

Council Public Agenda - 4 June 2025

Council Chambers
101 Bank Street
Te Awamutu



Chairperson
Her Worship the Mayor SC O'Regan

Members
AW Brown, LE Brown, PTJ Coles, RDB Gordon, ML Gower, DM Morgan, MG Montgomerie, MJ Pettit, CS St Pierre, EM Stolwyk, BS Thomas

04 June 2025 09:10 AM

Agenda Topic	Presenter	Time	Page
Opening Karakia		09:10 AM-09:12 AM	
1. Apologies	Chairperson	09:12 AM-09:13 AM	2
2. Disclosure of Members' Interests	Chairperson	09:13 AM-09:14 AM	3
3. 2025-27 Schedule of Fees and Charges Adoption	Melissa Russo	09:14 AM-09:29 AM	4
3.1 Appendix 1: Schedule of Fees and Charges 2025-27 (document number 11347120)			8

COUNCIL AGENDA



APOLOGIES

COUNCIL AGENDA



DISCLOSURE OF MEMBERS' INTERESTS

Members are reminded to declare and stand aside from decision making when a conflict arises between their role as an elected member and any private or other external interest they may have.

COUNCIL REPORT



To: Her Worship the Mayor and Councillors
From: Strategic Policy Advisor
Subject: **2025-27 Schedule of Fees and Charges Adoption**
Meeting Date: 4 June 2025

1 PURPOSE - TAKE

The purpose of this report is to seek the adoption of the Schedule of Fees and Charges 2025-27.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

Public consultation on the draft Schedule of Fees and Charges 2025–2027 was open from 17 April to 18 May, in accordance with the Special Consultative Procedure. A total of 10 submissions were received during this period. One submitter requested to present their views at a hearing but has since withdrawn that request. Deliberations on the submissions were held at the Council meeting on 28 May with staff recommending some amendments to the schedule. Most of these are minor in nature, the most substantive amendment related to charging for internet use in our public libraries.

Council now needs to adopt the final Schedule, enabling the new fees to take effect from 1 July 2025. Adopting the Schedule at the 4 June Council meeting ensures Council can meet legislative timeframes for publicly notifying dog control fees ahead of the new registration year, as required under the *Dog Control Act 1996*.

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That Council

- a) **RECEIVES** the report of Melanie Andrews, Strategic Policy Advisor titled ‘2025-27 Schedule of Fees and Charges Adoption’, (document number 11429193); and
- b) **ADOPTS** the fees and charges for 2025-27 as set out in the ‘Schedule of Fees and Charges 2025-27’ (Appendix 1, document number 11347120), to be effective from 1 July 2025; and

- c) **DELEGATES** to the Acting Deputy Chief Executive/Group Manager Strategy authority to:
- i) make any final minor editorial amendments to the 'Schedule of Fees and Charges 2025-27' (Appendix 1, document number 11347120) prior to publication;
 - ii) publish the 'Schedule of Fees and Charges 2025-27' on Council's website; and
 - iii) publicly notify the relevant approved dog control fees and charges, as required by section 37(6) of the Dog Control Act 1996.

4 BACKGROUND – KŌRERO WHAIMĀRAMA

Council's fees and charges have been reviewed as part of the budget setting process, alongside the 2025-34 Long Term Plan. Council's Revenue and Financing Policy provides the rationale for the use of fees and charges as a funding source, based on the distribution of benefits arising from each activity.

A period of public consultation on the draft fees and charges was held from 17 April to 18 May 2025, and resulted in 10 submissions. At the Council meeting on 28 May 2025, Council deliberated on submissions received, as well as some recommendations from staff, and recommended a final Schedule for Council adoption.

Adoption of the final Schedule at the 4 June Council meeting ensures that new fees can come into effect on 1 July 2025 and allows Council to meet its obligations under Section 37(6) of the *Dog Control Act 1996*. This section requires territorial authorities to publicly notify dog control fees in a newspaper circulating in the district during the month preceding the start of the dog registration year, which begins on 1 July.

The amended document, 'Schedule of Fees and Charges 2025-27', is attached to this report as Appendix 1.

5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8 and have assessed that the matter(s) in this report has a medium level of significance. The Schedule has been subject to a period of public consultation as outlined in the report.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Do nothing	▪ None have been identified	▪ Unable to charge fees until a schedule has been adopted, therefore we would not be able to recover the costs

		<i>of delivering these services as set out in Council's Revenue and Financing Policy.</i>
Option 2: Adopt Schedule of Fees and Charges 2025-27, attached as Appendix 1.	▪ <i>Fees and charges can be applied from 1 July 2025 enabling cost recovery in-line with Council's Revenue and Financing Policy.</i> ▪ <i>Invoices for dog registration due on 1 July 2025 can be sent to registered dog owners in advance of payment due date.</i>	▪ <i>None have been identified</i>

The recommended option is Option 2. The reason for this is Option 2 enables the adoption of the updated Schedule of Fees and Charges, allowing Council to apply revised and new fees from 1 July 2025. This option also ensures alignment with the Draft Revenue and Financing Policy 2025 and allows Council to issue dog registration invoices in a timely manner.

7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

Council's Vision and Strategic Priorities

Fees and charges are set in accordance with Council's Revenue and Financing Policy and enable Council to continue funding and meeting the levels of service agreed through the development of the Draft 2025-34 Long Term Plan.

Legal and Policy Considerations – Whaiwhakaaro ā-Ture

Staff confirm that Option 2 complies with Council's legal and policy requirements.

Financial Considerations – Whaiwhakaaro ā-Pūtea

The total cost to complete this project has been budgeted in the current year, when the costs have been incurred. Further costs are anticipated to be minimal.

Risks – Tūraru

There are no known significant risks associated with the decisions required for this matter.

Iwi and Mana Whenua Considerations - Whaiwhakaaro ki ngā Iwi me ngā Mana Whenua

There are no known considerations associated with the decisions required for this matter.

8 NEXT ACTIONS

Action	Responsibility	By When
Send out dog registration invoices to all registered dog owners	Animal Control	30 June 2025
Public notification of adoption of the Schedule of Fees and Charges 2025-27	Strategy/Comms	30 June 2025

9 APPENDIX - ĀPITITANGA

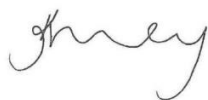
No:	Appendix Title
1	Schedule of Fees and Charges 2025-27 (document number 11347120)



Prepared by Melanie Andrews
STRATEGIC POLICY ADVISOR



Melissa Russo
MANAGER STRATEGY



Approved by Kirsty Downey
ACTING DEPUTY CHIEF EXECUTIVE/ GROUP MANAGER STRATEGY

APPENDIX 1

Schedule of Fees and Charges 2025-27 (document number 11347120)

Schedule of Fees and Charges 2025-27

Table of Contents

Administration fees.....	4
Building consent Fees	4
Building control Fees.....	7
Council room hire charges	10
Cambridge Town Hall.....	11
Cemetery fees	11
Council professional fees	13
Development contribution fees.....	14
Dog registration and impounding fees	14
Kerbside recycling service.....	16
Library fees.....	17
Library community space (Te Awamutu).....	18
Mapping/GIS charges.....	19
Mighty River Domain – Lake Karāpiro – Room Hire	20
Mighty River Domain – Lake Karāpiro – Accommodation and camping charges.....	23
Mighty River Domain – Lake Karāpiro – Domain & Lake Use charges	25
Museum fees (Te Awamutu)	27
Official Information Requests (LGOIMA)	28
Overweight permit fees	29
Permits under Waipā District Public Places Bylaw 2023 and Alcohol Control Bylaw 2024.....	30
Property file information	31
Property and lease charges.....	31
Registration of Premises (Food/Health)	32
Regulatory – Other fees and charges	35
Resource management fees and charges.....	35

<u>Rural Address Property Identification System number plates</u>	<u>44</u>
<u>Stock droving and crossings.....</u>	<u>44</u>
<u>Stock impound fees.....</u>	<u>44</u>
<u>Stormwater connections.....</u>	<u>45</u>
<u>Structures on the road reserve</u>	<u>45</u>
<u>Town Hall hire – Kihikihi and Pirongia</u>	<u>46</u>
<u>Trade waste.....</u>	<u>47</u>
<u>Traffic Management Plan (TMP) reviews</u>	<u>48</u>
<u>Utility access requirements</u>	<u>49</u>
<u>Vehicle crossing applications</u>	<u>50</u>
<u>Wastewater connections</u>	<u>50</u>
<u>Water connections and bulk water sales.....</u>	<u>50</u>

Note: All of the fees and charges in this Schedule are GST inclusive.

Administration fees

Description	Fees & charges 2025/26	Fees & charges 2026/27
Fee for issuing a refund for an overpayment in rates and/or user fees and charges	\$26.00	\$27.00
Printing / copying		
Scanning – per page	\$1.10 for first page, then \$0.60 for each additional page to a maximum charge of \$10.50	\$1.10 for first page, then \$0.60 for each additional page to a maximum charge of \$10.50
Single sided – per page A4 (black and white)	\$0.50	\$0.50
Double sided – A4 (black and white)	\$0.90	\$0.90
A4 – per page/side (colour)	\$1.10	\$1.10
Double sided (colour)	\$2.30	\$2.40
A3 – per page (black and white)	\$1.80	\$1.90
A3 - double sided (black and white)	\$1.80	\$1.90
A3 – per page (colour)	\$2.30	\$2.40
A3 - double sided (colour)	\$4.50	\$4.60

Building consent fees

	Project Category	Fees & charges 2025/26	Fees & charges 2026/27
No mileage charged for these categories	1 Solid Fuel Heater (Freestanding)	\$486.45	\$534.00
	1A Solid Fuel Heaters (Inbuilt)	\$636.45	\$673.95
	2 Minor Works Plumbing or drainage – External Drainage only Effluent Tanks Fencing/Signage (outside of exemptions) Marquees (over 100m ²) Swimming Pool/Spa pool fence (pool exempt) Demolition (outside of exemptions) Solar heating panels	\$627.70	\$662.70
	Project Information Memorandum (PIM)	\$147.60	\$152.00
	3 Minor Building Work Carports Decks/pergolas Shade-sails/archgolas Retaining walls	\$955.20	\$1,012.70

		Project Category	Fees & charges 2025/26	Fees & charges 2026/27
		Project Information Memorandum (PIM)	\$210.00	\$216.00
	4	Other Buildings	\$1,310.20	\$1,390.20
		Kitset Garages		
		Hay barns		
		Implement sheds		
	Swimming pool/spa pool			
	Conservatories			
		Project Information Memorandum (PIM)	\$210.00	\$216.00
5	Detached Buildings and non Kitset Garages (outside of exemptions)		\$1,410.20	\$1,497.70
	Internal Alterations (additional inspections may be required)			
		Dairy shed extensions	\$287.20	\$296.00
	Project Information Memorandum (PIM)			
6	Detached habitable buildings		\$2,065.20	\$2,197.70
	Up to 30m² with plumbing and drainage, e.g. sleep out with toilet and shower. Alterations and additions up to 30m² with plumbing or drainage			
		Project Information Memorandum (PIM)	\$287.20	\$296.00
7	New residential buildings, alterations and additions up to 60m2 ^{with} plumbing and drainage (see commercial buildings for commercial alterations)		\$2,565.20	\$2,735.20
	Note: for work over 60m², additional dwelling or commercial/industrial fees apply			
		Project Information Memorandum (PIM)	\$287.20	\$296.00
8	Dairy sheds		\$2,530.20	\$2,690.20
	Project Information Memorandum (PIM)		\$287.20	\$296.00
9	Re-sited dwellings		\$2,330.20	\$2,475.20
	Project Information Memorandum (PIM)		\$397.30	\$409.00

	Project Category	Fees & charges 2025/26	Fees & charges 2026/27
10	Dwelling single storey – up to 100m²	\$3,812.70	\$4,065.20
	Project Information Memorandum (PIM)	\$397.30	\$409.00
11	Dwelling single storey – up to 250m²	\$4,212.70	\$4,495.20
	Project Information Memorandum (PIM)	\$397.30	\$409.00
12	Dwelling single storey – in excess of 250m²	\$5,030.20	\$5,377.70
	Project Information Memorandum (PIM)	\$397.30	\$409.00
13	Multi-unit dwelling single storey - first unit category fee, as per fees above. Plus per unit charge after first unit	First unit Category Fee above +\$200 per hour Inspections and Processing	First unit Category Fee above +\$215 per hour Inspections and Processing
14	Dwelling two storey or more – up to 250m²	\$4,895.20	\$5,225.20
	Project Information Memorandum (PIM)	\$397.30	\$409.00
15	Dwelling two storey or more – in excess of 250m²	\$5,695.20	\$6,085.20
	Project Information Memorandum (PIM)	\$397.30	\$409.00
16	Multi-unit dwelling two storey or more - first unit category fee, as per fees above. Plus, per unit charge after first unit	First unit Category Fee above +\$200 per hour Inspections and Processing	First unit Category Fee above +\$215 per hour Inspections and Processing
17	Small commercial/industrial – up to 300m²	\$4,660.20	\$4,965.20
	Project Information Memorandum (PIM)	\$533.50	\$550.00
17A	Small commercial offices and industrial buildings, including alterations and additions up to 60m²	\$3,060.20	\$3,245.20
18	Commercial/industrial – in excess of 300m ²	Actual staff time	Actual staff time

	Project Category	Fees & charges 2025/26	Fees & charges 2026/27
	Project Information Memorandum (PIM)	\$715.20	\$737.00
19	New Transportable Build (Factory Built)	\$2,392.70	\$2,552.70

Building control fees

Description		Fees & charges 2025/26	Fees & charges 2026/27
BRANZ	For every consent with an estimated value of \$20000 and over	\$1.00 per \$1,000	\$1.00 per \$1,000
MBIE	For every consent with an estimated value of \$65000 and over	\$1.75 per \$1,000	\$1.75 per \$1,000
Additional Inspections or Processing	Additional Inspections: Where an inspection is booked, but project was not ready and/or an inspection was not covered by the initial fee. This includes inspections cancelled within 24 hours of the booking time. Additional Processing: We additional processing time is required as a result of a poor or incomplete application.	\$200.00	\$215.00
Amendments	Applications for an amendment to a Building Consent (Section 45 Building Act 2004)	Admin \$165.00 per hour + Processing and inspections \$200.00 per hour processing time	Admin \$170.00 per hour + Processing and inspections \$215.00 per hour processing time
Building Consent Extension of Time	Application for an extension of time to a building consent	\$165.00	\$170.00
Travel costs	May apply to rural properties and inspections outside of the district boundary (at Council's discretion)	\$1.04 per km	\$1.05 per km

Description		Fees & charges 2025/26	Fees & charges 2026/27
Planning - Building consent check	Check the building consent application for compliance with the District Plan and Resource Management Act.	\$114.00	\$117.00
Section 77	Certificate for construction over two or more allotments (Section 77 Building Act 2004)	\$295.00	\$304.00
	Internal process by Council staff	At cost	At cost
	Council's solicitor to prepare notice		
Section 73	Notice when building on land subject to a natural hazard (Section 73 Building Act 2004)	\$295.00	\$304.00
	Internal process by Council staff Council's solicitor to prepare notice	At cost	At cost
Certificate of Acceptance	Applications for Certificate of Acceptance (Section 97 Building Act 2004). In addition to the fees that would have been payable had the owner or previous owner applied for a building consent before carrying out the building work.	Actual staff time plus BC fees	Actual staff time plus BC fees
Certificate for Public Use (Including Renewals)	Applications for Certificate for Public Use (Sections 363A and 363B Building Act 2004). This includes a renewal of an existing CPU.	\$665.00	\$707.50
Building Consent Discretionary Exemption	Exemption from requirement to obtain a building consent under Schedule 1 clause 2	\$200 per hour	\$215.00 per hour
Compliance Schedules	New compliance schedules	\$409.00	\$421.00
	(Section 111 Building Act 2004) Amendments to existing compliance schedule	\$191.00	\$197.00

Description		Fees & charges 2025/26	Fees & charges 2026/27
	(Sections 106 and 107 Building Act 2004)		
BWOF	Building Warrant of Fitness (BWOF) audit inspections (Section 111 Building Act 2004)	Actual staff time	Actual staff time
Peer review	Peer review of specific designs by external agents, e.g. Structural Engineer, Fire Engineer, Lift Engineer, Mechanical Engineer	Cost plus 5% handling fee	Cost plus 5% handling fee
Pool inspection	First inspection	\$111.00	\$114.00
	Subsequent inspections	\$62.00	\$64.00
Amusement device permits	For one device, for the first 7 days	\$12.00	\$12.00
	For each additional device operated by the same owner for the first 7 days	\$2.40	\$2.50
	For each device for each further period of 7 days. <i>Section 11 Amusement Device Regulations 1978. These fees are set by the Regulations</i>	\$1.20	\$1.20
Exemption to carry out seismic work	Process application for exemption from requirement to carry out seismic work on a building subject to an earthquake-prone building notice. (Section 133AN Building Act 2004)	\$588.20	\$605.80

Notes:

1. Fees are to be paid in full.
2. All references herein to Section and Schedule matters are to the Sections and Schedules of the Building Act 2004 unless otherwise specified.
3. Should any particular job exceed the stated fee, an additional charge may be payable.
4. Where external expertise is necessary in processing building consents, the charge for those services will be passed onto the applicant.
5. This scale of fees does not include a structural checking fee.
6. Fees for project categories 1, 2 and 3 are to be paid in full on application. For all other categories paid on granting of consent.
7. Marquees over 100m² floor area require a building consent and therefore require inspection. Marquees of less than 100m² floor area may be inspected at the erector's request; the same fee will apply.
8. Building consent exemptions can be applied for in respect of marquees that have been professionally erected.
9. Travel costs of \$1.04 per km (2025/26) and \$1.05 per km (2026/27) may apply to rural properties, or buildings located outside of the Waipā District.
10. "Actual staff time" is charged at the rate in the Council Professional Fees section.
11. Building Consent fees include the cost of the Code Compliance Certificate.

12. *Project Information Memorandum fees are payable in full on application.*
13. *Council is required to collect fees on behalf of others:*
- a. **Building Research Association Levy**
 - i. *For every building consent with an estimated value of \$20000 and over, \$1.00 per \$1000 is payable.*
 - b. **Building Levy**
 - i. *For every building consent with an estimated value of \$20444 and over, \$1.75 per \$1000 is payable.*

Council room hire charges

Description	Fees & charges 2025/26		Fees & charges 2026/27	
	Profitable Organisation / Private Function	Non-Profit Organisation	Profitable Organisation / Private Function	Non-Profit Organisation
Bond (payable when booking is outside business hours)	\$285.00	\$112.00	\$285.00	\$112.00
Removal/reinstatement of furniture by Council staff (optional)	\$112.00	\$112.00	\$112.00	\$112.00
Half day or less				
Whole facility	\$151.00	\$72.00	\$151.00	\$72.00
Council Chamber	\$66.00	\$44.00	\$66.00	\$44.00
Committee rooms (per room)	\$44.00	\$27.00	\$44.00	\$27.00
Kitchen	\$27.00	\$11.00	\$27.00	\$11.00
Full day - 8.00am to 5.00pm				
Whole facility	\$291.00	\$134.00	\$291.00	\$134.00
Council Chamber	\$123.00	\$78.00	\$123.00	\$78.00
Committee rooms (per room)	\$78.00	\$44.00	\$78.00	\$44.00
Kitchen	\$55.00	\$22.00	\$55.00	\$22.00
Night - 5.00pm onwards				
Whole facility	\$151.00	\$72.00	\$151.00	\$72.00
Council Chamber	\$66.00	\$44.00	\$66.00	\$44.00
Committee rooms (per room)	\$44.00	\$27.00	\$44.00	\$27.00
Kitchen	\$27.00	\$11.00	\$27.00	\$11.00
Day and night - 8.00am to late at night				
Whole facility	\$414.00	\$179.00	\$414.00	\$179.00
Council Chamber	\$242.00	\$101.00	\$242.00	\$101.00
Committee rooms (per room)	\$106.00	\$55.00	\$106.00	\$55.00
Kitchen	\$112.00	\$38.00	\$112.00	\$38.00
Weekend - Friday 5.00pm to Sunday 10.00pm				
Whole facility	\$707.00	\$370.00	\$707.00	\$370.00
Council Chamber	\$528.00	\$270.00	\$528.00	\$270.00
Committee rooms (per room)	\$151.00	\$83.00	\$151.00	\$83.00

Description	Fees & charges 2025/26		Fees & charges 2026/27	
	Profitable Organisation / Private Function	Non-Profit Organisation	Profitable Organisation / Private Function	Non-Profit Organisation
Kitchen	\$230.00	\$83.00	\$230.00	\$83.00
The bond is refundable - items covered by the bond are key, breakage of equipment, damage to facility and/or theft of equipment or extraction clean.				
Deduction as follows				
Key (replacement or lost)		\$30.00		\$30.10
Security access token (replacement or lost)		\$57.00		\$57.00
Furniture damage		Whole bond (minimum) or cost		Whole bond (minimum) or cost
Extraction carpet clean		\$182.00		\$188.00
Damage to facility		Whole bond (minimum) or cost		Whole bond (minimum) or cost
Call out fee for insecure building		\$193.00		\$197.00
Cleaning and re-stock of toilet consumables fee (for bookings longer than 1 consecutive day)		\$57.00		\$58.00

Cambridge Town Hall

Fees and charges for Cambridge Town Hall room hire and façade lighting are no longer set or administered by Waipā District Council. They are now the responsibility of the Cambridge Town Hall Trust. [Home New Zealand | The Cambridge Town Hall | Cambridge, NZ](#)

External lighting of the Cambridge Clock Tower is the responsibility of Waipā District Council. The lighting can be changed as part of community events.

Description	Fees & charges 2025/26	Fees & charges 2026/27
Event lighting changes: Cambridge Clock Tower	\$55.00	60.00

Cemetery fees

Description	Fees & charges 2025/26	Fees & charges 2026/27
Internments		
Casket interment	\$1,271.00	\$1,460.00
Children under nine	\$150.00	\$150.00
Stillborn	\$95.00	\$95.00

Ashes interment	\$120.00	\$140.00
Weekend/Public Holiday fees (see note 4)		
Casket interment	\$1,906.50	\$2,200.00
Ashes interment	\$180.00	\$205.00
After hours extra fees (see note 4)		
After 2:00pm Monday - Friday	\$186.00 per additional hour	\$192.00 per additional hour
After 12:00 noon Weekends/Public Holidays		
Before 10.00am Monday or the day after a Public Holiday		
Disinterment/reinterment		
Disinterment	At cost	At cost
Reinterment	At cost (+ any applicable plot fees)	At cost (+ any applicable plot fees)
Reopening	At cost	At cost
Plot purchase (including maintenance) (see note 6)		
Lawn Adult plot – Te Awamutu or Hautapu	\$2,783.00	\$3,284.00
Lawn Adult plots - All other cemeteries	\$2,552.00	\$3,011.00
Lawn Childrens' plots (aged under nine years)	\$609.00	\$719.00
Ashes plot	\$550.00	\$635.00
RSA (see note 5)	No charge	No charge
Surcharge on reserved plots	\$184.00	\$217.00
Natural burial		
Natural burial plot	\$2,357.00	\$2,781.00
Natural burial interment	\$1,271.00	\$1,500.00
Eco ashes plot	\$550.00	\$635.00
Eco ashes interment	\$120.00	\$140.00 0
Memorial installation		
Permit processing fee	\$61.00	\$70.00

Notes:

- Interments in Waipā District will be double depth (2.27m) unless stated. Leamington and Pukerimu cemeteries are single depth due to ground conditions.
- Plot fees do not include a memorial – upon approval by Council, a plaque or headstone shall be supplied and installed through a qualified mason. This is the responsibility of the applicant and shall be of such maximum dimensions as stated in our guidelines.
- Add 50 percent to all costs for persons that have lived less than five years within Waipā District during their lifetime.
- Interments outside these hours are only accepted at the discretion of Council. Burials are not conducted on Christmas Day or Good Friday.
- While no fee is charged for a Returned Services Association plot, standard Council interment fees apply.

- f. This fee does not include a monument – the monument shall be supplied by the applicant and shall be of such dimensions as set by Council.

Council professional fees

Description	Fees & charges 2025/26	Fees & charges 2026/27
Manager (any)	\$270.00/hr	\$280.00/hr
Team Leader (any)	\$255.00/hr	\$260.00/hr
Principal Policy Advisor		
Consultant Engineer		
Principal Engineer		
Senior Planner	\$240.00/hr	\$245.00/hr
Senior Policy Planner		
Senior Engineer		
Project Planner		
Biodiversity Planner/Ecologist		
Principal or Senior Building Inspector or Processor		
Senior Environmental Health Officer		
Senior Enforcement Officer	\$220.00/hr	\$230.00/hr
Intermediate Engineer		
Intermediate Planner		
Planner	\$215.00/hr	\$215.00/hr
Policy Planner		
Reserves Planner		
Engineer		
Environmental Health Officer		
Building Inspector/ Processor (Compliance Officer)	\$200.00/hr	\$215.00/hr
Enforcement Officer	\$175.00/hr	\$180.00/hr
Property Advisor		
Development Contributions Officer		
Graduate Planner	\$165.00/hr	\$170.00/hr
Graduate Policy Planner		
Duty Planner		
Graduate Engineer		

Technical Officer		
Other Staff		
Senior Technical Administrative Officer		
Building Support and Quality Officer		
Governance Officer	\$115.00/hr	\$120.00/hr
Administrative Officer		
Technical Administrative Officer		
Mileage	\$1.04/km	\$1.05/km
Disbursements	At cost as charged to Council by the provider	At cost as charged to Council by the provider

Development contribution fees

Description of service	Fees & charges 2025/26	Fees & charges 2026/27
Development Agreement preparation and negotiation	Actual staff time	Actual staff time
Development Contribution pre-application estimates and advice		
Development contributions objections	All actual and reasonable costs in accordance with section 150A of the Local Government Act 2002	All actual and reasonable costs in accordance with section 150A of the Local Government Act 2002

Notes:

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

Dog registration and impounding fees

Description	Fees & charges 2025/26		Fees & charges 2026/27	
	Standard if paid by 31 July 2025	including 50% penalty if paid on or after 1 August 2025	Standard if paid by 31 July 2026	including 50% penalty if paid on or after 1 August 2026
Urban Fee (for full year):				
No rebates	\$104.00	\$156.00	\$107.00	\$160.50
Neutered Rebate (\$10.00)	\$94.00	\$141.00	\$97.00	\$145.50
Fencing Rebate (\$15.00)	\$89.00	\$133.50	\$92.00	\$138.00
Fencing and Neutered Rebates (\$25.00)	\$79.00	\$118.50	\$82.00	\$123.00
Rural Fee (for full year)	\$61.00	\$91.50	\$64.00	\$96.00

Out of District Fee (for impounded dogs only)	\$61.00	\$91.50	\$64.00	\$96.00
--	---------	---------	---------	---------

Notes:

1. Dog registration fees are due by 30 June and must be paid by 31 July to avoid penalties.
2. The above fees are prescribed and apply to all dogs over the age of three months.
3. A penalty will apply for late payment each year, from 1 August the applicable fee will increase by 50 percent as provided for in the Dog Control Act 1996.
4. The penalty does not apply within 14 days of acquiring a dog, or within 14 days of the dog attaining three months of age.
5. No fee is payable in respect to certified disability assistance dogs provided re-registration is completed by the due date, after which the standard fees apply.
6. Initial registration fees for dogs rehomed by Council, or dogs in the care of any registered charity organisation approved by the Animal Control Team Leader for subsequent rehoming, may be waived.
7. Urban areas align with the meaning provided in the Waipā District Council Dog Control Bylaw 2023, and may be subject to adjustment.
8. A pro-rata rate will apply to any puppy aged less than three months after the penalty date, based on the number of complete months remaining in the registration year.
9. Replacement registration tags are available for \$3.00 each
10. To receive the fencing rebate, an application must be made to Council prior to 1 April and the property must be inspected by an Animal Control Officer and approved as suitable for the type of dog. Applications received after 1 April may be processed but rebate will not apply until the following registration year.
11. To receive the neutered dog rebate, a veterinary certificate must be provided at the time of, or prior to, registration.
12. Dogs classified as dangerous pursuant to the Dog Control Act 1996 will pay an additional 50 percent of the usual fee that would apply to that dog if it was not classified.
13. Any owner entitled to a refund of a registration fee may choose to donate that fee to Council for use in rehoming activities, or a welfare organisation approved by the Animal Control Team Leader.
14. Application forms are available from Council offices or application may be made via our online form: waipadc.govt.nz/dogsonline
15. Payments can be made at Council offices in Te Awamutu or Cambridge, or via Council's online payment facility at waipadc.govt.nz/dogregistration

Definitions

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

Dog Permits

A permit is required from Council if you own or are keeping more than:

- (a) Two dogs on land in an urban area; or
- (b) Five dogs per dwelling on any rural land in the district.

Urban/rural land for the purpose of permits is defined in the Dog Control Policy and are the same areas as used for determining registration fees and are subject to adjustment.

Permits last for three years. Application forms are available from Council offices or online at www.waipadc.govt.nz/our-services/animals/dog-control/dog-registration

Description	Fees & charges 2025/26	Fees & charges 2026/27
New Permit	\$65.00	\$65.00
Renewal of existing permit with no changes	\$30.00	\$30.00
Additional inspection (after first visit)	\$30.00	\$30.00

Impounding fees for dogs

Description	Fees & charges 2025/26	Fees & charges 2026/27
Fee for seizure/custody or first impounding	\$85.00	\$88.00
Fee for each subsequent impounding within the current registration year	\$104.00	\$106.00
Fee for microchipping	\$30.00	\$30.00
Sustenance (per day)	\$11.00	\$11.00
Sundry Items (when available)		
Slip Leads/Clip Leads - 3/8 inch width	\$21.00	\$22.00
Slip Leads/Clip Leads - 1/2 inch width	\$23.00	\$24.00
Doggy Doo Bags – x4 rolls (12 bags per roll)	\$4.00	\$4.00

Notes:

1. The destruction or disposal fee for any unwanted/unclaimed/surrendered/impounded dog is \$55.00 plus applicable sustenance fees.
2. The owner of an impounded dog that is not claimed or signed over to Council remains liable for all impounding and sustenance fees irrespective of the fate of the dog.
3. Microchipping is to be booked and paid in advance and will occur at times and locations specified by Council. Other arrangements may incur additional fees.
4. The owner of any impounded dog is liable for any additional costs incurred by Council, for welfare purposes, while the dog is impounded e.g. veterinary costs.

Kerbside recycling service

Recycling bin

Description	Fees & charges 2025/26	Fees & charges 2026/27
240L Mixed Recycling Wheelie Bin	\$98.00 per bin	\$100.00 per bin
140L Glass Only Wheelie Bin	\$95.00 per bin	\$98.00 per bin
Partial charge for new rated properties	Full months of rating year remaining ÷ annual charge	Full months of rating year remaining ÷ annual charge
Administration Fee (where the annual recycling rate is not levied)	\$38.00	\$38.00

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

Notes:

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

Library fees

Description	Fees & charges 2025/26	Fees & charges 2026/27
Annual library subscription for non-resident patron (per family)	\$79.00	\$81.00
Monthly library subscription for non-resident patrons (per family) <i>Applies only to months when library services are used.</i>	\$7.00	\$7.00
Rest Homes/Private Hospitals annual subscription (<i>alternatively residents may opt to pay charges on each item borrowed</i>)	\$108.00	\$111.00

Description	Loan Period	Fees & charges 2025/26	Fees & charges 2026/27
New adult book fee – adult books up to 2 years old (determined by original copyright date) *	21 days	\$1.50	\$1.50
Adult books over 2 years old*	21 days	\$0.00	\$0.00
Magazines (excluding childrens' and teens magazines) up to 1 year old	7 days	\$1.00	\$1.00
Magazines (excluding childrens' and teens magazines) over 1 year old	7 days	\$0.50	\$0.50
Childrens' and teenage books	21 days	No charge	No charge
Childrens' and teenage magazines	7 days	No charge	No charge
Audio books (for non-print disabled patrons) <i>Print disabled patrons entitled to free use of audio books on presentation of suitable proof</i>	21 days	\$2.00	\$2.00
Jigsaw puzzles	21 days	\$1.00	\$1.00
Childrens' jigsaw puzzles	21 days	\$0.60	\$0.60

Library of things (borrowing price dependent on item borrowed)	21 days	\$2.00-\$5.00	\$2.00-\$5.00
Board games	21 days	\$2.00	\$2.00
DVDs	7 days	\$3.00	\$3.00
E-audio book fee	21 days	\$2.00	\$2.00
Renewals	Same charge as original issuing of item		

Services	Fees & charges 2025/26	Fees & charges 2026/27
Replacement library card	\$3.00	\$3.00
Internal reserves (Waipā Libraries) – adult items	\$1.70	\$1.70
Internal reserves (Waipā libraries) – children's / teen items	\$1.00	\$1.00
Interloan requests (from other libraries)	\$8.50 to \$26.00	\$8.80 to \$27.00
Sale books	Prices as marked	Prices as marked
Library bags	\$3.00	\$3.00
Book covering service	\$5.50 to \$10.50	\$5.70 to \$10.80
Event costs	As advertised	As advertised
Laminating – A4 – per page	\$2.00	\$2.00
Laminating – A3 – per page	\$4.00	\$4.00

Note:

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

Lost and/or damaged items	Fees & charges 2025/26	Fees & charges 2026/27
Lost and/or damaged materials notice. Once an item is more than 25 days past its final due date, a lost fee and processing fee will be applied.	Account for cost of items plus \$10.50 processing charge	Account for cost of items plus \$10.50 processing charge

Library community space (Te Awamutu)

Description	Fees & charges 2025/26		Fees & charges 2026/27	
	Commercial Use or Private Hire	Event or Community Use	Commercial Use or Private Hire	Event or Community Use
Bond (payable when booking is outside business hours)	\$0.00	\$0.00	\$0.00	\$0.00

Deposit payable on booking	\$0.00	\$0.00	\$0.00	\$0.00
Te Puna Kōrero Community Room and adjacent kitchen				
Full day hire (maximum 12 hour use)	\$369.00	\$181.00	\$380.00	\$185.00
Half day hire (maximum 4 hour use)	\$244.00	\$114.00	\$250.00	\$115.00
Weekend Full Day Hire	\$469.00	\$281.00	\$482.00	\$287.00
Weekend Half Day Hire	\$344.00	\$214.00	\$353.00	\$218.00
Sundry charges associated with use of the complex				
Security token (replacement or lost)		\$57.00		\$60.00
Client preparation or pack down time before or after booking (if available)		\$20.00 per hour flat rate		\$21.00 per hour flat rate
Furniture damage		Cost of replacement		Cost of replacement
Extraction carpet clean		\$182.00		\$187.00
Damage to facility		Cost of replacement		Cost of replacement
Call out fee for insecure building		\$187.00		\$193.00
Cleaning and re-stocking toilet consumables		\$57.00		\$59.00
(for bookings longer than 1 consecutive day)				

Mapping/GIS charges

Map prints and photo maps

Existing Maps Printed By Council Staff – colour print	Paper Size	Fees & charges 2025/26	Fees & charges 2026/27
Includes:			
Street/Ward maps	A4	\$1.10	\$1.10
District maps	A3	\$2.30	\$2.40
Recycling/Refuse maps	A2	\$11.50	\$11.80

Non-aerial and aerial photo maps	A1	\$20.00	\$20.60
any custom map prepared by GIS staff	A0	\$34.00	\$35.00
Additional charge where labour is 30 minutes or more		\$88.50 per hour or part thereof	\$91.00 per hour or part thereof
Maps for Emergency Services (Police, Fire & Ambulance), schools and students (using maps as part of their study):		Free	Free
Maps		\$45.50 per hour or part thereof	\$47.00 per hour or part thereof
Labour (30 minutes or more)			

Maps - Produced from INTRAMAPS – colour print	Paper Size	Fees & charges 2025/26	Fees & charges 2026/27
Any map produced directly from INTRAMAPS	A4	\$1.10	\$1.10
	A3	\$2.30	\$2.40

Unprocessed aerial photography digital data	Fees & charges 2025/26	Fees & charges 2026/27
High Resolution Aerial Imagery Tile (georeferenced TIFF)	\$77.00 each	\$80.00 each
Medium Resolution Aerial Imagery Tile (georeferenced TIFF)		
High Resolution Aerial Imagery for individual locations of Cambridge/Karāpiro, Te Awamutu/Mystery Creek, Te Miro, Ohaupo, Pirongia, Waipā SE or Waipā West (georeferenced ECW)		
High Resolution Aerial Imagery for complete Waipā District (georeferenced ECW)	\$155.00 each	\$160.00 each
Any Aerial Imagery produced by GIS staff (georeferenced ECW, JPEG or TIFF)	Actual staff time	Actual staff time
Collation of digital data and writing to media (no charge for organisations undertaking work on behalf of Council)	\$88.50 per hour or part thereof	\$91.00 per hour or part thereof

Note:

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

Mighty River Domain – Lake Karāpiro – Room hire

Sir Don Rowlands Centre	Fees & charges 2025/26	Fees & charges 2026/27
-------------------------	------------------------	------------------------

	Corporate or Private Function	Event or Community Use*	Corporate or Private Function	Event or Community Use*
Booking deposit	Payable on request		Payable on request	
Bond	Payable on request		Payable on request	
Main Hall (includes car parking and Main Kitchen, if required)				
Full day hire (maximum 12 hour use)	\$1,800.00	\$983.00	\$1,910.00	\$1,045.00
Main Kitchen (if Main Hall is not hired)				
Full day hire (maximum 12 hour use)	\$273.00	\$273.00	\$290.00	\$290.00
Half day hire (maximum 4 hour use)	\$203.00	\$203.00	\$215.00	\$215.00
Foyer and/or Servery (stand-alone hire)				
Full day hire (maximum 12 hour use)	\$183.00	\$125.00	\$195.00	\$135.00
Ground level Event/Conference Room (Waipā Room)				
Full day hire (maximum 12 hour use)	\$390.00	\$180.00	\$415.00	\$190.00
Half day hire (maximum 4 hour use)	\$143.00	\$105.00	\$150.00	\$110.00
First floor Event/Conference Room and adjacent kitchen (Karāpiro Room)				
Full day hire (maximum 12 hour use)	\$692.00	\$295.00	\$735.00	\$315.00
Half day hire (maximum 4 hour use)	\$262.00	\$167.00	\$280.00	\$175.00
Kitchen – stand-alone hire (maximum 12 hour use)	\$190.00		\$200.00	
Te Manawa O Matariki Room				
Full day hire (maximum 12 hour use)	\$449.00	\$263.00	\$480.00	\$280.00
Half day hire (maximum 4 hour use)	\$234.00	\$140.00	\$250.00	\$150.00
Sundry charges associated with use of complex				
Access to facility for set up etc. prior to hireage period	By negotiation		By negotiation	
Staff assistance with event organisation/ venue set up	Quotation prepared on request		Quotation prepared on request	
Hireage of additional furniture/equipment	Quotation prepared on request		Quotation prepared on request	
Stage & Lectern hire	\$142.00		\$150.00	

Post hire clean-up (if required – per staff member per hour)	\$30.00	\$30.00
Scissor Lift – equipment hire only (up to 6 hours use)	\$225.00	\$240.00
Scissor Lift – operator hire (per hour, minimum 1 hour charge)	\$40.00	\$40.00
Carpet deep clean (if required)	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Internet service during hire period	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Repair or replacement of damaged/lost equipment	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Repair of damage to facility	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Security call out (if required)	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Replacement of key/access card	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Security staff attendance at function	Full cost to be passed onto complex user	Full cost to be passed onto complex user

Perry Community Water Sports Centre, Home of the Cambridge Yacht Club	Fees & charges 2025/26		Fees & charges 2026/27	
	Corporate or Private Function	Event or Community Use*	Corporate or Private Function	Event or Community Use*
Booking deposit	Payable on request		Payable on request	
Bond	Payable on request		Payable on request	
Full day hire (maximum 12 hour use)	\$424.00	\$212.00	\$450.00	\$225.00
Half day hire (maximum 4 hour use)	\$216.00	\$110.00	\$230.00	\$115.00
Sundry charges associated with use of complex				
Access to facility for set up etc. prior to hireage period	By negotiation		By negotiation	

Staff assistance with event organisation/venue set up	Quotation prepared on request	Quotation prepared on request
Hireage of additional furniture/equipment	Quotation prepared on request	Quotation prepared on request
Post hire clean-up (if required – per staff member per hour)	\$30.00	\$32.00
Internet service during hire period	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Carpet deep clean (if required)	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Repair or replacement of damaged/lost equipment	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Repair of damage to facility	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Security call out (if required)	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Replacement of key/access card	Full cost to be passed onto complex user	Full cost to be passed onto complex user
Security staff attendance at function	Full cost to be passed onto complex user	Full cost to be passed onto complex user

Notes:

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

Mighty River Domain – Lake Karāpiro – Accommodation and camping charges

Accommodation and Camping charges	Fees & Charges 2025/26	Fees & Charges 2026/27
Camping		
Non-Power Site		
Adult (per night)	\$22.00	\$23.00
Child (12 and under per night)	\$19.00	\$20.00
Minimum site charge per night (1 Nov – 30 April)	\$66.00	\$70.00
Deposit (per site)	Full charge for first night and 50% charge for each subsequent night	Full charge for first night and 50% charge for each subsequent night
Powered Site		
Adult – per night	\$24.00	\$25.00
Child – (12 and under per night)	\$19.00	\$20.00
Minimum charge per site per night (1 Nov – 30 April)	\$72.00	\$76.00
Deposit (per site)	Full charge for first night and 50%	Full charge for first night and 50%

	charge for each subsequent night	charge for each subsequent night
Rob Waddell Lodge		
Adult – per night	\$35.00	\$37.00
Child (12 and under) – per night	\$29.00	\$31.00
Minimum charge per night (non-event)	\$350.00	\$372.00
Minimum charge per night (event)	\$980.00	\$1,041.00
Deposit for Lodge	Full charge for first night and 50% charge for each subsequent night	Full charge for first night and 50% charge for each subsequent night
Full day use of Lodge (to 5pm)	\$350.00	\$372.00
Late check-out/half day use of Lodge (to 1pm)	\$190.00	\$202.00
Chalets 1-5		
Adult – per night	\$35.00	\$37.00
Child (12 and under) – per night	\$29.00	\$31.00
Minimum charge (non-event) – per Chalet, per night	\$105.00	\$112.00
Minimum charge (event) – per Chalet, per night	\$210.00	\$223.00
Deposit (per Chalet)	Full charge for first night and 50% charge for each subsequent night	Full charge for first night and 50% charge for each subsequent night
Late check-out (per Chalet)	\$105.00	\$112.00
Sundry charges		
Internet service during hire period	Full cost to be passed onto accommodation user	Full cost to be passed onto accommodation user
BBQ hire (per use) (preference given to accommodation users)	\$35.00	\$37.00
Power adapter hire (per day)	\$16.00	\$17.00
On-site caravan storage (per day) (not connected to power)	\$10.00	\$11.00
Non Resident dump station charge	\$8.00	\$8.00
Use of shower (per shower) (preference given to accommodation users)	\$8.00	\$8.00
Repair or replacement of damaged/lost equipment	Full cost to be passed onto accommodation user	Full cost to be passed onto accommodation user
Repair of damage to facility	Full cost to be passed onto accommodation user	Full cost to be passed onto accommodation user
Replacement of key/access card	Full cost to be passed onto accommodation user	Full cost to be passed onto accommodation user

Note:

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

2. Fees were last updated in the Schedule of Fees and Charges 2024/25.

Mighty River Domain – Lake Karāpiro – Domain & lake use charges

Domain and Lake use	Fees & Charges 2025/26				Fees & Charges 2026/27			
	Local/ Small	Regional/ Medium	North Island/ Large	National/ Very Large	Local/ Small	Regional/ Medium	North Island/ Large	National/ Very Large
Lake								
Lake water Zones 3 – 10	\$94.00	\$184.00	\$275.50	\$370.00	\$100.00	\$196.00	\$293.00	\$393.00
Additional Zones (each)	\$94.00	\$94.00	\$94.00	\$94.00	\$100.00	\$100.00	\$100.00	\$100.00
Domain								
Main spectator ground	\$477.00	\$952.00	\$1,426.00	\$1,903.00	\$507.00	\$1,011.00	\$1,516.00	\$2,023.00
Main parking area	\$203.50	\$510.40	\$761.00	\$1,012.00	\$216.00	\$543.00	\$809.00	\$1,075.00
Parking area near sand court	\$203.50	\$510.50	\$761.00	\$1,012.00	\$216.00	\$543.00	\$809.00	\$1,075.00
Lower camping ground (charge for use other than camping)	\$203.50	\$510.50	\$761.00	\$1,012.00	\$216.00	\$543.00	\$809.00	\$1,075.00
Upper camping ground (charge for use other than camping)	\$203.50	\$510.50	\$761.00	\$1,012.00	\$216.00	\$543.00	\$809.00	\$1,075.00
Lawn beside Rob Waddell Lodge	\$203.50	\$510.50	\$761.00	\$1,012.00	\$216.00	\$543.00	\$809.00	\$1,075.00
Event booking fee								
Standard charge for all bookings – per event	\$185.00				\$195.00			

Non-Event Domain use	Fees & Charges 2025/26		Fees & Charges 2026/27	
	Commercial Use/Private Hire	Community Use*	Commercial Use/Private Hire	Community Use*
Groups of 20 – 49 people	\$187.00	\$70.00	\$200.00	\$75.00
Groups of 50 – 149 people	\$355.00	\$355.00	\$375.00	\$375.00
Groups of 150+ people	\$485.00	\$485.00	\$515.00	\$515.00

Other Charges	Fees & Charges 2025/26	Fees & Charges 2026/27
Power supply use and associated refuse collection (from food vendors)		
Per connection, per day/night– 10% discount applies when user requires two or more connections at once		
32 Amp connection	\$100.00	\$105.00
16 Amp connection	\$60.00	\$65.00
10 Amp connection	\$35.00	\$35.00
Water use		
Continuous hose supply, per day (maximum 12 hour use)	\$40.00	\$40.00
Traffic management boards (per day)		
Small events (0-600 people on site)	\$180.00	\$190.00
Large events (600-6000 people on site)	\$400.00	\$425.00
Post event site clean-up (if required)		
Per staff member, per hour	\$27.00	\$30.00
Rubbish disposal above the maximum threshold (refer the Mighty River Domain Event Management Guide), per 3m ³ skip	\$54.00	\$55.00
Repair or replacement of damaged/lost equipment	Full cost to be passed onto site user	Full cost to be passed onto site user
Repair of damage to facility	Full cost to be passed onto site user	Full cost to be passed onto site user
Staff assistance with event organisation	Quotation prepared on basis of necessary staff skills and hours involved	Quotation prepared on basis of necessary staff skills and hours involved
Outdoor pursuits		

Challenge ropes courses (high & low)	Quotation prepared for all events on basis of instructors' hours and equipment levy	Quotation prepared for all events on basis of instructors' hours and equipment levy
Internet service during hire period	Full cost to be passed onto site user	Full cost to be passed onto site user
Security staff attendance at event	Full cost to be passed onto site user	Full cost to be passed onto site user

Notes:

1. Bookings are accepted and/or prioritised as stipulated in the 'hire protocols' for the site.
2. **'Community Use' charge applies to not-for-profit community organisations that are based and operate in the Waipā District.*
3. *'Local/Small' events are those predominantly attended by local residents, involving up to 500 persons on the site for the event in one day.*
4. *'Regional/Medium' events are those predominantly attended by residents from within the Waikato region, involving between 500 and 2000 persons on the site for the event in one day.*
5. *'North Island/Large' events are those predominantly attended by residents from within the North Island, involving between 2000 and 5000 persons on the site for the event in one day.*
6. *'National/Very Large' events are those predominantly attended by NZ residents, involving more than 5000 persons on the site for the event in one day.*
7. Fees are updated every 2 years. And were last updated in the Schedule of Fees and Charges 2024/25.

Museum fees (Te Awamutu)

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Minimum fee for public programmes	\$2.00	\$2.00
Senior student / adult education programme	\$25- \$200 per person	\$25-\$200 per person
Self-research	No charge	No charge
Research Service time including searching, retrieval, reproduction, distribution and replacement material – no charge for the first 15 minutes.	\$28.00 per half hour	\$28.00 per half hour
Charges additional to research time as above		
Digital images (per image) <i>Charges are dependent on factors such as image format, quality and delivery</i>	\$10.00-\$40.00	\$10.00-\$40.00
Publication Fees (local history and education publications)	\$15.00 per image + \$23.00 for half hour of staff	\$15.00 per image + \$24.00 for half hour of staff
Publication Fees (NZ Rights)	\$50.00-\$280.00 + \$23.00 per half hour for staff	\$50.00-\$280.00 + \$24.00 per half hour for staff
Publication Fees (World Rights)	\$50.00-\$515.00 + \$23.00 per half hour for staff	\$50.00-\$515.00 + \$24.00 per half hour for staff
Photographic prints	\$5.00 - \$40.00	\$5.00 - \$42.00

Charges are dependent on factors such as image format, quality and delivery		
---	--	--

Note:

1. For all other photocopying / printing / scanning fees please refer to the "Administration fees" section.
2. Senior student/adult education programme – new fee in response to increasing requests for education programmes that fall outside the MoE ELC contract. The fee range caters to the different content, duration and format of education programmes offered.

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

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Education Entry Rate for students	\$3.00 per student	\$3.00 per student
Accompanying Adult for Education programme	No charge	No charge
Cancellation Fee – charged to the school if programme is cancelled less than 2 days prior to booking without just cause	\$20.00	\$22.00

Official information requests (LGOIMA)

The following charges apply for requests to Council under the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Staff time (in excess of one hour)	\$38 per half hour or part thereof	\$38 per half hour or part thereof
Black and white copying - A4 size (the first 20 copies free)	\$0.20 per sheet	\$0.20 per sheet
Black and white copying - A3 size and above	At cost	At cost
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, or costs of retrieval of off-site documents.	At cost	At cost
Requests requiring specialist experts, not on salary, required to research and process the request	At cost	At cost

In determining these charges, Council has taken account of the Ministry of Justice and Office of the Ombudsman charging guidelines

In instances where a charge is to be applied, Council will notify the requester as soon as reasonably possible. The requester will be provided with an estimate of the cost for the work involved in providing

the response. A deposit may also be required where the charge is likely to exceed \$90.00. A deposit will only be requested after a decision has been made to make the information available. The requester will be notified of the amount of deposit required, the method of calculating the charge and the likely final amount to be paid. Work on the request may be suspended pending receipt of the deposit. Any unused portion of any deposit will be refunded to the requester together with a statement detailing how the balance was expended.

Where repeated requests are made from the same source in respect of a common subject over intervals of up to eight weeks, Council may aggregate these requests for charging purposes.

What we charge for

Council may charge 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 one hour;
- 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:

- For example, retrieval of information from off-site.

What we won't charge for

Council will not charge for:

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

Charge Remission

Council may in its discretion choose to waive or modify any charge where this is warranted in the circumstances. This may include where:

- The payment of a charge might cause the requester financial hardship.
- There is a public interest in the release of the information without a charge.

Overweight permit fees

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Single Overweight Permit fee (5 day processing) - per application	\$166.00	\$171.00

Single Overweight Permit fee (24 hour processing) - per application	\$180.00	\$186.00
Overweight Permit fee (24 month period) - per application	\$255.00	\$263.00
Over Dimension Damage - new fee	Staff time & actual and reasonable costs	Staff time & actual and reasonable costs

Note:

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

Permits under Waipā District Public Places Bylaw 2023 and Alcohol Control Bylaw 2024

Mobile traders

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Fee - New application	\$355.00	\$365.50
Annual Permit fee	\$355.00	\$365.50
Site assessment fee	\$250.00	\$257.50
Temporary (up to three months)	\$355.00	\$365.50

Notes:

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

Café tables and chairs and displays of goods for sale

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Fee – new permit application	\$365.00	\$376.00
Annual fee – permit renewal	\$93.00	\$95.00
Annual occupation fee – per 1m ² occupied	\$30.00	\$31.00

Signs in public places

Description		
-------------	--	--

	Fees & Charges 2025/26	Fees & Charges 2026/27
Fee – new permit application	\$283.00	\$290.00
Annual fee – permit renewal	\$93.00	\$93.00

Approvals under Waipā Alcohol Control Bylaw 2024

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Charge for Approvals	\$90.00	\$90.00

Property file information

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Simple property file (in electronic media form)	\$34.00	\$35.00
Complex property file (in electronic media form) e.g. business or industrial establishment	\$68.00	\$70.00
Material cost e.g. USB including postage	\$36.00	\$36.20
Property file administration e.g. scanning, printing, postage etc	Charges may apply as per the Local Government Official Information and Meetings Act 1987 section earlier in this schedule	Charges may apply as per the Local Government Official Information and Meetings Act 1987 section earlier in this schedule

Property and lease charges

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Lease and License charges		
Annual administration fee for Community Leases	\$405.00	\$415.00
Renewal of commercial lease/s Council owned land	\$347.00 administrative charge plus re-imbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)	\$355.00 administrative charge plus re-imbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)
New lease/assignment or licence to occupy Council land	\$695.00 administrative charge plus re-imbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)	\$714.00 administrative charge plus re-imbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)
Charges related to temporary occupation of Reserve Land (including Road Reserve)		

Commercial use	\$290.00 per day (12 hours maximum) or \$140.00 per half day (4 hours maximum) plus \$625.00 deposit (refundable if reserve left undamaged)	\$300.00 per day (12 hours maximum) or \$145.00 per half day (4 hours maximum) plus \$645.00 deposit (refundable if reserve left undamaged)
Community group	No charge	No charge
Property services		
First ½ hour spent on enquiry/request	No charge	No charge
Subsequent time spent on enquiry	Minimum charge of \$85.00 per ½ hour (\$170.00 per hour). Actual and reasonable costs will be calculated on a case-by-case basis and reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)	Minimum charge of \$90.00 per ½ hour (\$180.00 per hour). Actual and reasonable costs will be calculated on a case-by-case basis and reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)

Registration of Premises (Food/Health)

Food Act 2014 – Food Control Plans and National Programmes

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Fees applicable to all registration types		
All administration and verification activities including pre-registration assistance, audit, reporting, non-conformance visits and any activity not specified in the schedule below for operators based in the Waipā District.	Actual staff time plus \$1.04 per km	Actual staff time plus \$1.05 per km
All administration and verification activities including pre-registration assistance, annual audit, reporting, non-conformance visits and any activity not specified in the schedule below for operators based outside the Waipā District.	\$235.00 per hour plus \$1.04 per km	\$240.00 per hour plus \$1.05 per km
Cancellation of scheduled verification within 24 hours or key personnel not available for the verification.	\$190.00	\$197.00
Fees applicable to Food Control Plans		
Application for registration of template Food Control Plan	\$455.00 plus Actual staff time after the first hour	\$460.00 plus Actual staff time after the first hour
Application for renewal of registration of template Food Control Plan	\$345.00 plus Actual staff time	\$355.00 plus Actual staff time

	after the first hour	after the first hour
Application for a significant amendment [section 45(3)] of registration of template Food Control Plan,	\$175.00 plus Actual staff time after the first hour	\$180.00 plus Actual staff time after the first hour
Application for a minor amendment [section 45(2)] of registration of template Food Control Plan,	\$85.00 plus hourly rate after the first hour	\$85.00 plus hourly rate after the first hour
Voluntary suspension of food control plan	\$100.00 plus hourly rate after the first hour	\$100.00 plus hourly rate after the first hour
Fees applicable to National Programmes		
Application for registration of National Programme	\$455.00 plus Actual staff time after the first hour	\$460.00 plus Actual staff time after the first hour
Application for renewal of registration of National Program	\$345.00 plus Actual staff time after the first hour	\$355.00 plus Actual staff time after the first hour
Application for significant amendment [Section 81] of registration of National Programme	\$175.00 plus Actual staff time after the first hour	\$180.00 plus Actual staff time after the first hour
Voluntary suspension of National Programme	\$90.00 plus Actual staff time after the first hour	\$95.00 plus Actual staff time after the first hour
Issue of improvement notice, or review of an improvement notice	\$190.00 plus Actual staff time after the first hour	\$195.00 plus Actual staff time after the first hour
Exercising any power referenced by and for the purposes expressed in Section 298 of the Act (except for Sections 302 and 303), which results in a sanction(s) being imposed by the Food Safety Officer or some form of corrective action being required of the operator.	\$190.00 plus Actual staff time after the first hour	\$195.00 plus Actual staff time after the first hour
Application for statement of compliance	\$190.00 Actual staff time after the first hour	\$195.00 plus Actual staff time after the first hour
Copies of Food Control Plan folder and documents	\$30.00	\$30.00

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

Temporary food premises in Waipā District

Holders of Food Control Plans (FCP) or National Programmes (NP) registered with their home authority will be permitted to trade at events or locations in the Waipā District provided the mobile / off site retail activity is

included in that FCP/NP. Any tasks related to these will be charged as per Food Act 2014 fees above. Such traders will require separate Public Places Bylaw approval where appropriate.

Registrations under Health Act 1956

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Renewal Offensive trades (Health Act 1956)	\$178.00	\$188.00
New Offensive trades (Health Act 1956)	\$262.00	\$272.00
Renewal Camping grounds (Camping Ground Regulations 1985)	\$178.00	\$188.00
New Camping grounds (Camping Ground Regulations 1985)	\$262.00	\$272.00
Renewal Hairdressers (Health (Hairdressers) Regulations 1980)	\$178.00	\$188.00
New Hairdressers (Health (Hairdressers) Regulations 1980)	\$262.00	\$272.00
Renewal Funeral Directors/Mortuaries (Health (Burial) Regulations 1946)	\$178.00	\$188.00
New Funeral Directors/Mortuaries (Health (Burial) Regulations 1946)	\$262.00	\$272.00
Change of occupier/owner – All registration groups	\$90.00	\$90.00
Replacements or copies of certificates	\$55.00	\$55.00
Hourly rate (Non Compliance follow up/ administration & inspection)	\$215.00	\$215.00

Sale and Supply of Alcohol Act 2012

Description	Fees & Charges 2025/26 as per Bylaw	Fees & Charges 2026/27
Applications for waiver pursuant to section 208 of the Act (Deducted from licence application fee)	\$60.00	\$60.00

Note:

1. Consult the [Waipā District Council Alcohol Fees Bylaw 2024](#), for fees related to licensing. These fees are reviewed in line with the Schedule of Fees and Charges or as necessary.

Other fees and charges

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Pre-purchase inspections and/or reports	Actual staff time plus \$1.04 per km	Actual staff time plus \$1.05 per km
Pre-application meetings and consultation (food or sale of alcohol)	Actual staff time	Actual staff time
General inspection fee where not stated above (e.g. swimming pools, housing)	Actual staff time plus \$1.04 per km	Actual staff time plus \$1.05 per km

Information requests other than the above	As per official information request charges	As per official information request charges
Replacements or copies of certificates (Food, Health, Alcohol etc)	\$55.00	\$55.00

Regulatory – other fees and charges

Type	Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Land Information Memorandum (LIM) pursuant to LGOIMA			
Urgent (5 working days)			
Properties zoned Mixed Use Residential, Residential, Rural, Deferred Residential	Prepare and issue LIM	\$550.00	\$565.00
Non Urgent (10 working days)			
Properties zoned Mixed Use Residential, Residential, Rural, Deferred Residential	Prepare and issue LIM	\$380.00	\$390.00
All other Zones in District Plan not listed above	Prepare and issue LIM	\$490.00	\$505.00
Overseas Investment Certificates			
	For determining and issuing	\$365.00	\$375.00
Section 348 – Right of Way (ROW)			
Application for ROW under LGA 1974	Processing ROW application	\$810.00	\$835.00
Sale and Supply of Alcohol Act			
Section 100(f) certificates certifying that the use of the premises meets the requirements of the RMA	Existing premises	\$185.00	\$190.00
	New or altered premises	\$290.00	\$299.00
Advertising of alcohol licence applications on Council's website		\$155.00	\$160.00
Alcohol license hearing costs not associated with the application itself (e.g. translation services, etc) will be charged at actual cost			
Hazardous activities and industries list determinations (HAIL)			
For supplying specific information to determine if a potentially contaminating activity has occurred on a property.		\$90.00	\$92.00
Record of Title search			
For searching for Records of Title through Land Information New Zealand (LINZ).		\$25.00	\$26.00

Resource management fees and charges

Type	Description	Fees & Charges 2025/26	Fees & Charges 2026/27
------	-------------	---------------------------	---------------------------

		'F' are fixed charges, all others are deposits	'F' are fixed charges, all others are deposits
General			
Pre-application	Pre-application meeting	Actual staff time	Actual staff time
Pre-hearing meeting	For any meeting or mediation held (\$99)	Actual staff time	Actual staff time
Joint subdivision and land use	For any joint application	\$5790.00	\$5965.00
	<i>Note – for joint applications, this is the only deposit that applies.</i>		
Limited notified consent (land use and subdivision)	Any resource consent that requires limited notification	\$8285.00	\$8535.00
Notified consent (land use and subdivision)	Any resource consent that requires public notification	\$13,395.00	\$13,795.00
Landuse Consents			
Non-notified	All landuse consents, except as otherwise provided below	\$2895.00	\$2980.00
	Resource consents for a Controlled or Restricted Discretionary Activity with non-compliance with <u>one</u> bulk and location rule only, excluding applications for 3 or more dwellings in the Medium Density Residential Zone.	\$1390.00	\$1430.00
	<i>Note: if you are unsure whether this deposit is applicable, please discuss with a member of the Planning team before submitting your application.</i>		
	Noncomplying (excludes road boundary setbacks which will require the standard non-notified landuse consent deposit)	\$4050.00	\$4170.00
	Cultural landscape area	F \$1400.00	F \$1430.00
	Character precinct		

	Protected trees		
	<i>Note: a remission up to the full cost of the fixed fee, including the cost of an arborist assessment, will apply where the maintenance of a protected tree is assessed by a qualified arborist as being necessary for safety reasons, or to maintain the health of the tree</i>	F \$1020.00	F \$1050.00
Resource consent exemptions (Section 87 (B)(a) and Section 87 (B) (b) notices)	Boundary activities	F \$345.00	F \$355.00
	Marginal or temporary rule breaches	\$720.00	\$745.00
Subdivision consents			
	Controlled activities	\$4520.00	\$4655.00
	≤ 9 lots, where no road/reserves	\$4520.00	\$4655.00
	≤ 9 lots, where roads and/or reserves are	\$5790.00	\$5965.00
	≥ 10 lots, (including roads and reserves)	\$10,220.00	\$10,525.00
	Non-complying activities	\$5220.00	\$5375.00
Subdivision processes (post approval)			
Section 221	Consent notice - preparation, authorization, change or cancellation	\$345.00	\$355.00
Section 223 certification	For subdivisions ≤ 2 lots	F \$345.00	F \$355.00
Section 223 certification	For subdivisions ≥ 3 lots	F \$720.00	F \$745.00
Section 224C certification	All subdivisions	\$380.00	\$390.00
		+ actual staff time	+ actual staff time
Section 226	Restriction upon issue of record of title	\$580.00	\$595.00
Section 241	Cancellation/partial cancellation of amalgamation condition	\$580.00	\$595.00
Section 243	Easement approval or revocation	\$580.00	\$595.00
Subdivision miscellaneous			
Engineering	For inspections of any works for conditions, including checking	Actual staff time	Actual staff time

	engineering plans and any amendments		
	RAMM Collection (minimum of 2km carriageway)	\$945.00 per day	\$975.00 per day
Technical costs	CCTV data uploaded to Reticulation Manager (minimum 100 metres)	Minimum \$255.00 plus \$3.00 per lineal metre	Minimum \$260.00 plus \$3.10 per lineal metre
Cross lease	Amendments to flats plan	\$720.00	\$740.00
Urgent signing fee for subdivision post approval processes	To sign any documentation within a 24 hour period	\$115.00	\$117.00
	<i>Note: This does not guarantee urgent signing will be possible, refer to notes below for further information.</i>		
	Asset collection, ≤ 9 lots	\$2460.00	\$2535.00
	Asset collection, ≥ 10 lots	\$4746.00	\$4890.00
Other resource management activities			
Section 125/126	Applications for extensions of consent periods	\$985.00	\$1015.00
Section 127	Change or cancellation of a condition/s of consent (non-notified only)	\$1845.00	\$1900.00
Section 128 - 132	Review of consent conditions (non-notified only)	\$980.00	\$1010.00
Section 134	Transfer of holder's interest in a consent	F \$225.00	F \$235.00
Section 138	Application to surrender resource consent	\$760.00	\$785.00
Section 139	Application for certificate of compliance	\$2685.00	\$2765.00
Section 139A	Existing use right determination	\$2685.00	\$2765.00
Section 357	Objections pursuant to section 357(A) or (B) of RMA	\$580.00	\$595.00
	<i>Note: Not invoiced if objection upheld in full. A part charge may be made if the objection is upheld in part.</i>		

National Environmental Standards	Confirmation of compliance with National Environmental Standards	Actual staff time	Actual staff time
Other	Any application pursuant to the RMA not listed elsewhere	\$1830.00	\$1885.00
Designations			
Public or Limited notified	Notice of Requirement for designation	\$12,715.00	\$13,095.00
Non-notified	Notice of Requirement for designation	\$6700.00	\$6900.00
Section 176	Application for outline plan	\$930.00	\$960.00
Section 176A(2)	Waiver of requirement for outline plan	\$205.00	\$210.00
Sections 177, 178	Request to the Requiring Authority responsible for an earlier designation	\$750.00	\$775.00
	Application to do anything which would prevent or hinder the public work or project		
Section 180	Transfer of rights and responsibilities for designations	\$1270.00	\$1310.00
Sections 181, 182	Requirement for alteration or removal/partial removal of a designation	\$1970.00	\$2030.00
Section 184/184A	Application to determine designation lapsing	\$3830.00	\$3945.00
Heritage Orders			
Sections 189/189A, 196, 177	Requirement for Heritage Order	\$1815.00	\$1870.00
	Requirement for removal of Heritage Order		
	Request to Requiring Authority responsible for the earlier heritage order		
Private Plan Change application to amend the District Plan			
1 st Schedule	Processing, considering and determining a private plan change application	\$67,660.00	\$69,690.00
Compliance and monitoring			

General	Administration, review, correspondence	Actual staff time	Actual staff time
Inspections	To monitor progress with giving effect to any resource consent, and compliance with consent conditions	\$175	\$180
(excluding engineering)			
Monitoring permitted activities	Monitoring costs relating to permitted activities, if recovery of costs is authorised under any under National Environmental Standard, National Policy Statement, national direction, or other regulation	\$175	\$180
<i>(National Environmental Standard for Freshwater 2020 - councils may charge for monitoring of permitted activities including land uses relating to farm activities, vegetation clearance and earthworks).</i>			
Engineering	For any inspection required	Actual staff time	Actual staff time
Miscellaneous charges			
Legal instruments	Search for easement documents, covenants, encumbrances or any other document registered on Records of Title	Actual staff time	Actual staff time
		+ LINZ costs	+ LINZ costs
Affixing Council's seal/ authorising document	For administration costs incurred in affixing Council's seal and/or signature to any document where a charge is not otherwise listed	\$190.00	\$195.00
Variation/cancellations	Variation or cancellation of any legal instrument not otherwise listed	\$535.00	\$550.00
Public notice	Costs associated with public notices	Actual staff time	Actual staff time
		+ advertisement fees	+ advertisement fees
Signs	Affixing signs on site	\$40.00 per sign	\$40.00 per sign
Delegated approvals	Staff decision on application, acting under delegated authority	\$130.00	\$135.00
Bonds	Preparation, release and signing of any bond (excluding engineering)	\$360.00	\$370.00
	Preparation, release and signing of any bond - Engineering (roading and servicing works)	\$485.00	\$500.00

	Partial Bond release	Actual staff time	Actual staff time
Consultants	The applicant will reimburse Council for any fees paid by Council to any consultants.	Actual consultant costs	Actual consultant costs
		+ actual costs	+ actual costs
Noise control	Application fee for the consideration of the return of equipment seized under RMA.	F \$180.00	F \$185.00
	Costs incurred in rendering noise source inoperable (e.g. removing vehicles, disabling alarms etc)		
		Actual costs	Actual costs
Hearings			
Attendance – Council Staff or Consultant	A charge will be made for the costs of all staff and/or consultants required to attend a hearing	Actual staff/consultant time	Actual staff/consultant time
Attendance – Commissioner / Regulatory Committee Members / Hearing Panel members	A charge will be made for the costs of all Commissioners, Committee or Hearing Panel members required to attend a hearing	Actual costs	Actual costs
Postponement/withdrawal	If applicant fails to give a minimum of 5 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing	Actual costs	Actual costs
or cancellation			
Venue	Hiring a venue for hearing	Actual costs	Actual costs
Request for information and supply of resource management documents			
Providing general advice	Providing advice and considering applications	Actual staff time except for the first half hour of the first meeting, which will not be charged	Actual staff time except for the first half hour of the first meeting, which will not be charged
	<i>May include, but is not limited to: administration costs, research, meetings (including pre-lodgement), written correspondence.</i>		
Providing information	Any request to provide information in respect of the District Plan or any consent	Actual staff time	Actual staff time
Providing copies		Actual staff time	Actual staff time

	For the copying of information relating to consents and Council's resource management functions under Section 35 of the RMA, and the supply of any document	+ photocopying charges	+ photocopying charges
Waipā District Plan	Full printed copy of text	\$225.00	\$230.00
	Planning maps	\$170.00	\$175.00
Hazardous Activities and Industries List (HAIL) determinations		\$10.00	\$10.00
Investigation fee		\$165.00	\$170.00

Application for Public Benefit Remission of Resource Management Act Charges

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

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

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

Notes:

1. *These fees and charges become Operative on 1 July of each year and will apply for all work carried out and decisions issued on or after 1 July of each year irrespective of when the application was lodged with Council.*
2. *Where an "F" is noted in the charges column, this means the fee is a fixed rate, and no additional charges will be made for that activity. Where there is no such notation, the charge is a deposit only and actual staff time (plus mileage where relevant) incurred over and above the deposit will be charged.*
3. *The fixed charge ("F") for non-notified land use consents will only apply when there is no other matter of non-compliance with the District Plan, where other rules are breached, the full deposit will apply.*
4. *"Consultant" includes any Commissioners, consultants, advisers, solicitors and any other creditors related to any matter connected with a resource consent or certificate application.*
5. *Where "actual staff time" is noted, this:*

- (a) Will include a charge for any mileage incurred as a result of any inspections required; and
 - (b) Includes any consultant engaged by Council; and
 - (c) For the avoidance of doubt, "actual costs" also includes "actual staff time".
6. Where legal fees are incurred by Council for the registration of any documents required due to any process, the actual legal costs will be charged in full (i.e. for registration of consent notices, bonds, easement cancellations etc.).
 7. For the avoidance of doubt, any application which requires either limited or public notification, will be charged the limited or public notification fee, as applicable (regardless of the type of consent, or the section of the RMA the application is made under).
 8. Urgent signing fee: When a request is made to sign documentation urgently for subdivision processes (post subdivision consent approval), an additional charge will be made. A request will be considered urgent if the return of the signed document is sought within a 24 hour period. Note: This does not guarantee documents will be able to be signed urgently. An Authorised Officer must be available to sign documentation and may not always be available. Please check with Council's Planning administration team prior to any request.

Fixed charges

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

Additional charges

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

Charge-out rates for Council officers and mileage

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

Additional fixed fees

15. At any time after the receipt of an application and before a decision has been made Council may fix a fee pursuant to Section 36(1) of the RMA which is in excess of the fixed charge set out in this schedule. In that event:

- (a) Council may require that no further action will be taken in connection with the application until that fixed fee is paid in accordance with Section 36AAB(2) of the RMA; and
(b) May also, pursuant to Section 36(5) of the RMA make additional charges.

Remission of fees

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

Rural address property identification system number plates

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Application for new rapid number (includes plate)	\$95.00	\$98.00
Supply (only) number plate	\$23.00 per plate	\$24.00 per plate

Stock droving and crossings

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Application for permit	\$445.00	\$460.00
Re-inspection fee	\$270.50	\$280.00

Notes:

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

Stock impound fees

First impounding

Description	Fees & charges 2025/26		Fees & charges 2026/27	
	First animal	Per animal thereafter	First animal	Per animal thereafter
Horses, cattle, mules, asses, deer and pigs	\$78.00 plus, transport costs	\$27.00	\$80.00 plus, transport costs	\$28.00
Sheep, goats and others	\$78.00 plus, transport costs	\$27.00	\$80.00 plus, transport costs	\$28.00
Subsequent impounding within the same financial year involving animals owned by the same person or organisation	Number of impoundings x relevant fee		Number of impoundings x relevant fee	

Additional after-hours fee (5pm to 8am, weekends and statutory holidays)	\$80.00	\$82.00
--	---------	---------

Driving charges

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

\$163.00 per hour per officer and mileage at \$1.04 per km (2025/26) and \$1.05 per km (2026/27) local government rate for Animal Control Officer's/Ranger's time plus any other reasonable costs incurred.

Grazing per day

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Horses, cattle, mules, ass, deer and pigs	\$9.00	\$9.00
Sheep, goats and others (plus costs of any hard feeds, i.e. hay, grain)	\$2.50	\$3.00

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

Stormwater connections

Stormwater connection approval and inspection fee

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Domestic standard connection (100mm diameter)		
Stormwater application	\$546.00	\$562.00
Stormwater inspection	\$495.00	\$510.00
Manhole reconstruction	\$620.00	\$640.00
Subsequent inspection (charged for each inspection until connection is accepted as complete)	\$365.00	\$375.00

Notes:

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

Structures on the road reserve

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Erect a structure on road reserve		
Application for permit to erect structure	\$875.00	\$900.00
Annual safety inspection of structure (per annum) if required as condition of permit.	\$445.00	\$460.00
Erection of temporary fence on road reserve for stock grazing		
Application for permit	\$445.00	\$460.00

Notes:

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

Exclusions:

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

Stock underpass

Description	Fees & Charges 2025/26	Fees & Charges 2026/27
Application for stock underpass.	Actual staff time will be charged but with a minimum of \$1085.00	Actual staff time will be charged but with a minimum of \$1115.00
Non-compliance	Actual staff time + mileage	Actual staff time + mileage

Note:

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

Town Hall hire – Kihikihi and Pirongia

Town Hall Hire – Kihikihi and Pirongia	Fees & charges 2025/26		Fees & charges 2026/27	
	Corporate or Private Function	Community Group Use	Corporate or Private Function	Community Group Use
Bond payable on booking	\$225.00	\$115.00	\$230.00	\$120.00
Deposit payable on booking	25%	25%	25%	25%
Community Group bookings longer than 3 consecutive days will receive a 25% discount				
Kihikihi Town Hall - Whole complex				
Half day hire (4 hour use)	\$55.00	\$25.00	\$55.00	\$25.00

Full day hire (maximum 12 hour use)	\$150.00	\$75.00	\$155.00	\$77.00
Pirongia Hall - Whole complex				
Half day hire (4 hour use)	\$57.00	\$25.00	\$60.00	\$25.00
Full day hire (maximum 12 hour use)	\$150.00	\$75.00	\$155.00	\$75.00

Notes:

1. Facility users are required to complete a hire contract prior to using the facility.
2. A bond payment is necessary to secure the booking date and full payment of hire fees is required before the event.
3. Community use charges apply to not for profit organisations that are based and operate within the Waipā District providing a benefit for the Waipā Community.

Trade waste

Administration Charges	Fees & charges 2025/26	Fees & charges 2026/27
Application fees		
Application fee – Permitted/controlled discharge (including final inspection)	\$344.00	\$354.00
Application fee – Conditional consent (covering 4 hours work including final inspection, including tanker disposal)	\$809.00	\$833.00
Hourly rate for applications	\$146.00	\$150.00
Temporary discharge (including final inspection)	\$344.00	\$354.00
Renewal fee for controlled, permitted or conditional trade waste consents (plus additional hourly rate for more than 1 hour of time noting that site inspection charges may also apply)	\$146.00	\$150.00
Variation/Change of Details Request for permitted or conditional consents (plus additional hourly rate for more than 30 minute time noting that site inspection charges may also apply).	\$73.00	\$75.00
Special Trade Waste agreements, variations or renewals. Actual costs recovered including but not limited to consultant or legal fees	Actual cost	Actual cost
Site inspection fees		
Permitted/Controlled Discharge – Site Inspection/audit (per site visit)	\$230.00	\$237.00
Conditional Consent – Site Inspection (per site visit)	\$302.00	\$311.00
Temporary Discharge – Inspection / audit (per site visit)	\$302.00	\$311.00
Site Inspection / audit -non-compliance (per site visit)	\$302.00	\$311.00
Annual charge		
Permitted/Controlled/Special/discharge	\$71.00	\$73.00
Conditional/Special/discharge- Risk Class 3	\$2308.00	\$2377.00

Conditional/Special/discharge - Risk Class 2	\$1400.00	\$1442.00
Any temporary discharge	\$267.00	\$275.00
Independent Monitoring (per sample collected)	\$288.00	\$297.00
Tankered discharge	\$920.00	\$948.00
Tankered Waste Disposal		
Tankered waste disposal to Wastewater Treatment Plant or reticulation in accordance with Trade Waste Bylaw \$/m ³	Subject to further review – fee not currently applied in 2024/25	Subject to further review – fee not currently applied in 2024/25

Notes:

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

Charging formula

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

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

Parameter	Fees & charges 2025/26	Fees & charges 2026/27
V _c Flow Volume	\$1.63/M ³	\$1.68/M ³
SS _c Suspended solids	\$1.40/kgSS	\$1.45/kgSS
BOD _c Organic Loading	\$1.55/BOD	\$1.60/BOD
TKN _c Total Kjeldahl Nitrogen	\$1.63/kgTKN	\$1.68/kgTKN
TP _c Total Phosphorus	\$6.66/kgTP	\$6.86/kgTP
Connection or disconnection fee	\$575.00	\$592.00

Table of parameters with descriptions			
V	The volume discharged	BOD _c	The unit BOD Charge \$/kg
V _c	The unit volume charge \$/ M ³	TKN	The mass of Total Kjeldahl Nitrogen (TKN) discharged
SS	The mass of suspended solids discharged	TKN _c	The unit TKN charge \$/kg
SS _c	The unit SS charge \$/kg	TP	The mass of Total Phosphorus (TP) discharged
BOD	The mass of BOD discharged	TP _c	The unit TP charge \$/kg

Traffic Management Plan (TMP) reviews

Description	Fees & charges 2025/26	Fees & charges 2026/27
Approval of simple TMP for Vehicle Crossings	\$290.00	\$300.00
Approval of complex TMP	\$290.00 per hour (excludes travel allowances)	\$290.00 per hour (excludes travel allowances)

Actions required to address non-compliance with TMP conditions	\$205.00 per hour (excludes travel allowances)	\$205.00 per hour (excludes travel allowances)
Non-compliance for not having a TMP or an approved TMP	\$512.00	\$530.00
Extension of TMP application	\$140.00	\$145.00
Issue of Stop Work Order	\$242.00	\$250.00
Late Completion of Works or failure to return sites to pre-existing conditions as per the utilities code.	\$447.00	\$460.00

Notes:

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

Utility access requirements

Description	Fees & charges 2025/26	Fees & charges 2026/27
Single Occurrence Permit		
Isolated street opening permit application (plus the applicable trenching fee and Traffic Management Plan fee)	\$210.00	\$215.00
Multiple occurrence permit for utility maintenance works		
Multiple opening permit application covering a 12 month period (One off set up fee then occurrence fee plus the applicable trenching fee)	\$620.00 + \$105.00 for each occurrence	\$640.00 + \$105.00 for each occurrence
Excavation, trenching or drilling		
1 – 99m (This is the minimum fee in conjunction with the permit fee)	\$110.00	\$115.00
100 – 499m	\$195.00	\$200.00
> 500m	\$330.00	\$340.00
Non-compliance with conditions	\$305.00	\$315.00
Additional inspections required for complex projects, changes to project extents and conditions, or as required to address non-compliance with conditions.	\$240.00 per hour (includes travel allowances)	\$245.00 per hour (includes travel allowances)
Extension of Work Access Permit (WAP) application	\$140.00	\$145.00
Issue of Stop Work Order	\$240.00	\$245.00
Late Completion of Works or failure to sign off completed works as per WAP.	\$450.00	\$465.00

Notes:

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

5. *Trenching costs are in addition to the Permit application fee and reflect the work involved in doing completion and maintenance inspections based on length of work sites.*

Vehicle crossing applications

Description	Fees & charges 2025/26	Fees & charges 2026/27
Application fee	\$495.00	\$510.00
Re-inspection fee	\$225.00	\$230.00
Mileage if site visit required	\$1.04 per km	\$1.05 per km

Notes:

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

Wastewater connections

Description	Fees & charges 2025/26	Fees & charges 2026/27
Wastewater connection application and approval	\$546.00	\$562.00
Wastewater inspection	\$500.00	\$516.00

Notes:

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

Water connections and bulk water sales

Description	Fees & charges 2025/26	Fees & charges 2026/27
Water connection application fee		
Urban	\$648.00	\$667.00
Rural	\$1,138.00	\$1,172.00
Ordinary supply - install new standard single 20mm diameter residential connection, up to 4 metres from a Council owned reticulated main (excluding bulk mains). All other connections will require a fixed quote from Waipā District Council).		
Urban	\$2,083.00	\$2,145.00
Rural	\$2,770.00	\$2,853.00
Restrictor adjustment	\$535.00	\$551.00

Meter and/or restrictor testing fee (if tests show compliance, then applicant shall be liable for fee. If out of adjustment no fee shall apply)	\$528.00	\$544.00
Final water meter reading		
Conduct and process final reading	\$73.00	\$75.00
Disconnection fees		
Disconnection from rural water supply scheme	\$1,165.00	\$1,200.00
Disconnection from water supply upon removal or demolition of a building	\$1,029.00	\$1,060.00

Note:

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

Purchase of water by permit

Description	Fees & charges 2025/26	Fees & charges 2026/27
Administration fee	\$27.50/month	\$27.50/month
Water per cubic metre (1000 litres)	\$4.25/cu metre	\$4.96/cu metre

Notes:

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

Backflow Prevention Devices

Description	Fees & charges 2025/26	Fees & charges 2026/27
Connection, disconnection and replacement of backflow prevention devices	Staff time and actual and reasonable costs	Staff time and actual and reasonable costs
Administration fee	n/a	
Annual testing of testable backflows	\$200.00	\$205.00