3 month	\$93.50	\$117.00	Increased to recover more costs through fees
	6 month	\$145.50	\$182.00	Increased to recover more costs through fees
	12 month	\$229.00	\$286.00	Increased to recover more costs through fees
Adult (16 years +)	3 month	\$164.00	\$187.00	Increased to recover more costs through fees
	6 month	\$255.00	\$291.00	Increased to recover more costs through fees
	12 month	\$400.00	\$456.00	Increased to recover more costs through fees
Senior (65 years +)	3 month	\$140.50	\$164.00	Increased to recover more costs through fees
	6 month	\$218.50	\$256.00	Increased to recover more costs through fees
	12 month	\$343.00	\$401.00	Increased to recover more costs through fees
<b>Membership (pool and spa entry)</b>				
Child (under 16 years)	3 month	\$140.50	\$187.00	Increased to recover more costs through fees
	6 month	\$218.50	\$291.00	Increased to recover more costs through fees
	12 month	\$343.00	\$456.00	Increased to recover more costs through fees
Adult (16 years +)	3 month	\$210.50	\$257.00	Increased to recover more costs through fees
	6 month	\$327.50	\$400.00	Increased to recover more costs through fees
	12 month	\$515.00	\$628.00	Increased to recover more costs through fees
Senior (65 years +)	3 month	\$187.00	\$234.00	Increased to recover more costs through fees
	6 month	\$291.00	\$364.00	Increased to recover more costs through fees
	12 month	\$457.50	\$572.00	Increased to recover more costs through fees

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<b>SZTA No. 2 Bath House (public 30 min sessions*)</b>	per person (minimum 2 people - maximum 10 )	\$6.00	\$8.00	Increased to recover more costs through fees
<b>SZTA No. 2 Bath House (public 30 min sessions*) and pool/outdoor spa combo</b>				
Child (under 16 years)		\$9.00	\$13.00	Increased to recover more costs through fees
Adult (16 year +)		\$11.00	\$16.00	Increased to recover more costs through fees
Senior (65 years +) and Active Health		\$10.00	\$15.00	Increased to recover more costs through fees
Family pass 2 adults or seniors and up to 3 children		\$39.00	\$56.00	Increased to recover more costs through fees  2 adults 3 children 20% discount
* Public sessions (minimum 2 - maximum 10 per session)				
<b>SZTA No. 2 Bath House (private 30 min sessions)</b>				
Child (under 16 years)		\$11.00	\$11.00	Increased to be in-line with mineral spa prices
Adult (16 years +)		\$20.00	\$28.00	
Senior (65 years +) and Active Health		\$15.00	\$21.00	
Family pass 2 adults or seniors and up to 3 children		58.00	\$70.00	
<b>SZTA No. 2 Bath House (private 30 min sessions) and pool/outdoor spa combo</b>				
Child (under 16 years)		\$14.00	\$15.00	Increased to be in-line with mineral spas prices less 10% discount
Adult (16 years +)		\$24.00	\$32.00	
Senior (65 years +) and Active Health		\$19.00	\$25.00	
Family pass 2 adults or seniors and up to 3 children		\$72.00	\$86.00	
<b>School groups</b>				
<del>Matamata Primary School (Matamata pool only)</del>	Per child/term	\$13.00	<del>Charge</del>	MM primary to be charged same rate as all district school at \$2 per child per swim.
All schools within the district	Per child/swim	\$2.00	\$3.00	Should be \$2 less than child admission price.

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
Out of district schools	Per child / swim	\$3.50	\$5.00	Should be \$1 less child admission price
<b>Amateur swimming clubs</b>				
Squad member (pool entry) - 12 months	Valid only during squad training session times	\$170.00	\$245.00	Increase to recover more costs through fees
Squad member (pool entry) - 6 months		\$124.00	\$179.00	Increase to recover more costs through fees
<del>Learn to swim</del>	<del>Pool entry only per child per term</del>	<del>\$34.00</del>		Delete Concessions and memberships available for learn to swim
<b>Hire (bookings essential)</b>				
Lane hire	Per lane per hour	\$13.00	\$20.00	Increase to recover more costs through fees
Inflatable hire for private bookings (Includes additional lifeguard)	Hire per hour where available	\$45.00	\$50.00	Increase to reflect actual cost
<b>Inflatable</b>	<b>Per person</b>		<b>\$3.00</b>	<b>NEW FEE</b> Charge for inflatable use during community sessions.
Barbeque hire	Per hour	\$13.00	\$20.00	Consistent with lane hire
Full pool hire	Per hour per pool (includes one lifeguard) additional lifeguard charges may apply pending on ratio numbers.	\$70.00	\$100.00	Increase to recover more costs through fees
Customer & lifeguard numbers will be calculated by the level of risk and approved by Swim Zone management. Lifeguard ratios are 1:40. An additional lifeguard is required if ratios are exceeded.	Over 1:40 ratio additional lifeguard per hour	\$30.00	\$35.00	Increase to reflect actual cost
<b>Aqua Group Fitness (where available, minimum of 5 people per class)</b>				

		Current Fee 2023/24	Proposed Fee 2024/25	Reason
<del>Membership card holders</del>	<del>per class</del>	<del>\$5.50</del>	<del>Delete charge</del>	Delete charge old fee associated with Matamata gym.
Per session		\$8.00	\$8.50	Increase to recover more costs through fees
Concession card	10 sessions	\$72.00	\$85.00	15% discount
	20 sessions	\$136.00	\$160.00	20% discount
	30 sessions	\$191.00	\$225.00	25% discount
<b>Active Health club rehabilitation (access to exercise equipment and staff assistance)</b>				
Child (under 16 years) Includes spa	Restricted hours of use and current medical certificate apply	\$3.00	\$4.00	Increase to recover more costs through fees \$1 discount to general admission
Adult (16 years +) Includes spa		\$6.00	\$7.00	Increase to recover more costs through fees \$1 discount to general admission
Senior (65 years +) Includes spa		\$5.00	\$6.00	Increase to recover more costs through fees \$1 discount to general admission
Summer Swim Card (school aged children)	6 weeks of summer school holiday	\$55.00	\$65.00	
Little Swimmer sessions	Children under 5 years.		Child general admission rate Adult swims free	New fee

## Notes

**Community Group** - a not for profit organisation that provides services that are of benefit to the community, including the provision, promotion or facilitation of: public health or wellbeing, social advisory or rehabilitation services, sports or recreational activities, public amenities or recreational facilities, the protection or enhancement of the environment, the protection of human life, the relief of poverty, the advancement of education (eg schools) or religion, animal welfare, public works or services, the efficiency of the armed forces.

**Sports Parks** - the following parks are classified as sports parks  
Matamata: Matamata Domain, Pohlen Park, Swap Park  
Morrinsville: Morrinsville Recreation Ground, Wiseley Reserve  
Te Aroha: Boyd Park, Herries Park, Waihou Recreation Reserve

**Casual/ regular hirers** definitions - regular hirers are not required to pay a bond. Regular hirers are those who make regular bookings that cover one school term or a period of three months or more. All other hirers are classified as casual hirers.

**Alcohol served** - serving alcohol at Council facilities is subject to licensing requirements under the Sale and Supply of Alcohol Act 2012 and/or obtaining permission from Council.

**Commercial** - any other entities not covered above

**Non Commercial** - not for profit organisations, individuals, clubs or those involved in public health or wellbeing, social advisory or rehabilitation services, sports or recreational activities, public amenities or recreational facilities, the protection or enhancement of the environment, the protection of human life, the relief of poverty, the advancement of education (eg schools) or religion, animal welfare, public works or services, the efficiency of the armed forces.

**Event Facilitator assistance** - available during events. Please contact the Events and Promotions Coordinator to discuss your requirements and rates. Rates depend on the size of the event and set up requirements.

**Official Information Charges** - The Local Government Official Information and Meetings Act 1987 (Act) requires us to make available certain information which we hold. The Act also makes provision for us to make a charge for the information supplied but this charge must be reasonable and is for the cost of labour and materials involved in making the information available. If the request expresses urgency then the Council may have to use additional resources to gather the information promptly and the Act permits the Council to charge for these extra resources. If there is a charge for information we will advise you of the likely charges before we commence processing the request and will give you the opportunity to decide whether or not to proceed with the request. In such cases we may also require that the whole or part of any charge be paid in advance before commencing to process the request. If the time taken to process the information and/or the number of copies supplied is only a small margin over the 'free' allowance, we may use our discretion as to whether any charge should be made.

Where repeated requests are made by the same person or group in respect of a common subject over intervals of up to eight weeks we will aggregate these requests for charging purposes. This means that the second and subsequent requests will not be subject to one hour of free time and 20 free standard A4 (or smaller) photocopies.

The charge represents a reasonable fee for the cost of providing information. It may include (but is not limited to) time spent:

- in searching an index to establish the location of the information
- in locating and extracting the information from the place where it is held

- in reading or reviewing the information
- in supervising the access to the information.

Under the Act we are not permitted to charge for:

- locating and retrieving information which is not where it ought to be
- time spent deciding whether or not access should be allowed, and in what form.

The liability to pay any charge may be modified or waived at the discretion of the delegated officer receiving the request. Such decisions should have regard to the circumstances of each request. However, it would be appropriate to consider:

- whether payment might cause the applicant hardship
- whether remission or reduction of the charge would facilitate good relations with the public or assist the department 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 of, or effective participation in, the operations or activities of the government, and the disclosure of the information is not primarily in the commercial interest of the requester.

Charges are set in accordance with Ministry of Justice, Charging Guidelines for Official Information Act 1982 Requests (2002) and the Ombudsman's guide to charging for official information under the OIA and LGOIMA released June 2016. If an identifiable natural person seeks access to personal information about that person then the request is governed by the Privacy Act 1993 and these charges do not apply. Information that is already publicly available (for example at our libraries and offices or on our website) is not subject to the Act, and normal charges apply to the supply of this information. A person who makes a request for information under the Act may make a complaint to the Office of the Ombudsmen regarding our decision regarding supply of that information.