

# Schedule of Fees and Charges

2024–25

# Contents

1.	Building consent fees.....	3
2.	Project information memorandum (PIM) fees .....	4
3.	Multi-proof consent fees .....	5
4.	Building consent fees – other charges .....	5
5.	Residential Pool Fencing .....	10
6.	Resource management fees .....	10
7.	Engineering fees .....	18
8.	Animal management fees.....	19
9.	Animal management impoundment charges .....	20
10.	Other animal management charges .....	21
11.	Environmental Health Food Act 2014 Fees .....	21
12.	Environmental Health – Health Act Registration Fees .....	23
13.	Alcohol licensing fees .....	24
14.	Trade waste fees .....	26
15.	General compliance fees – Environmental Standards .....	27
16.	Districtwide cemetery charges .....	28
17.	Housing for Older Persons – weekly rental charges .....	29
18.	Swimming Pool Charges .....	30
19.	Sportsgrounds charges.....	33
20.	Reserve land rentals.....	34
21.	Hall hire charges .....	34
22.	Library fees and charges.....	36
23.	Arts Museams fees and charges .....	38
24.	Solid waste charges .....	38
25.	Official information request charges.....	39
26.	Access and transport charges.....	40
27.	Wastewater charges .....	41
28.	Trade Waste Fees* .....	42
29.	Water charges .....	42
30.	Laboratory charges .....	43
31.	Other charges .....	44

## 1. Building consent fees

Applicants are required to pay the full fee for the consent at the time of application.

Under some conditions, applicants may be required to pay additional fees when processing is completed. This will include fees for development levies, additional inspections, re-assessment, alternative design/details, and other fees required under the Building Act 2004.

The inspection fee is estimated on the number of inspections required for the type of work. If the number of inspections has been over-estimated a refund will be made. If additional inspections are required, they will be charged at the rate applicable at the time they occurred and will need to be paid before we issue a code compliance certificate. The building consent fee includes inspection fees only where shown for minor works.

The fees exclude BRANZ, MBIE, and accreditation levies, and refundable deposits which are scheduled in the 'other fees' section and are additional to the building consent fees.

The building consent fees in the following table include the plan vetting and digital storage charges and costs associated with scanning hard copy applications or alternatively paying application costs for electronic applications received through the portal. The building consent fees (other than minor works) include the fee for provision of electronic copy of a building consent.

<b>Minor work</b> (This includes one or two inspections as indicated. Additional inspections will be charged at \$179 per hour.)	<b>2024/25 Fee</b>
Solid fuel heater (includes one inspection)	\$300
Solid fuel heater with wetback (includes two inspections)	\$433
Solar water heating (includes one inspection)	\$290
Minor building work <\$5,000 (includes one inspection) e.g. sheds	\$356
Minor building work <\$10,000: retaining walls/carports decks/swimming/spa pools/conservatories/pergolas/plumbing and drainage (includes two inspections)	\$890

<b>Processing of residential building consents</b>	<b>2024/25 Fee</b>	
Residential new building/alterations: \$10,001-\$20,000	\$861	
Residential new building/alterations: \$20,001-\$50,000	\$1,216	
Residential new building/alterations: \$50,001-\$100,000	\$1,566	
Residential new building/alterations: \$100,001-\$250,000	\$1,922	
Residential new building/alterations: \$250,001-\$500,000	\$2,278	
Residential new building/alterations: \$500,001 upwards	\$2,278	plus \$228 for each \$100,000 (or part thereof) above \$500,000

Processing of commercial/industrial consents	2024/25 Fee	
Commercial/offices/retail buildings: <\$20,000	\$1,397	
Commercial/offices/retail buildings: \$20,001-\$50,000	\$2,278	
Commercial/offices/retail buildings: \$50,001-\$100,000	\$3,168	
Commercial/offices/retail buildings: \$100,001-\$250,000	\$3,702	
Commercial/offices/retail buildings: \$250,001-\$500,000	\$4,231	
Commercial/offices/retail buildings: \$500,001-\$1,000,000	\$4,943	
Commercial/offices/retail buildings: >\$1,000,001	\$4,943	plus \$228 per additional \$100,000 value

Inspection fees <sup>1</sup>	2024/25 Fee	
Standard inspection fee	\$179	per inspection
Final inspection fee (includes officer time completing the records for CCC)	\$179	(includes first hour) plus additional hours charged at \$179 per hour

## 2. Project information memorandum (PIM) fees

Applicants are required to pay the full fee for the PIM at the time of application.

Residential new dwellings	2024/25 Fee
PIM – simple residential (fee simple title)	\$510
PIM – multi-residential and commercial (cross lease and unit titled)	\$891

<sup>1</sup> As noted on previous page, this fee includes inspection onsite, travel, creating inspection records and review of documentation in office. If the project is in a remote area or has difficult access, additional travel time will be charged at the additional hours charge rate. The inspection fee also applies to meetings prior to Code Compliance Certificate (CCC) issue

### 3. Multi-proof consent fees

Applicants are required to pay the full fee for the consent at the time of application.

Under some conditions you may be required to pay additional fees when processing is completed. This will include fees for development levies, additional inspections and other fees required under the Building Act 2004.

If the number of inspections has been over-estimated, a refund will be made.

The multi-proof consent fees below include a digital storage charge of \$54.

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

Multi-proof consents	2024/25 Fee	
Multi-proof consent (includes 3 hours processing)	\$854	plus additional hours charged at \$179 per hour

### 4. Building consent fees – other charges

BRANZ and MBIE levies are not set by the Council. They apply to all work valued at \$20,000 or more.

Levies	2024/25 Fee	
BRANZ levy per \$1,000 or part (of project value over \$20,000)	\$1	
MBIE levy per \$1,000 or part (of project value over \$65,000)	\$1.75	
Accreditation levy per \$1,000 of project value over \$20,000	\$1	
For staged projects, the levies are to be assessed on the total project value		

Other charges	2024/25 Fee	
Plan vetting per hour (half hour charge included in building consent fees)	\$179	
Registration of Section 72 certificate (includes registration at Land Information New Zealand).	\$179	plus disbursements at \$311 per registration
Administration staff	\$119	per hour
Process refund application (applicable if building consent application cancelled by applicant)	\$179	
Administration time in coordinating and attending pre-request meetings	first 2 hours, no fee	\$119 per hour thereafter
Building officer/engineer time in preparing for and attending pre-request meetings	first 2 hours, no fee	\$179 per hour thereafter

Other charges (continued)	2024/25 Fee	
Registration of Section 77(1) certificate (includes registration at Land Information New Zealand).	\$269	plus disbursements at \$311 per registration
Digital storage charge (included in consent fees)	\$54	per application
Amendment to building consent application	\$274	lodgement fee (includes half-hour assessment) plus \$179 per hour over and above first half-hour
Application for discretionary exemption (Schedule 1, Part 1, Section 2, Building Act 2004)	\$274	lodgement fee (includes half-hour assessment) plus \$179 per hour over and above first half-hour
Warrant of fitness audit inspections	\$179	per hour
Inspection fees associated with a notice to fix	\$179	per hour
Engineering technical assessment/peer review	cost plus 10%	\$0
New/amended compliance schedule (part of a building consent or initiated by an Independently qualified person IQP)	\$167	
Application for code compliance certificate	\$91	
Certificate of public use	\$374	
Application for certificate of acceptance	\$747	includes first 2 hours. \$358 per hour thereafter, plus building consent fees applicable to project

Other charges (continued)	2024/25 Fee	
<p>The building consent fee does not include the cost of any structural engineer assessment which may be required.</p> <p>Go Council and GoGet are not set by the Council, collecting on behalf.</p>		
Land information memorandum (LIM)	\$367	payable on application up to 5 hours. Any additional time required to complete the application after 5 hours, the fee of \$179 per hour will apply
Land information memorandum (LIM) with building plans	\$387	payable on application up to 5 hours. Any additional time required to complete the application after 5 hours, the fee of \$179 per hour will apply
Record of title	\$41	payable on application
Reassessment fee (amended plans/further information received)	\$179	per hour
Alternative design/details applications	\$179	per hour
Environmental health/plan vetting	\$179	per hour
GoCouncil building consent online application fee (SIMPLI)	\$51.75	per application
GoGet building consent processing fee	\$114.70	per application

Other charges (continued)	2024/25 Fee	
<p>An infrastructure deposit will be taken for each significant new build including pile driving, building relocation, drainage works, earthworks for building platforms, concrete pours and new vehicle crossing to ensure that Council's assets in the road reserve are protected, and that if damaged, can be repaired. If no damage is found during inspection and/or the damage has been repaired satisfactorily, the deposit will be refunded.</p>		
<p>An infrastructure inspection fee will be taken for each significant new build including pile driving, building relocation, drainage works, earthworks for building platforms, concrete pours and new vehicle crossing. This fee includes a pre-construction onsite inspection and/or documentation review, a post construction onsite inspection and certification.</p>		
<p>If the works require further inspections, additional time will be charged as per the hourly inspection fee.</p>		
Infrastructure inspection fee	\$179	inspection fee
Hourly infrastructure inspection fee	\$179	per hour
<p>Where both a new build and a new vehicle crossing are in the same application, only one infrastructure inspection fee will be charged:</p> <p>a) the deposit where no new vehicle crossing is included;</p> <p>b) the deposit where a new vehicle crossing is required to provide access from a residential building to the legal road;</p> <p>c) the deposit where a new commercial vehicle crossing is required to provide access from a commercial building to the legal road.</p>		
	\$698	
	\$1,862	
	\$2,026	
<p>Provision of building files, copy of building consents, copy of compliance schedules or aerial maps via email, or on USB. Disbursements additional.</p>	\$119	plus disbursements
<p>Access to building files/all copying/printing charges additional to the above services:</p>		
Printing charges - black and white A4 per page (first 20 pages free)	\$0.30	
Printing charges - black and white A3 per page	\$0.40	
Printing charges - colour A4 per page	\$2.70	
Printing charges - colour A3 per page	\$4.20	
Building certificate for supply and sale of alcohol	\$179	
Customer complaint compliance investigation	\$179	
Non-cancellation building consent inspection charge (less than 24 hours' notice)	\$179	



Other charges (continued)	2024/25 Fee	
Building warrant of fitness renewal (one-two systems)	\$90	includes first half hour (\$179 per hour thereafter)
Building warrant of fitness renewal (three plus systems)	\$134	includes first 45 minutes (\$179 per hour thereafter)
Non-cancellation building warrant of fitness inspection charge (less than 24 hours' notice)	\$179	fixed charge
Removal of Section 72 certificate	\$179	plus disbursements
Removal of Section 77(1) certificate	\$179	plus disbursements
Time extension fee (for consents about to lapse or 24 months after issue)	\$113	
List of building consents issued each week (emailed)	\$100	per year
List of building consents issued each month (emailed)	\$50	per year
List of building consents issued each month (posted)	\$78	per year
Receiving third party reports or other information to place on a property file at the owner's request	\$119	plus digital storage charge
Application for exemption from the requirement to carry out seismic work on the building or part	\$274	lodgement fee (includes half-hour assessment) plus \$179 per hour over and above first half-hour
Application for extension of time to complete seismic work for heritage building	\$274	lodgement fee (includes half-hour assessment) plus \$179 per hour over and above first half-hour
Application for extension of time to provide seismic assessment	\$274	lodgement fee (includes half-hour assessment) plus \$179 per hour over and above first half-hour

District plan check fee all applications (except minor)	2024/25 Fee	
Building consents with a project value <\$20,000	\$89	per application
Building consents with a project value >\$20,001	\$358	per application

## 5. Residential Pool Fencing

### Building (Pools) Amendment Act 2016

Residential Pool Fencing	2024/25 Fee	
Compliance inspection fee	\$179	per hour
Administration fee	\$119	per hour
Non-cancellation inspection charge (less than 24 hours' notice)	\$179	fixed fee

## 6. Resource management fees

Resource management fees are payable when:

- you apply to the Kāpiti Coast District Council to undertake an activity which is not otherwise permitted by the Resource Management Act 1991 or the district plan
- you lodge a request to change the district plan (commonly known as a “private plan change”).

Resource management fees are also payable for a range of other activities as set out at the end of this section.

Resource management fees are set under Section 36 of the Resource Management Act 1991. Initial deposit fees are set under section 36(1) and must be paid before we start processing your application or request. Further charges will be incurred if additional time is spent processing the application or request, or if disbursement costs are incurred, which are over and above the allocated time provisions (see “Hourly Charge Out Rates and Disbursements”).

If any charge for an application or request is not paid by the due date, Kāpiti Coast District Council reserves the right under Section 36AAB(2) of the Resource Management Act 1991 to stop processing the application or request. This may include the cancellation of a hearing or the issuing of a decision. If a hearing is cancelled or postponed due to the non-payment of a charge, the applicant or requestor will be charged for any costs that may arise from that cancellation or postponement.

Please also note specifically in relation to applications for resource consent:

- under Sections 88G and 88H of the Resource Management Act 1991, the applicable statutory timeframe will not commence until the initial deposit fee is paid
- in accordance with the Resource Management (Discount on Administrative Charges) Regulations 2010, discounts shall be paid on administrative charges for applications that are not processed within statutory timeframes.

Notified applications	2024/25 Fee	
Publicly notified applications	\$5,370	deposit (covers first 30 hours of processing time; balance to be charged on time and material basis including advertising)
Limited notified applications	\$4,654	deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)

Non-notified land use applications (including temporary events)	2024/25 Fee	
Permitted activities (including temporary events)	nil	
Trim protected tree (urban area)	nil	
Home occupation (controlled activities)	\$269	fixed fee
Non-notified land use activities – general	\$1,790	deposit (covers first 10 hours of processing time) plus 1 hour of compliance monitoring \$179 per hour thereafter
Fast track resource consent (controlled activities)	\$1,343	deposit (covers first 7.5 hours of processing time) \$179 per hour thereafter
Fixed fee activities* <ol style="list-style-type: none"> <li>1. removal/trimming protected trees causing significant structural damage (as determined by an appropriately delegated, qualified and experienced person, i.e. an ecologist or council staff member)</li> <li>2. trimming of protected vegetation to maintain existing farm tracks.</li> <li>3. earthworks to maintain existing farm tracks.</li> </ol>	\$179	deposit (covers first hour of processing time) \$179 per hour thereafter

\*Conditions apply, applications will only be accepted on a case-by-case basis and assumes adequate information provided.

Designations	2024/25 Fee	
Notice of requirement to designate land – non-notified	\$1,790	deposit (covers first 10 hours of processing time) \$179 per hour thereafter
Notice of requirement to designate land - notified	\$4,654	deposit (covers first 26 hours of processing time, balance to be charged on time and material basis including advertising)
Alteration to designation (non-notified)	\$1,432	deposit (covers first 8 hours of processing time) \$179 per hour thereafter
Outline plan approval	\$1,253	deposit (covers first 7 hours of processing time) \$179 per hour thereafter
Outline plan waiver	\$716	deposit (covers first 4 hours of processing time) \$179 per hour thereafter

Non - Notified subdivision Applications	2024/25 Fee	
Subdivisions – 2-lot	\$3,222	deposit (covers first 18 hours of processing time) \$179 per hour thereafter
Subdivisions (between 3 to 19 lots)	\$3,580	deposit (covers first 20 hours of processing time) \$179 per hour thereafter
Subdivisions (20 or more lots)	\$5,370	deposit (covers first 30 hours of processing time) \$179 per hour thereafter
Boundary adjustment (as defined by district plan) and subdivisions where no additional lots are created	\$1,432	deposit (covers first 8 hours of processing time) \$179 per hour thereafter
Update existing cross-lease	\$358	deposit (covers first 2 hours of processing time) \$179 per hour thereafter
Update cross-lease to fee simple title	\$716	deposit (covers first 4 hours of processing time) \$179 per hour thereafter

Subdivision Certificates	2024/25 Fee	
Section 223 certificate	\$358	deposit (covers first 2 hours of processing time) \$179 per hour thereafter
Section 224(c) certificate including other certificates	\$1,432	deposit (covers first 8 hours of processing time) \$179 per hour thereafter
Section 224(f)	\$358	deposit (covers first 2 hours of processing time) \$179 per hour thereafter
Section 25(5), s32(2)(a) of Unit Titles Act 2010 (staged unit developments)	\$358	deposit (covers first 2 hours of processing time) \$179 per hour thereafter
Section 221 consent notice (when issued as a separate notice)	\$358	fixed charge
Section 226 certificate (certify subdivision complies with district plan provisions).	\$895	deposit (covers first 5 hours of processing time) \$179 per hour thereafter
Reserves valuation calculation	at cost	

Miscellaneous applications/certificates	2024/25 Fee	
Administration time in coordinating and attending pre-application and business start-up meetings	first 2 hours, no fee	\$119 per hour thereafter
Planner/engineer time in preparing for and attending pre-application and business start-up meetings	first 2 hours, no fee	\$179 per hour thereafter
Boundary activity	\$358	deposit (covers first 2 hours of processing time, \$179 per hour thereafter)
Marginal and temporary exemptions	\$358	deposit (covers first 2 hours of processing time, \$179 per hour thereafter)
Marginal and temporary exemptions in relation to temporary events (as defined by the District Plan)	nil	
Certificate of compliance (certifies land use complies with district plan provisions)	\$1,074	deposit (covers first 6 hours of processing time, \$179 per hour thereafter)
Existing use rights certificate	\$1,074	deposit (covers first 6 hours of processing time, \$179 per hour thereafter)
Transfer/surrender of consent in whole or in part	\$358	fixed charge
Section 125 extensions of time	\$895	deposit (covers first 5 hours of processing time, \$179 per hour thereafter)
Change or cancellation of conditions/consent notice	\$895	deposit (covers first 5 hours of processing time, \$179 per hour thereafter)

Non-notified subdivision applications	2024/25 Fee	
Revocation of easements	\$358	deposit (covers first 2 hours of processing time, \$179 per hour thereafter)
Right of way (ROW) approval	\$1,074	deposit (covers first 6 hours of processing time, \$179 per hour thereafter)
Section 348 (Local Government Act 2002) certificate (ROW certification)	\$895	deposit (covers first 5 hours of processing time, \$179 per hour thereafter)
Re-Issue certificate (all types)	\$358	fixed charge
Transfer instruments and other miscellaneous legal documents	\$358	deposit (covers first 2 hours of processing time, \$179 per hour thereafter)

District Plan Change	2024/25 Fee	
Administration time in coordinating and attending pre-request meetings	First 2 hours, no fee	\$119 per hour thereafter
Planner/engineer time in preparing for and attending pre-request meetings	First 2 hours, no fee	\$179 per hour thereafter
Request to change the district plan	\$7,160	deposit (covers first 40 hours of processing time following receipt of a written request to change the plan, balance to be charged on time and material basis including advertising)



Other	2024/25 Fee	
Objection to development contributions – note, fee to be refunded in part or in full depending on level of objection upheld by independent hearing commissioners	\$895	deposit (covers first 5 hours of processing time, \$179 per hour thereafter)
Planning certificate – alcohol licensing	\$179	fixed charge
Cost recovery charge for inspection of confirmed breach of district plan provisions	\$179	per hour
Cancellation of building line restriction	\$699	fixed charge
Customer complaint compliance investigation	\$179	Per hour

Hourly charge out rates and disbursements	2024/25 Fee	
Staff: planner/engineer (all levels)	\$179	per hour
Staff: planning manager, asset manager	\$214	per hour
Staff: environmental protection staff (all levels)	\$179	per hour
Administration staff	\$119	per hour
Elected member commissioner costs per hour for any hearing:	\$238	per hour (or part thereof)
Sitting collectively without an independent commissioner (chairperson, hearing commissioners)	\$119	per hour per elected member as chair
Sitting with an independent commissioner	\$96	per hour per elected member on a committee up to a collective total of \$238 per hour (or part thereof)
Independent commissioners	at cost	
Postage and stationery	at cost	
Consultant's fees (the use of consultants/peer review will be undertaken in consultation with the applicant)	at cost	
Provision of resource consent files via email	\$20.40	fixed fee
Copying and printing. black and white: A4 – first 20 copies free then per page	\$0.30	
Copying and printing. black and white: A3 per page	\$0.40	
Copying and printing. colour: A4 per page	\$2.70	
Copying and printing. colour: A3 per page	\$4.20	

## 7. Engineering fees

Note: These fees apply in addition to the resource consent deposit fees on the preceding pages. All consents will be subject to compliance monitoring which will be charged on an actual time basis at \$179 per hour.

Engineering Fees: Non-notified land use consents	2024/25 Fee	
Commercial/industrial development or infrastructure development - application deposit fee	\$1,074	per application (includes the first 6 hours, \$179 per hour thereafter)
Commercial/industrial development or infrastructure development - compliance monitoring administration fee	\$358	(includes the first 2 hours, \$179 per hour thereafter)
Commercial/industrial development or infrastructure development - engineering drawing approval	\$1,611	(includes three submissions of engineering drawings, beyond this will be charged at \$179 per hour thereafter)
Commercial/industrial development or infrastructure development - engineering construction supervision	2%	determined as 2% of the total estimated value of services (water, sanitary, drainage and road), including engineering and contingency fees (minimum of \$10,500)

Engineering Fees: Monitoring	2024/25 Fee	
All compliance monitoring including additional land use monitoring is to be charged at an hourly basis for staff time	\$179	per hour
Subdivision engineering drawing approval and engineering construction supervision	\$716	fixed fee plus per lot deposit (\$179 per hour thereafter)
	\$358	per lot deposit

Engineering Fees: Other	2024/25 Fee	
Objection to decision	\$179	per hour
Variation to consent conditions	\$179	per hour
Plan change applications	\$179	per hour
Easement – new/cancellation	\$358	application deposit per application (includes first 2 hours, \$179 per hour thereafter)
Specialist consultants	at cost	

## 8. Animal management fees

Registration Entire Dog Fee	2024/25 Fee	
	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 July 2024
Class of dog (fee code)		
Disability assist dog (A)	nil	nil
Working dog (B)	\$77	\$115
Working dogs (second and subsequent (B)	\$46	\$69
Standard dog (C)	\$212	\$318
Approved owner (D)	\$182	\$273
Registration fee for dog owner over 65	\$198	\$296
Dogs classified as dangerous dogs (H)	\$316	\$473
Owner current member of NZ Kennel Club (Dogs New Zealand) (G) – provide proof of membership annually	\$198	\$296

Registration Neutered/Spayed Dog Fee	2024/25 Fee	
	Registration fee (pro-rated)	Fee (including penalty) if paid after 5pm, 31 July 2024
Class of dog (fee code)		
Disability assist dog (A)	nil	nil
Working dog (B)	\$77	\$115
Working dogs - second and subsequent (B)	\$46	\$69
Standard dog (E)	\$109	\$164
Approved owner (F)	\$77	\$115
Registration fee for dog owner over 65	\$87	\$131
Dogs classified as dangerous dogs (I)	\$165	\$247
Owner current member of New Zealand Kennel Club (Dogs New Zealand) (G) – provide proof of membership annually	\$87	\$128

## 9. Animal management impoundment charges

Impounding has occurred when a dog is confined to a dog control officer's vehicle or impounded.

Seizure has occurred when a notice of seizure has been served on the dog owner or placed at the dog owner's property.

No dog or stock will be released without payment of all impounding fees unless in exceptional circumstances.

Animal management impoundment charges	2024/25 Fee		
Item	First impound or seizure	Second impound in any two-year period	Third and subsequent impound in any two-year period
Impounded (must be registered and microchipped to release)	\$59	\$193	\$346
Impounded - unregistered	\$106		
Sustenance – dog (per day)	\$14	\$14	\$14
Microchipping – dog	\$46		
Seizure and take custody fee	\$82	\$82	\$82
Prearranged after-hours release (two officers) – all (per hour charge per officer)	\$179	\$179	\$179
Impounding – sheep and goats (per head charge plus any costs incurred in transporting stock)	\$41	\$71	\$146
Impounding – cattle and horses (per head charge plus any costs incurred in transporting stock)	\$71	\$146	\$290
Animal control officer hourly charge-out rate – this includes driving and securing stock costs	\$179		
Sustenance – sheep and goats (per day, per unit)	\$7	\$7	\$7
Sustenance – cattle and horses (per day, per unit)	\$14	\$14	\$14

Adopting animals from Shelter	2024/25 Fee
Dogs	\$308
Stock	Auction*

Adoption of a dog requires a property inspection, dog ownership history check. The dog is registered, microchipped and if dog is entire it comes with a voucher for de-sexing.

\*Auction is a requirement of Impound Act 1955.

## 10. Other animal management charges

Permits charges		2024/25 Fee		
Item	Working	Standard	Entire	
Permit for three or more dogs (special license)	n/a	\$71	\$71	
Approved owner application	n/a	\$56	\$56	
Approved owner re-inspection fee**	n/a	\$31	\$31	
Other animal management charges		2024/25 Fee		
Replacement tag (first replacement) ***	\$7			
Replacement tag (subsequent tags) ***	\$14			
Relinquishment fee****	\$129			

\*\* For site visit if:

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

\*\*\* For losses outside of failure of tag

\*\*\*\* Provides contribution towards sustenance costs (three days minimum) and administration and/or euthanasia costs.

## 11. Environmental Health Food Act 2014 Fees

Registration and verification fees provide for a set time provision. Any additional time may be subject to the hourly rate of \$179.

Environmental Health Food Act 2014: Registration fees		2024/25 Fee	
New Food Control Plans (FCP) or National Programme (NP)	\$376		
Renewal of FCP and NP	\$188		
New registration multisite business (FCP or NP)	\$376	plus \$170 for each additional site	
Renewal of registration multisite business	\$200	plus \$83 for each additional site	
New FCP or NP (market operator less than 52 time per year)	\$200		
Amendment to registration	\$204	per hour	
Significant Amendment to registration	\$376		

Environmental Health Food Act 2014: Verification fees	2024/25 Fee	
These fees include preparation, travel [within the district] reporting and administration time, if the activity exceeds the maximum hours set, there will be an extra charge of \$179 per hour.		
Food Control Plan (FCP)	\$716	deposit (covers first four hours including administration and processing time)
FCP (low risk cakes and biscuits only that do not require refrigeration)	\$179	per hour
National Programme 1 (NP1)	\$179	per hour
National Programme 2 (NP2)	\$179	per hour
National Programme 3 (NP3)	\$179	per hour
Verification multisite business	\$179	see FCP or NP charges for first site plus \$179 per hour for any other site requiring verification
Unscheduled verification	\$179	per hour
Verification outside the district - FCP or NP	See cost for verification and add any extra time, actual travel and accommodation costs	
Technical expert for verification or unscheduled verification	at cost	

**Note for verification fees**

The Council is not currently verifying National Programme businesses, so this fee is a placeholder. National programme businesses will be verified by third party verifiers, who will set their own charges.

Other associated fees under Food Act 2014	2024/25 Fee	
Corrective Action Request (CAR) follow up, charge per hour	\$179	per hour
Investigation resulting in improvement notice or direction	\$179	per hour
Follow-up in relation to compliance with an improvement notice or direction	\$179	per hour
Processing an application for review of improvement notice	\$179	per hour
Monitoring of food safety and suitability	\$179	per hour
Investigation and enforcement activity related to registration or complaint	\$179	per hour
Technical expert review (advice or verification) associated with an investigation	at cost	
Cancelling or rescheduling a verification (less than 48 hours' notice)	\$85	
Failure to attend or facilitate a scheduled verification	\$179	
Mentoring and additional expert support and advice for implementation of FCP or NP	\$179	per hour
Replacement FCP or NP guidance	\$43	
Replacement license	\$43	
Events – food stall approvals	\$179	per hour
Copying and printing. black and white: A4 – first 20 copies free then per page	\$0.30	per page
Copying and printing. black and white: A3 per page	\$0.40	per page
Copying and printing. colour: A4 per page	\$2.70	per page
Copying and printing. colour: A3 per page	\$4.20	per page

## 12. Environmental Health – Health Act Registration Fees

Premises required to be registered under the Health Act 1956 and associated Regulations – current fees

Health Act registration fees	2024/25 Fee
Hairdressers	\$244
Funeral directors	\$379
Camping grounds	\$379

## 13. Alcohol licensing fees

The application fee applies to applications for new licences, renewals of licences and variations to licences. Application fees are payable on date of application. Annual renewal fees are payable on the anniversary of the date the licence was issued.

In the case of a new licence, the annual fee must be paid prior to the issue of the licence.

In the case of an existing licence, the annual fee is payable on the anniversary of the original licence issued date.

The Sale and Supply of Alcohol (Fees) Regulations 2013 (the Regulations) are regulations to the Sale and Supply of Alcohol Act 2012. The Regulations include a fee regime for licensed premises and other types of licensing applications based on a risk-based fee structure for licensed premises which applies to both application fees and annual fees.

### **Kāpiti Coast District Alcohol Licensing Fees Bylaw 2024.**

Pursuant to the Sale and Supply of Alcohol Act 2012 and the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, Council has adopted the Kāpiti Coast District Council Alcohol Licensing Fees Bylaw 2024 (the bylaw).

The Bylaw replaces the fees payable under clause 7 and 10 of the Regulations. However, the fees are still determined using the framework set by clauses 4, 5, 6 and 9 of the Regulations. All other fees remain as provided for in the Regulations.

### **On-, off-, and club licences**

Under the bylaw, the following fees are set for on-licences, off-licences and club licences, for the 2024-2025 year.

Alcohol licensing fees – Kāpiti Coast District Council Alcohol Licensing Fees Bylaw 2024	2024/25 Fee	
	Application fee	Annual fee
Very low	\$485.00	\$212.50
Low	\$804.50	\$516.00
Medium	\$1,306.50	\$1,011.00
High	\$1,637.50	\$1,656.00
Very high	\$1,932.00	\$2,300.00

Risk/Fees categories:

The fee categories represent a risk rating for types of premises, their trading hours and if they have had enforcement actions taken against them. They are calculated in accordance with clauses 4 to 8 of the Regulations. Dependent on changes to the operation of the premises or enforcement actions undertaken against a licensee, the fees category can change.

Pursuant to clause 6(4) of the Regulations, the Council may in its discretion and in response to particular circumstances assign a fees category to premises that is one level lower than the fees category determined under clause 5 of the Regulation for a particular premises.

### **Special licences**

Pursuant to the bylaw, the following fees are set for special licences, for the 2024-2025 year.



<b>Special licences – Kāpiti Coast District Council Alcohol Licensing Fees Bylaw 2024</b>	<b>2024/25 Fee</b>
Class 1 – one large event or more than three medium events or more than 12 small events	\$920.00
Class 2 – one to three medium events or three to 12 small events	\$331.00
Class 3 – one or two small events	\$101.00

Definitions of an event:

Events are defined by the Territorial Authority where it believes on reasonable grounds the event will have the patronage of a:

- large event – more than 400 people;
- medium event – between 100 and 400 people;
- small event – fewer than 100 people.

Pursuant to clause 10(2) of the Regulations, the territorial authority may, in its discretion and in response to particular circumstances, charge a fee for a special licence that is one class below the class of licence that is issued.

### **Manager’s Certificates and Temporary authorities**

Pursuant to clause 11 (Manager’s Certificates) and clause 12 (Temporary Authorities) of the regulations, fees for Manager’s certificates and Temporary Authorities for the 2024/2025 year are set out in the Table below.

<b>Fees payable for other applications – enacted by Government in the Sale and Supply of Alcohol (Fees) Regulations 2013</b>	<b>2024/25 Fee</b>
Manager’s certificate application or renewal	\$316.25
Temporary authority	\$296.70
Temporary licence	\$296.70
Extract of register (ARLA or DLC)	\$57.50

## 14. Trade waste fees

Trade Waste Administrative Charges *	2024/25 Fee	
A1: compliance monitoring	\$179	per hour plus consumables (see laboratory charges)
A2: trade waste application fee (permitted)	\$269	includes the first 1.5 hours, \$179 per hour thereafter
A2: trade waste application fee (controlled/conditional)	\$448	includes the first 2.5 hours, \$179 per hour thereafter
A3: inspection for non-compliance	\$269	
A5: temporary discharge application and discharge fee	\$179	includes the first hour, \$179 per hour thereafter (based on risk)
A6: annual trade waste management fee (permitted)	\$269	
A6: annual trade waste management fee (controlled/conditional)	\$448	

\*Volumetric charges in Wastewater Section of the schedule

## 15. General compliance fees – Environmental Standards

General Compliance Fees	2024/25 Fee	
General activities including processing licence and permit applications, and renewal of any licence or permit including trading in public places.	\$179	per hour deposit (\$179 per hour thereafter)
Removal of litter/overhanging trees/shrubs or obstructions encroaching, or on road reserve or Council land	cost incurred for removal plus 20%	
Noise control – seizure fee (noise making equipment)	\$274	plus \$70 each additional callout plus any additional towage fee related to seizure of a vehicle
Noise control – additional callout	\$70	
Noise control – alarm deactivation fee	cost of service plus 20%	
Amusement devices*	1 x 11.50	
	2 x 13.80	
	3 x \$16.10	
	4 x \$18.40	
Environmental compliance officer hourly rate	\$179	per hour
Administration officer hourly rate	\$119	per hour
Return of non-compliant signs	\$59	

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

Abandoned vehicles	2024/25 Fee	
Towage and recovery cost	cost plus \$179 per hour	
Daily storage fee	\$5.90	daily charge

## 16. Districtwide cemetery charges

The Council has an arrangement with certain funeral homes that provide services within the district to collect fees detailed in these cemetery charges on behalf of the Council. In return, the funeral homes keep 15% of any total fee to cover their administration costs associated with collecting these fees.

Cemetery charges will be reviewed regularly to ensure that they are consistent with the Council's revenue and financing policy.

Districtwide cemetery charges	2024/25 Fee	
	Deceased was living in the district	Deceased was living out of the district
Purchase of right for burial		
Services burial plot	no charge	no charge
Services cremation plot	no charge	no charge
Monumental and lawn area plots	\$1,988	\$4,200
Cremation garden and beam plots	\$1,106	\$3,202
Infant plots (under 1 year)	\$886	\$886
Natural burial plot	\$2,414	\$4,568
Interment fees	Deceased was living in the district	Deceased was living out of the district
Burial fee	\$1,273	\$1,273
Burial fee child (under 15 years)	\$637	\$637
Burial fee (Saturday)	\$2,209	\$2,209
Burial fee child (under 15 years) (Saturday)	\$1,104	\$1,104
Burial fee infants (under 1 year)	no charge	no charge
Ashes interment	\$170	\$170
Ashes interment child (under 15 years)	\$84	\$84
Natural burial fee	\$1,273	\$1,273
Natural burial fee child (under 15 years)	\$637	\$637
Oversized casket fee (additional to burial fee)	\$318	\$318

Districtwide cemetery charges (continued)	2024/25 Fee	
Extra charges	Deceased was living in the district	Deceased was living out of the district
Monumental permit	\$176	\$176
Hire of lowering device	\$122	\$122
Hire of grass mats	\$122	\$122
Burial disinterment fee	\$2,196	\$2,196
Cremation disinterment fee	\$186	\$186

## 17. Housing for Older Persons – weekly rental charges

Housing for Older Persons – weekly rental charges	2024/25 Fee
Accommodation category	New weekly rent effective 1 July 2024
Individuals	\$186
Couples	\$271

### Notes

**Existing tenants** will be notified of any rent increase, as per above schedule, by way of a 60 day-notice. Increased rent is effective from the date advised in the notification. Note that as per the Residential Tenancies Act 1986 (RTA) legislation, these tenants will not have an increase within 12 months of the commencement of their tenancy.

**New tenants** joining the programme from 1 July 2024 – rent is charged as per the above schedule and is effective immediately.

## 18. Swimming Pool Charges

Swimming Pool charges	2024/25 Fee
Adult per swim <sup>2</sup>	\$5.90
Child per swim <sup>3</sup>	\$3.50
Under 5 years old swim	\$2
Adult swimming with child under five years of age	\$2
Community services cardholder per swim	\$3.50
Senior citizen (65 years of age and over)	\$3.50
Student <sup>4</sup>	\$3.50
Aquafit adult per class	\$7
Spectator – amenities fee – Waikanae Pool <sup>5</sup>	\$2
Aquafit senior per class	\$6.50
Hydroslide (Waikanae and Coastlands Aquatic Centre – unlimited use per visit) <sup>6</sup>	\$3
Family pass (family of four, minimum of one adult or maximum of two adults)	\$14.30
– cost for each extra family member	\$3.10
Family pass plus hydroslide (family of four, minimum of one adult or maximum of two adults)	\$24
– cost for each extra family member	\$3.10
– cost for extra slide pass	\$3
Group discount adult (10 or more)	\$5.40
Group discount child (10 or more)	\$3.30
Spa and/or sauna in addition to pool entry <sup>7</sup>	\$2.50
Shower only	\$2.50

<sup>2</sup> Adult 16 years plus

<sup>3</sup> Child 5-15 years

<sup>4</sup> On supply of a student ID

<sup>5</sup> Excludes learning to swim lessons and adults accompanying an under 8 (Waikanae Pool only)

<sup>6</sup> Adults accompanying an under 8 slide user does not pay the hydroslide fee

<sup>7</sup> Spa and/or sauna only (i.e. no swim) at the applicable pool entry rate

Swimming Pool charges (continued)	2024/25 Fee
Concession Cards <sup>8</sup>	
Adult 10 swim	\$55.70
Child 10 swim	\$33.20
Community Services Cardholder 10 swim concessions	\$34
65 years of age and over 10 swim concession	\$34
Aquafit adult 10 swims	\$66.50
Aquafit senior 10 swims	\$61.75
Aquafit adult 20 swims	\$122.50
Aquafit senior 20 swims	\$112.20
Adult 20 swims	\$105.60
Child 20 swims	\$63
Adult 30 swims	\$149.60
Child 30 swims	\$89.20
Adult 50 swims	\$234.60
Child 50 swims	\$139.90

Swimming Pool charges	2024/25 Fee	
Swimming pool complex hire – Coastlands Aquatic Centre (peak)	\$466	per hour
Swimming pool complex hire – Coastlands Aquatic Centre (off-peak) <sup>9</sup>	\$241	per hour
Swimming pool complex hire – Ōtaki	\$125	per hour
Swimming pool complex hire – Waikanae	\$350	per hour
Competitive events	plus, per head entry at applicable rate	
Lane hire	\$9.40	per hour per lane
School lane hire (Lessons only – not using Kāpiti Coast aquatics instructors)	\$9.40	per hour per lane
School Groups Learn to Swim – Using Kāpiti Coast aquatics instructors (no lane hire charge and minimum numbers apply)	\$4.20	per child

<sup>8</sup> Concession cards expire 3 years from the date of issue

Commercial lane hire	\$14	per hour per lane plus per head entry at applicable rate
----------------------	------	--

Meeting Room Hire (Coastlands Aquatic Centre only)	2024/25 Fee	
Community groups	\$14.30	per hour
Community groups	\$52.40	half day use
Community groups	\$87.60	full day use
Commercial use	\$23.30	per hour
Commercial use	\$93.30	half day use
Commercial use	\$162.70	full day use

Aquatic Programmes, Events and Activities	2024/25 Fee	
Targeted aquatic events/activity programmes	<p>Throughout the year the Council may organise targeted aquatic events/activity programmes.</p> <p>Each programme may involve an actual and reasonable participation fee that will be determined in accordance with the nature of the event or activity.</p> <p>The participation fee will be authorised by the relevant group manager acting under general delegated authority.</p>	
Learn to swim	\$14.30	per lesson (depends on the number of weeks in the term)
Learn to Swim: private lessons	\$28	20-minute lesson
Learn to Swim: private lessons	\$40	30-minute lesson
Learn to Swim: private lessons (2 students)	\$39	20-minute lesson
Learn to Swim: private lessons (2 students)	\$51	30-minute lesson
Learn to Swim: private lessons - 5 concession	\$130	20-minute lesson
Learn to Swim: private lessons - 5 concession	\$182.50	30-minute lesson
Learn to Swim: private lessons (2 students) - 5 concession	\$182.50	20-minute lesson
Learn to Swim: private lessons (2 students) - 5 concession	\$245	30-minute lesson



Aquatic Programmes, Events and Activities (continued)	2024/25 Fee	
Aquatic (small group) programmes* per session rate, enrolment for term required.	\$8.70	per session
Waikanae & Ōtaki Pool – BBQ hire	\$15	per hour
Waikanae Pool – BBQ bond	\$20	

\*All full facility hire is subject to the discretion of pool management

## 19. Sportsgrounds charges

Fees include access to changing facilities where applicable.

These fees exclude junior sport.

Sports activity (seasonal)	2024/25 Fee	
Cricket (grass)	\$1,604	per block
Cricket (artificial)	\$710	per block
Croquet	\$1,246	per grass court
Netball	\$241	per court
Rugby	\$806	per field
Rugby league	\$806	per field
Football	\$806	per field
Softball	\$806	per field
Tennis	\$161	per court
Touch	\$400	per field
League tag	\$400	per field
Twilight football	\$199	per field

Sports activity (one-off bookings)	2024/25 Fee	
Cricket (grass)	\$224	per block
Cricket (artificial)	\$96	per block
Netball	\$19	per court
Rugby	\$128	per field
Rugby league	\$128	per field
Football	\$128	per field
Softball	\$104	per field
Tennis	\$13	per court
Touch	\$87	per field
League tag	\$87	per field
Off season field marking*	\$341	per field

\*Conditions apply

## 20. Reserve land rentals

Reserve land rentals	2024/25 Fee
Clubs with alcohol licences	\$1,002
Clubs without alcohol licences	\$502
Craft, hobbies and other activities	\$403
Educational (standard)	\$244
Youth and service	\$244

## 21. Hall hire charges

Hall Hire Conditions:

- Any booking that alcohol is present and the event is after 5pm a bond of \$842 is required.
- Bookings for all activities may be charged a bond of \$412.
- Fees are payable on receipt of invoice and prior to event
- Full booking fees chargeable if cancelled less than 7 days before the hire date.
- All hall bookings are at Council's discretion in all respects.
- If an access card or key is lost or damaged this will incur a \$30 fee.

Hall hire charges	2024/25 Fee	
	Per hour	Per hour (for 4 hours or more)
Paekākāriki Memorial Hall	\$17.50	\$15.70
Paekākāriki Tennis Club Hall	\$14.00	\$12.60
Raumati South Memorial Hall – main hall	\$17.50	\$15.70
Raumati South Memorial Hall – supper room	\$14.00	\$12.60
Raumati South Memorial Hall – whole complex	\$28.00	-
Paraparaumu Memorial Hall – main hall	\$17.50	-
Paraparaumu Memorial Hall – supper room	\$14.00	-
Paraparaumu Memorial Hall – whole complex	\$28.00	-
Waikanae Memorial Hall – main hall	\$17.50	\$15.70
Waikanae Memorial Hall – small hall/mezzanine	\$14.00	\$12.60
Waikanae Memorial Hall – whole complex	\$28.00	-
Waikanae Community Centre	\$17.50	-
Waikanae Beach Community Hall	\$14.00	-
Reikorangi Community Hall	\$14.00	-
Ōtaki Memorial Hall – main hall	\$17.50	-
Ōtaki Memorial Hall – supper room	\$14.00	-
Ōtaki Memorial Hall – whole complex	\$28.00	-
Mazengarb sports complex	\$16.30	-
Paraparaumu College gymnasium hall – weekends	\$18.60	-
Paraparaumu College gymnasium hall – weekdays	\$37.20	-
Waikanae Memorial Hall – poppy room (new)	\$14.00	-

Hall hire charges	2024/25 Fee
Others	
Storage cupboard – small (annual fee)	\$26
Storage cupboard – large (annual fee)	\$52
Storage Room – annual rate <sup>9</sup>	\$18.80 per m <sup>2</sup>
Acoustic 3 panel hire (Raumati Hall only)	\$30 per booking

## 22. Library fees and charges

Library fees and charges: Lending	2024/25 Fee	
Bestseller books	\$3	each
DVDs – single*	\$0	
DVDs – multi disc set*	\$0	
Talking books	\$0	

\* No charge for the profoundly deaf borrowers for DVDs.

Library fees and charges: Interloans	2024/25 Fee	
Interloans (each)	\$16.50	each
International interloans (each)	\$45	each

Library fees and charges: Membership	2024/25 Fee	
Membership cards (replacement)	\$4.80	
Anyone living, working, owning property or studying on the Kāpiti Coast can join the Kāpiti Coast District Libraries at no charge and use the resources of all of our SMART Libraries.	Free	
Horowhenua residents who do not meet the above criteria can join Kāpiti Coast District Libraries and use Ōtaki, Waikanae, Paraparaumu and Paekākāriki libraries. They do not receive access to the SMART Libraries.	Free	
Anyone who is not in either of these categories can either join Kāpiti Coast District Libraries as a subscription member or pay prescribed fees.	\$3.10	per item
	\$85	for six months
	\$170	per year
Library fees and charges: Other services	2024/25 Fee	

<sup>9</sup> Hireage rate will be provided on application and is dependent on room size

Scanning – local/national	\$0	first page
Scanning – local/national	\$0	subsequent page
Scanning – local/national	\$0	first page
Scanning – local/national	\$0	subsequent page
Historic photo service (personal use)	\$5.70	per high-resolution digital image emailed to customer for personal use
Historic photo service (commercial use)	\$68	per high resolution digital image emailed for commercial purposes
Photocopying and printing – black and white. A4	\$0.20	per side
Photocopying and printing – black and white. A3	\$0.30	per side
Photocopying and printing – colour per A4	\$1	per side
Photocopying and printing – colour per A3	\$2.10	per side
Library bags	\$4.10	each
Replacement of lost or damaged library items	price varies depending on publication	
Administration Fee	\$0	
eBook publishing	price varies depending on publication	
Purchase of library publications	price varies depending on publication	
Digital and e-book workshops	\$30	minimum per session
	\$65	maximum per session
Children’s CDs and talking books	no charge	
Internet	no charge	
<b>Overdue loan charges</b>		
Books, magazines, adult CDs (per day)	no charge	
Children’s books (per day)	no charge	
Bestsellers and DVDs (per day)	no charge	

## 23. Arts Museums fees and charges

Kāpiti Coast Art Trail	2024/25 Fee
Artist in studio	\$232
Artist in shared space	\$206
Exhibition space	\$232

[Kāpiti Coast Art Trail | Kāpiti Coast District Council \(kapiticoastarttrail.co.nz\)](https://www.kapiticoastarttrail.co.nz)

## 24. Solid waste charges

Otaihanga Landfill (cleanfill only)	2024/25 Fee	
Cleanfill - must meet the cleanfill acceptance criteria published on the Council's website. Note there is a minimum charge of \$22.00	\$22	per tonne

Waste collector / Operator licence	2024/25 Fee
License annual fee	\$215

## 25. Official information request charges

Official information request charges are for requests under the Local Government Official Information and Meetings Act (LGOIMA) 1987.

In determining these charges, we have taken account of the Ministry of Justice and Office of the Ombudsman charging guidelines.

Official information request charges	2024/25 Fee	
Staff time (in excess of two hours)	\$38	per half hour or part thereof
Black and white copying - A4 size (the first 20 copies free)	\$0.20	per sheet
Black and white copying - A3 size	\$0.40	per sheet
For any other cost, the amount incurred in responding to the request. For example, specialty copying (maps etc.), including provision of electronic media storage devices, will be charged at cost.	at cost	
Requests requiring specialist experts, not on salary, to research and process the request	at cost	

### How official information charges are determined

In instances where a charge is to be applied, we will notify you as soon as possible. You will be provided with an estimate of the cost for the work involved in providing the response, whether a deposit is required and asked to confirm in writing that you agree to pay. You will only be charged for the actual work involved and the final charge will not exceed the estimate.

### What can be charged for

#### Labour

- Time spent by staff searching for relevant material, abstracting and collating, copying, transcribing, redacting and supervising access (where the information at issue is made available for inspection) and where the total time involved is in excess of two hours.
- Reasonably required peer review in order to ensure that the above tasks have been carried out correctly.
- Formatting information in a way sought by the requester.
- Reproducing film, video or audio recordings.

#### Materials

- Paper (for photocopying); and
- Discs or other electronic storage devices that information is provided on (these will be provided at cost but we cannot accept a device provided by the requester as this poses a risk to Council's ICT systems).

#### Other actual and direct costs

- Retrieval of information from off-site.

## We will not charge for the following

- Work required to decide whether to grant the request in whole or part, including reading and reviewing, consultation, peer review and seeking legal advice to decide on withholding or releasing the response;
- Work required to decide whether to charge and if so, how much;
- Searching for or retrieving information that is not where it should be;
- Formatting information in a way preferred by the agency but not sought by the requester;
- Costs not directly related to supplying the information including general overheads and costs of establishing and maintaining systems and storage facilities;
- Involvement by the chief executive or elected members;
- Costs of liaising with an ombudsman;
- Liaison with a third party (e.g. Informant);
- Costs associated with transferring a request to another organisation; and
- Costs of refining the request with the requester.

## Additional factors

Where repeated requests from the same source are made in respect of a common subject over intervals of up to eight weeks, requests after the first may be aggregated for charging purposes.

A deposit may be required where the charge is likely to exceed \$76. In instances where a deposit is requested, work on the request may be suspended pending receipt of the deposit.

Charges may be waived or modified at the discretion of the chief executive or a group manager. This will generally be in a situation where there is an agreed public interest in the disclosure of the requested information or where payment may cause financial hardship to the requestor, and therefore the charge may become an unreasonable deterrent to seeking information.

## 26. Access and transport charges

How corridor access fees are determined:

- Project works, major works, and minor works are as defined by the National Code of Practice for Utility Operators' Access to Transport Corridors.
- The Council may at its discretion allow for multiple sites to be included in a single CAR application with a single fee being charged. Applicants shall, if they consider there is a case to combine multiple sites, provide the Council with the justification for a combined application fee.
- Possible examples where a single fee may be considered are as follows:
  - repetitive works of a minor nature requiring minimal or no excavation works,
  - minor works on multiple sites (maximum of four to five minor streets); and
  - main contractor managing multiple works but located on a single site.

Corridor access fee	2024/25 Fee	
Corridor access request (CAR) fee project works	\$324	
Corridor access request (CAR) fee major works	\$164	
Corridor access request (CAR) fee minor works	\$82	
Inspection fee	\$179	per hour



Paper road closure	2024/25 Fee	
Road stopping application fee	\$895	
Hourly rate for additional work	\$179	per hour

Overweight Load Permit Fee	2024/25 Fee	
Overweight loads permit fee: To cover vetting and issuing a permit for [an] overweight load[s] or specialist vehicles using local roads and that starts or finishes its journey in Kāpiti Coast District** Minimum charge based on 30 minutes. Processing time will be invoiced based on hourly engineering fee*	\$179	per hour (minimum charge \$87)

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

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

Removal of overhanging trees/vegetation – on road reserve (Section 355 Local Government Act 1974)	2024/25 Fee	
Removal of trees, vegetation or obstructions to prevent injury, obstruction to traffic, pedestrians and general infrastructure. Per Hour Charge	\$179	per hour

## 27. Wastewater charges

Wastewater treatment	2024/25 Fee	
Connection to network	quoted as per site	
Septage disposal and treatment	\$30	per cubic metre

## 28. Trade Waste Fees\*

Trade Waste fee/charges	2024/25 Fee	
Total volume	\$0.80	per cubic meter
Total solids	\$0.70	total kg discharged
COD	\$0.40	total kg discharged
Total nitrogen	\$2.40	total kg discharged
Total phosphorus	\$7.50	total kg discharged

\*Volumetric charges per Trade Waste Bylaw 2019. Load based charges on renewal of trade waste consents.

## 29. Water charges

Water charges	2024/25 Fee	
Connection to network	quoted as per site	
Water metering configuration modifications	quoted as per site	
Special reading – water meters	\$42	
Water dedicated filling point access card	\$77	
Water charge for potable water from water supply system	1.25 times the water rate per m3	
Water meter accuracy testing	\$450	for water meters up to DN25mm. Quoted per site for water meters greater than DN25mm

Districtwide water supply fixed rate (per separately used or inhabited part of a rating unit): Refer to the Funding Impact statement – rating policies.

Districtwide volumetric water supply rate (per cubic metre of water consumed): Refer to the Funding Impact statement – rating policies.

### 30. Laboratory charges

Testing of water – laboratory charges	2024/25 Fee
Alkalinity g/m3 (CaCO3)	\$26
Ammonia-N g/m3	\$31
BOD g/m3	\$35
Bore depth (m)	\$8
cBOD g/m3	\$42
Chloride g/m3	\$27
COD g/m3	\$39
Conductivity mS/cm	\$14
DO g/m3	\$12
DRP-P g/m3	\$31
E. coli cfu/100mL (m Tec River monitoring only)	\$29
F/Coli + E. coli (NaMug –mbr-filt) cfu/100mL	\$45
Enterococci cfu/100ml (mbr Filt)	\$31
F/Coli cfu/100mL (mbr Filt)	\$28
Fluoride g/m3	\$36
Iron g/m3	\$31
Nitrite-N g/m3	\$31
Nitrate-N g/m3	\$31
pH	\$14
Staff collection hour (2 staff)	\$179
Total suspended solids (TSS) g/m3	\$27
TEMP °C	\$12
Total coliforms cfu/100mL (mbr filt)	\$28
Total coliforms and E.coli (Colilert) mpn 100mL	\$46
Total nitrogen g/m3	\$45
Total phosphorus – P g/m3	\$31
Total solids %	\$18

Testing of water – laboratory charges (continued)	2024/25 Fee
Travel (per KM)	\$0.95
Total solids g/m3	\$25
Turbidity NTU	\$15
UV transmission	\$14
Laboratory administration cost – report documentation (per report)	\$25
Sample bottle (including chilly pack preparation) each	\$5

### 31. Other charges

Other charges	2024/25 Fee	
Easement – new/changes/cancellations (landowner approval/non-regulatory)	\$895	application fee (includes first 5 hours, \$179 per hour thereafter)
Land status change (or type, or similar)	\$895	application fee (includes first 5 hours, \$179 per hour thereafter)
Additional external costs associated with easement process or land status change	at cost	

Fees and charges can be found on the Council website: [www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz).