

FEES AND CHARGES

EFFECTIVE 1 JULY 2019

All Fees and Charges are stated inclusive of GST at 15%

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Administration fees

Description	Fees & Charges 2019/20
Fee for issuing a refund for an overpayment in rates	\$23.00
Printing / scanning / copying	
<i>Museum and Libraries</i>	
Scanning – per page	\$1.00 for first page, then \$0.50 for each additional page to a maximum charge of \$10.00
Photocopying – single sided – per page (black and white)	\$0.20
Photocopying – double sided – per side (black and white)	\$0.20
Printing from computer terminal – per A4 page (black and white)	\$0.20
Printing from computer terminal – per A4 page (colour)	\$2.00
Photocopying – A3 – per page (colour)	\$4.00
Photocopying – A4 – per page (colour)	\$2.00
<i>Libraries only</i>	
Fax – New Zealand (sending or receiving) – per page	\$1.00
Fax – International (sending or receiving) – per page	\$4.00
Internet access (public computers) – per 30 minutes or part thereof	\$2.00
Laminating – A4 – per page	\$2.00
Laminating – A3 – per page	\$4.00

Building control fees

Pursuant to the Building Act 2004.

Note:

- Fees become operative from 1 July 2019.
- All references herein to Section and Schedule matters are to the Sections and Schedules of the Building Act 2004 unless otherwise specified.
- All charges are stated inclusive of GST, unless noted.
- Should any particular job significantly exceed the stated fee, an additional charge will be payable.
- Where external expertise is necessary in processing building consents, the charge for those services will be passed onto the applicant.
- This scale of fees does not include a structural checking fee.
- 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.
- Traveling costs apply to categories 4 – 15, where the project is located in excess of 5kms from the nearest Council office.
- Building Consent fees include the cost of the Code Compliance Certificate.
- Project Information Memorandum fees are payable in full on application.
- We are required to collect fees on behalf of others:
 - **Building Research Association Levy**
For every building consent with an estimated value of \$20,000 and over, \$1.00 per \$1,000 is payable.
 - **Building Levy**
For every building consent with an estimated value of \$20,444 and over, \$2.01 per \$1,000 is payable.

Building consent

		Project Category	Building Consent	# Hours	Project Information Memorandum (PIM)
No mileage or microfilm	1	Minor Works Solid fuel heaters Plumbing or drainage Garden shed (10m ² to 20m ²) Solar heating panels Installation of basic warning system	\$428.00	0.75	\$100.00
	2	Minor Building Work Carports Demolition Parapools and equivalent type Decks/pergolas Shade-sails/archgolas Retaining walls	\$659.00	1.0	\$175.00
	3	Other Buildings Garages Hay barns Implement sheds Concrete/masonry swimming pools Conservatories	\$783.00	1.5	\$175.00
4	Detached habitable buildings – no plumbing or drainage, e.g. sleep out, office, studio. Alterations and additions up to 30m ² – no plumbing or drainage Cowshed extensions	\$916.00	2.0	\$225.00	
5	Detached habitable buildings with plumbing and drainage, e.g. sleep out with toilet and shower. Alterations and additions up to 30m ² with plumbing or drainage	\$1,493.00	4.0	\$225.00	
6	Alterations and additions up to 60m ² Other new buildings up to 60m ² , e.g. industrial workshop, commercial office (excludes dwellings). <i>Note: for work over 60m², dwelling or commercial/industrial fees apply</i>	\$1,823.00	5.0	\$225.00	
7	Dairy sheds	\$1,956.00	5.0	\$225.00	
8	Re-sited dwellings	\$2,368.00	6.0	\$335.00	
9	Dwelling single storey – up to 100m ²	\$2,863.00	8.0	\$335.00	
10	Dwelling single storey – up to 250m ²	\$3,275.00	9.0	\$335.00	
11	Dwelling single storey – in excess of 250m ²	\$3,688.00	10.0	\$335.00	
12	Dwelling two storey or more – up to 250m ²	\$3,936.00	10.0	\$335.00	
13	Dwelling two storey or more – in excess of 250m ²	\$4,431.00	11.0	\$335.00	
14	Small commercial/industrial – up to 300m ²	\$3,647.00	8.0	\$450.00	
15	Commercial/industrial – in excess of 300m ²	\$165.00 per		\$600.00	

	Project Category	Building Consent	# Hours	Project Information Memorandum (PIM)
		hour		

BRANZ	For every consent with an estimated value of \$20,000 and over	\$1.00 per \$1,000
MBIE	For every consent with an estimated value of \$20,444 and over	\$2.01 per \$1,000

Hourly rate	Building Compliance Officer	\$165.00
Inspections	Additional inspections where client requests an inspection but project was not ready or inspection was not covered by the standard fee	\$165.00
Secondhand building	Inspection of secondhand building to be relocated in the District: Additional travel costs apply to inspections outside the District	\$495.00
Travel costs	Applies to inspections in excess of 5km from the office where the consent was issued. (inclusive of staff time)	\$3.40 per km

Section 77	Certificate for construction over two or more allotments (Section 77 Building Act 2004) Internal process by council staff Council's solicitor to prepare notice	\$247.00 At Cost
Section 73	Notice when building on land subject to a natural hazard (Section 73 Building Act 2004) Internal process by council staff Council's solicitor to prepare notice	\$247.00 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.	\$165.00 per hour plus BC fees
Certificate for Public Use	Applications for Certificate for Public Use (Sections 363A and 363B Building Act 2004)	\$495.00
Building Consent Exemption	Exemption from requirement to obtain a building consent under Schedule 1 clause 2	\$165.00

Compliance Schedules	New compliance schedules (Section 111 Building Act 2004) Amendments to existing compliance schedule (Sections 106 and 107 Building Act 2004)	\$330.00 \$165.00
BWOF	Building Warrant of Fitness (BWOF) audit inspections (Section 111 Building Act 2004)	\$165.00 per hour

Variations	Applications for variations to a Building Consent (Section 45 Building Act 2004)	\$165.00 per hour
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
Pool inspection	Inspection of existing swimming pool fence – includes inspection, registration and letter of compliance	

	First inspection	\$100.00
	Subsequent inspections	\$57.00
Waivers or modifications	Applications for waivers or modifications in relation to means of restricting access to residential pools (Section 67A Building Act 2004)	\$750.00
Amusement device permits	For one device, for the first 7 days	\$11.50
	For each additional device operated by the same owner for the first 7 days	\$2.30
	For each device for each further period of 7 days	\$1.15
	Section 11 Amusement Device Regulations 1978. These fees are set by the Regulations	
Marquees	Allows for one inspection to enable Building Compliance Officer to check egress	\$165.00
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)	\$495.00

Fees are to be paid in full.

Cambridge meeting room charges

Description	Fees & Charges 2019/20	
	Profitable Organisation / Private Function	Non-Profit Organisation
Bond (payable when booking is outside business hours)	\$250.00	\$100.00
Removal/reinstatement of furniture by Council staff (optional)	\$100.00	\$100.00
Half day or less		
▪ Whole facility	\$90.00	\$60.00
▪ Committee room (per room)	\$45.00	\$30.00
▪ Meeting room (per room)	\$40.00	\$25.00
▪ Kitchen	\$25.00	\$10.00
Full day – 8.00am to 5.00pm		
▪ Whole facility	\$170.00	\$110.00
▪ Committee room (per room)	\$80.00	\$50.00
▪ Meeting room (per room)	\$70.00	\$40.00
▪ Kitchen	\$50.00	\$20.00
Night – 5.00pm onwards		
▪ Whole facility	\$90.00	\$60.00
▪ Committee room (per room)	\$45.00	\$30.00
▪ Meeting room (per room)	\$40.00	\$25.00
▪ Kitchen	\$25.00	\$10.00
Day and night – 8.00am to late at night		
▪ Whole facility	\$215.00	\$130.00
▪ Committee room (per room)	\$105.00	\$56.00
▪ Meeting room (per room)	\$40.00	\$30.00
▪ Kitchen	\$35.00	\$20.00
Weekend – Friday 5.00pm to Sunday 10.00pm		
▪ Whole facility	\$320.00	\$210.00
▪ Committee room (per room)	\$165.00	\$90.00
▪ Meeting room (per room)	\$50.00	\$30.00
▪ Kitchen	\$50.00	\$40.00
Security token (replacement or lost)		\$50.00
Furniture damage	Whole bond (minimum) or cost	
Extraction carpet clean	\$155.00 (minimum) or cost	
Damage to facility	Whole bond (minimum) or cost	
Call out fee for insecure building		\$165.00
Cleaning and re-stocking toilet consumables (for bookings longer than 1 consecutive day)		\$50.00

Cemetery fees

Description	Fees & Charges 2019/20
Interments	
All casket (Burial) interment	\$868.00
Stillborn	\$78.00
Children under nine	\$130.00
Ashes	\$104.00
After 2:00pm Monday – Friday / Weekends / Public Holidays (includes before 10.00am Monday or day after public holiday)	\$135.00 + additional
All interments in the Waipa District Council shall be extra depth (2.27m)	
Disinterment/Reinterment	
Within 12 months	At cost
After 12 months	At cost
Ashes	At cost
Reopening fee	At cost
(+ Interment fees)	
Plot purchase (including maintenance)	
Adult plots	\$1,880.00
Children's plots (under nine)	\$494.00
Ashes (This fee does not include a plaque – the plaque shall be supplied by the applicant and shall be of such dimensions to fit on a standard berm)	\$446.00
RSA	No charge
Surcharge on reserved plots	\$149.50
Natural burial	
Natural burial plot	\$1,736.00
Out of district burials	
Add 50% to all costs	
Memorial installation	
Permit processing fee	\$50.00

Council, Committee and Community Board agendas

For individuals, groups or commercial entities the charge for hard copies are as per the table below. Electronic copies are available on Council's website and can be downloaded free of charge.

Committee agenda	Fees & Charges 2019/20	
	Per agenda	Annual
Council	\$30.00	\$300.00
Strategic Planning and Policy	\$40.00	\$400.00
Regulatory	\$60.00	Number of meetings vary so will be per agenda charge only
Finance and Corporate	\$20.00	\$200.00
Service Delivery	\$20.00	\$200.00
Iwi Consultative	\$15.00	\$50.00 (4 meetings)
Community Board	\$20.00	\$200.00
Other Committees	\$15.00	Number of meetings vary so will be per agenda charge only
Package of agendas including Council, Strategic Planning and Policy, Finance and Corporate and Service Delivery Committees	\$100.00	\$1,000.00

Development contribution policy administration fees

These fees and charges become operative on 1 July 2019 and will apply to all work associated with the administration of Council's Development Contribution Policy on or after 1 July 2018 irrespective of when the application for the development was lodged with Council.

1. The charges set out in the Schedule are inclusive of GST.
2. The purpose of each charge is to recover the actual and reasonable costs incurred by Council in processing, assessing, monitoring, and enforcing any matter associated with the administration of Council's Development Contribution Policy.
3. If reference is made in the Schedule to actual staff time, it will be charged in accordance with the hourly charge-out rates.
4. A Level 1 Officer as prescribed in the Development Contribution Delegations has a discretion delegated by Council to reduce any charges.

Description of service	Fees & Charges 2019/20
Assess development contribution requirements for any development in accordance with Council's Development Contribution Policy; including but not limited to the preparation of any Development Contribution Notice, Development Agreement, or other document	Actual staff time
<i>Note: Council Staff time is charged after the first hour.</i>	

The applicant will reimburse Council for any fees paid by Council to any consultants, advisers, or solicitors related to any matter connected with a development contribution assessment in accordance with Council's Development Contribution Policy	Actual costs, including administration costs
To monitor progress and/or undertake any enforcement action related to any development contribution notice, agreement, or other documentation prepared in accordance with Council's Development Contribution Policy, including solicitors fees	Actual staff time & actual legal costs
To process, assess, and respond to any application for remission of development contribution	Actual staff time
<i>Note: A charge will not be made where the application for development contribution is successful. A reduced rate may be charged where the development contribution application for remission is partially successful, at the discretion of any Level 1 Officer.</i>	

Officer's hourly charge out rates:	
a) Level 1 Officers	\$232.00
b) Manager Planning and Regulatory	\$232.00
c) Manager Infrastructure Development	\$232.00
d) Level 2 Officers	\$176.00
e) Level 3 Officers	\$165.00
f) Engineering Officers	\$156.00
g) Monitoring and Enforcement Officers	\$143.00
<i>Note: Level 1, 2, and 3 Officers are in accordance with Council's Development Contribution Delegations.</i>	

Dog registration and impounding fees

Pursuant to the provisions of the Dog Control Act 1996. Fees for the registration and control of dogs for the year commencing 1 July 2019 to 30 June 2019 are due 1 July 2019 and all dogs must be registered by 31 July 2019.

The following fees are prescribed and apply to all dogs over the age of three months. All fees include GST.

Fees Effective 1 July 2019

Description	Fees & Charges 2019/20	
	Standard if paid by 31 July 2019	including 50% penalty if paid on or after 1 August 2019
Urban Fee (for full year):		
▪ No rebates	\$90.00	\$135.00
▪ Neutered Rebate (\$10.00)	\$80.00	\$120.00
▪ Fencing Rebate (\$15.00)	\$75.00	\$112.50
▪ Fencing and Neutered Rebates (\$25.00)	\$65.00	\$97.50
Rural Fee (for full year)	\$50.00	\$75.00
Out of District Fee (for impounded and rehomed dogs only)	\$50.00	\$75.00

Notes:

1. A penalty will apply for late payment each year, after 1 August, the applicable fee will increase by 50% as provided for in the Dog Control Act 1996.
2. The penalty does not apply within 14 days of acquiring a dog, or within 14 days of the dog attaining three months of age.
3. No fee is payable in respect to assistance dogs provided a registration is received by the due date, after which the standard fees apply.
4. Registration fees for dogs to be re-homed by Council, or by any registered charity organisation approved by the Environmental Services Team Leader may be reduced or waived for the first registration, if registered prior to or within 7 days of the new owner acquiring the dog.
5. Urban and rural areas for the purpose of dog registration fees are shown on Council maps and may be subject to adjustment.
6. 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.
7. To receive the neutered dog rebate, a veterinary certificate must be provided at the time of, or prior to, registration.

8. Dogs classified as dangerous pursuant to the Dog Control Act 1996 will pay an additional 50% of the usual fee that would apply to that dog if it was not classified.
9. Any owner entitled to a refund of any fee may choose to donate that fee to Council for the use in rehoming activities, or a welfare organisation approved by the Environmental Services Team Leader.
10. Replacement registration tags are available for \$3.00 each.

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.

The fee is \$28.00 and the permit, once approved, lasts for three years.

If more than one inspection is required prior to approval, a further fee of \$27.00 will apply per visit. Application forms are available from Council offices or online at www.waipadc.govt.nz.

Definitions

“Property” means “a property or a collection of properties under common occupancy or ownership, and in a single certificate of title”

Impounding fees for dogs

Description	Fees & Charges 2019/20
Fee for seizure/custody or first impounding	\$70.00
Fee for each subsequent impounding within the current registration year	\$100.00
Fee for micro chipping	\$27.00
Sustenance (per day)	\$10.00
Sundry Items (when available)	
Slip Leads/Clip Leads - 3/8 inch width	\$18.00
Slip Leads/Clip Leads - 1/2 inch width	\$20.00

Note: (1) The destruction or disposal fee for any unwanted, impounded dog is \$50.00 plus applicable sustenance fees.

Note: (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.

Note (3) Micro chipping is to be booked and paid in advance, and will occur at times and locations specified by Council. Other arrangements may incur mileage at \$0.80/km.

Registration fees may be paid by cash, cheque, EFTPOS or credit card (surcharge applies) at Council offices in Bank Street, Te Awamutu and Wilson Street, Cambridge or by posting to Waipa District Council, Private Bag 2402, Te Awamutu, internet banking or online by credit card – details are shown on the dog registration application form. For further information please phone Cambridge (07) 823 3800, Te Awamutu (07) 872 0030 or (0800) 924 723.

Kerbside recycling service

Household recycling service charge

All residential dwellings in urban residential and rural areas of the District will receive a kerbside recycling service. This service is rated on a per dwelling basis, and the annual rate for the service (the recycling rate) is notified in the Long Term Plan (LTP) or the Annual Plan for that year. The rate will be levied through the rates demand notice.

General recycling service charge

Council, at its discretion, may extend the kerbside recycling service to include other properties where the annual recycling rate is not levied, and impose such conditions as it thinks fit. Where an individual or organization receives such a service that individual or organization will be required to pay a charge equivalent to or more than the annual recycling rate applicable at the time. Recipients of this service will be invoiced on a yearly basis.

Recycling bin

Description	Fees & Charges 2019/20
240L Mixed Recycling Wheelie Bin	\$62.57 per bin
140L Glass Only Wheelie Bin	\$60.70
Partial charge for new rated properties	Full months of rating year remaining ÷ annual charge

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

Note: The cost of the bins are included in rates if they're paid by 1 July. Where a new property has been rated for the service after 1 July, they will be required to pay a partial charge for the recycling service. The partial charge is based on the remaining full months in the rateable year divided by the current annual kerbside recycling targeted rate.

In all other cases the bins will be charged at the price indicated above.

Library fees

Description	Fees & Charges 2019/20
Subscription for non-resident patron (per family)	\$66.50
Cost per item for non-resident patrons (plus item fee)	\$2.00
Rest Homes/Pvt. Hospitals (optional) (or fees per item borrowed)	\$102.50

Description	Loan Period	Fees & Charges 2019/20
Adult books*	21 days	\$0.50
Magazines (excluding children's and teens magazines)*	7 days	\$0.50
<i>*40% discount on presentation of a Community Services Card or SuperGold Card with Community Service Card entitlements</i>		
Children's and teenage books	21 days	No charge
Talking books (for non-print disabled patrons) <small>**Print disabled patrons entitled to free use of talking books on presentation of suitable proof</small>	21 days	\$2.00
Jigsaw puzzles	21 days	\$1.00
Children's jigsaw puzzles	21 days	\$0.50
DVDs	7 days	\$2.50
E-book fee	21 days	\$0.50
E-audio book fee	21 days	\$2.00

Services	Fees & Charges 2019/20
Replace library card	\$2.00
Internal reserves (Waipa Libraries)	\$1.50
Interloan Requests (from other Libraries)	\$5.00 to \$25.00

Note: for all photocopying / printing / scanning fees please refer to the "Administration fees" section.

Overdue charges	Fees & Charges 2019/20
Adult books (two days grace)	\$0.30 per day
Magazines (one day grace)	\$0.30 per day
Talking books (two days grace)	\$0.30 per day
DVDs (one day grace)	\$0.50 per day
Lost and/or damaged materials notice:	Account for cost of items plus \$7.50 processing charge

Library community space (Te Awamutu)

Description	Fees & Charges 2019/20	
	Commercial Use or Private Hire	Event or Community Use
Bond (payable when booking is outside business hours)	\$250.00	\$100.00
Deposit payable on booking	30%	30%
Community room and adjacent kitchen		
Full day hire (maximum 12 hour use)	\$280.00	\$140.00
Half day hire (maximum 4 hour use)	\$180.00	\$80.00
Sundry charges associated with use of complex		
Security token (replacement or lost)		\$50.00
Client preparation or pack down time before or after booking if available		\$18.00 per hour flat rate
Furniture damage		Whole bond (minimum) or cost
Extraction carpet clean		\$155.00 (minimum) or cost
Damage to facility		Whole bond (minimum) or cost
Call out fee for insecure building		\$165.00
Cleaning and re-stocking toilet consumables (for bookings longer than 1 consecutive day)		\$50.00

Local Government and Official Information and Meetings Act 1987

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

Existing charges to remain

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

Fixing the amount of charge

The amount of charge should be determined by:

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

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

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

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

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

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

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

Staff time

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

- An initial charge of \$44.00 for the first chargeable half hour or part thereof; and
- Then \$44.00 for each additional half hour or part thereof.

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

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

Photocopying

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

- No charge 0 to 5 pages.
- \$0.20 each page after the first 5 pages.

Actual costs

- All other charges incurred should be fixed at an amount, which recovers the actual costs involved.
- Producing a document by the use of a computer or other like equipment.
- Reproducing a film, video or audio recording.
- Arranging for the applicant to hear or view an audio or visual recording.
- Providing a copy of any map, plan or other document larger than A4 or foolscap size.

It is reasonable to recover actual costs involved when information provided will be of personal/commercial gain to the user, rather than benefiting the public at large. Personal gain does not include obtaining access to personal information.

Remission of charges

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

- Whether payment might cause the applicant financial hardship.
- Whether remission or reduction of the charge would facilitate good relations with the public or assist the department or organisation in its work.

- Whether remission or reduction of the charge would be in the public interest because it is likely to contribute significantly to public understanding or of effective participation in the operations or activities of the government, and that the disclosure of the information is not primarily in the commercial interest of the requester.

Questions which could be asked by decision-makers in order to establish the level of public interest are, inter alia:

- Is the use of the information by the requester likely to make a significant contribution to operations and activities of government?
- Has the government requested submission from the public on a particular subject and is the information necessary to enable informed comment?
- Is the use of information likely to contribute to the understanding of the subject by the public at large as opposed to the individual understanding of the requester or a narrow segment of interested people?
- Is the information meaningful informative about operations and activities of government that have a direct connection to the reason for the request?
- Is the information already in the public domain in either the same or similar form, which the requester could acquire without substantial cost?
- Is the public at large the primary beneficiary of the expenditure of public funds necessary to release the information or is it the requester or a narrow segment of interested people?
- Is the information primarily in the commercial interest of the requester rather than the public interest?

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

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

Deposits

A deposit may be required where the charge is likely to exceed \$40.00 or where some assurance of payment is required to avoid waste of resources. A deposit may only be requested after a decision has been made to make the information available.

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

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

Review of decisions on charges

Section 27(1)(b) of the Official Information Act 1982 provides that the Ombudsman may investigate and review any decision on the charge to be paid in respect of a request for access to official information. When information applicants of charges to be paid, organisations should point out this right of appeal to the Ombudsman.

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

GST

The charges given in these guidelines are inclusive of GST.

Mapping/GIS charges

Maps on paper or in digital format

All maps are available in either paper or digital formats. Digital format refers to Adobe PDF or JPEG images of the maps. All map charges include labour and GST. However, where labour is 15 minutes or more, the charge is the map charge plus \$88.00/hr or part thereof.

Maps for the community

Maps for the following groups: Emergency Services (Police, Fire & Ambulance), Schools and Students (using maps as part of their study) are provided free of charge where labour is less than 30 minutes. Where labour is 30 minutes or more, the charge is \$44.00/hr (reduced rate) or part thereof.

Digital data

Collation of digital data and writing to media is charged at the labour rate of \$88.00/hr or part thereof. There is no charge if labour is less than 15 minutes.

Where digital data is provided to organisations undertaking work on behalf of Council, then there is no labour charge.

Map prints

Existing Maps Printed By Council Staff	Paper Size	Colour Print
Street/Ward maps	A4	\$2.00
District maps	A3	\$4.00
Recycling/Refuse maps	A2	\$10.00
	A1	\$17.50

Non-aerial and Aerial photo maps

Maps - produced by GIS staff	Paper Size	Colour Print	Colour Digital
Any custom map that is prepared by GIS staff If labour is 15 minutes or more then the charge is the actual map charge plus \$88.00 per hour or part thereof	A4	\$2.00	\$5.00
	A3	\$4.00	
	A2	\$10.00	
	A1	\$17.50	

Maps - Produced from INTRAMAPS	Paper Size	Colour Print
<ul style="list-style-type: none"> ▪ Any map produced from INTRAMAPS 	A4	\$2.00
	A3	\$4.00

Unprocessed aerial photography digital data	Fees & Charges 2019/20
<ul style="list-style-type: none"> ▪ High Resolution Aerial Imagery Tile (georeferenced TIFF) 	\$66.50 each
<ul style="list-style-type: none"> ▪ Medium Resolution Aerial Imagery Tile (georeferenced TIFF) 	
<ul style="list-style-type: none"> ▪ High Resolution Aerial Imagery for individual locations of Cambridge/Karapiro, Te Awamutu/Mystery Creek, Te Miro, Ohaupo Pirongia, Waipa SE or Waipa West (georeferenced ECW) 	
<ul style="list-style-type: none"> ▪ High Resolution Aerial Imagery for complete Waipa District (georeferenced ECW) 	\$133.00
<ul style="list-style-type: none"> ▪ Any Aerial Imagery produced by GIS staff (georeferenced ECW, JPEG or TIFF) 	Actual staff time

Mighty River Domain – Lake Karāpiro – Room Hire

Charges may be varied in order to obtain best economic return, use of the facility and the need to reasonably recover costs from revenue. 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.

*'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 Waipa 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.

Sir Don Rowlands Centre	Fees & Charges 2019/20	
	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)	\$1337.00	\$877.00
Half day hire (maximum 4 hour use)	\$844.00	\$638.00
Main Kitchen (if Main Hall is not hired)		
▪ Full day hire (maximum 12 hour use)	\$249.00	\$242.00
▪ Half day hire (maximum 4 hour use)	\$185.00	\$180.00
Foyer and/or Servery (stand-alone hire)		
Half day hire (maximum 4 hour use)	\$111.00	\$79.00
Full day hire (maximum 12 hour use)	\$164.00	\$112.00
Ground level Event/Conference Room (Waipa Room)		
▪ Full day hire (maximum 12 hour use)	\$249.00	\$151.00
▪ Half day hire (maximum 4 hour use)	\$128.00	\$79.00
First floor Event/Conference Room and adjacent kitchen (Karāpiro Room)		
▪ Full day hire (maximum 12 hour use)	\$449.00	\$263.00
▪ Half day hire (maximum 4 hour use)	\$234.00	\$140.00
▪ Kitchen – stand-alone hire	\$173.00	
Te Manawa O Matariki Room		
▪ Full day hire (maximum 12 hour use)	\$449.00	\$263.00
▪ Half day hire (maximum 4 hour use)	\$234.00	\$140.00
Sundry charges associated with use of complex		
Access to facility for set up etc. prior to hireage period	By negotiation	
Staff assistance with event organisation/venue set up	Quotation prepared on request	
Hireage of additional furniture/equipment	Quotation prepared on request	

Sir Don Rowlands Centre	Fees & Charges 2019/20	
	Corporate or Private Function	Event or Community Use*
Stage & Lectern hire		\$126.00
Post hire clean-up (if required – per staff member per hour)		\$26.00
Scissor Lift – equipment hire only (up to 6 hours use)		\$126.00
Scissor Lift – operator hire (per hour, minimum 1 hour charge)		\$37.00
Internet service during hire period	Full cost to be passed onto complex user	
Carpet deep clean (if required)	Full cost to be passed onto complex user	
Repair or replacement of damaged/lost equipment	Full cost to be passed onto complex user	
Repair of damage to facility	Full cost to be passed onto complex user	
Security call out (if required)	Full cost to be passed onto complex user	
Replacement of key/access card	Full cost to be passed onto complex user	
Security staff attendance at function	Full cost to be passed onto complex user	

Perry Community Water Sports Centre, Home of the Cambridge Yacht Club	Fees & Charges 2019/20	
	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)	\$308.00	\$192.00
Half day hire (maximum 4 hour use)	\$159.00	\$100.00
Sundry charges associated with use of complex		
Access to facility for set up etc. prior to hireage period	By negotiation	
Staff assistance with event organisation/venue set up	Quotation prepared on request	
Hireage of additional furniture/equipment	Quotation prepared on request	
Post hire clean-up (if required – per staff member per hour)		\$26.00
Internet service during hire period	Full cost to be passed onto complex user	
Carpet deep clean (if required)	Full cost to be passed onto complex user	
Repair or replacement of damaged/lost equipment	Full cost to be passed onto complex user	
Repair of damage to facility	Full cost to be passed onto complex user	
Security call out (if required)	Full cost to be passed onto complex user	
Replacement of key/access card	Full cost to be passed onto complex user	
Security staff attendance at function	Full cost to be passed onto complex user	

Mighty River Domain – Lake Karāpiro – Accommodation and camping charges

Charges may be varied in order to obtain best economic return, use of the facility and the need to reasonably recover costs from revenue. 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.

Accommodation and Camping charges	Fees & Charges 2019/20
Camping	
<i>Non-Power Site</i>	
Adult (per night)	\$19.00
Child (12 and under per night)	\$16.00
Minimum site charge per night (1 Nov – 30 April)	\$57.00
Deposit (per site)	Full charge for first night and 50% charge for each subsequent night
<i>Powered Site</i>	
Adult – per night	\$21.00
Child – (12 and under per night)	\$16.00
Minimum charge per site per night (1 Nov – 30 April)	\$63.00
Deposit (per site)	Full charge for first night and 50% charge for each subsequent night
Rob Waddell Lodge	
Adult – per night	\$32.00
Child (12 and under) – per night	\$26.00
Minimum charge per night (non-event)	\$320.00
Minimum charge per night (event)	\$896.00
Deposit for Lodge	Full charge for first night and 50% charge for each subsequent night
Full day use of Lodge (to 5pm)	\$320.00
Late check-out/half day use of Lodge (to 1pm)	\$160.00
Chalets 1-5	
Adult – per night	\$32.00
Child (12 and under) – per night	\$26.00
Minimum charge (non-event) – per Chalet, per night	\$96.00
Minimum charge (event) – per Chalet, per night	\$192.00
Deposit (per Chalet)	Full charge for first night and 50% charge for each subsequent night
Late check-out (per Chalet)	\$96.00

Accommodation and Camping charges	Fees & Charges 2019/20
Sundry charges	
Internet service during hire period	Full cost to be passed onto accommodation user
BBQ hire (per use) (preference given to accommodation users)	\$26.00
Power adapter hire (per day)	\$13.00
On-site caravan storage (per day) (not connected to power)	\$8.00
Non Resident dump station charge	\$6.00
Use of shower (per shower) (preference given to accommodation users)	\$6.00
Repair or replacement of damaged/lost equipment	Full cost to be passed onto accommodation user
Repair of damage to facility	Full cost to be passed onto accommodation user
Replacement of key/access card	Full cost to be passed onto accommodation user

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

Charges may be varied in order to obtain best economic return, use of the facility and the need to reasonably recover costs from revenue. Bookings are accepted and/or prioritised as stipulated in the 'hire protocols' for the site.

- 'Local/Small' events are those predominantly attended by local residents, involving up to 500 persons on the site for the event in one day.
- 'Regional/Medium' events are those predominantly attended by residents from within the Waikato region, involving between 500 and 2,000 persons on the site for the event in one day.
- 'North Island/Large' events are those predominantly attended by residents from within the North Island, involving between 2,000 and 5,000 persons on the site for the event in one day.
- 'National/Very Large' events are those predominantly attended by NZ residents, involving more than 5,000 persons on the site for the event in one day.

Domain and Lake use	Fees & Charges 2019/20			
	Local/ Small	Regional/ Medium	North Island/ Large	National/ Very Large
Lake				
Lake water Zones 3 – 10	\$83.00	\$164.00	\$246.00	\$329.00
Additional Zones (each)	\$83.00	\$83.00	\$83.00	\$83.00
Domain				
Main spectator ground	\$425.00	\$848.00	\$1,272.00	\$1,696.00
Main parking area	\$181.00	\$455.00	\$678.00	\$902.00
Parking area near sand court	\$181.00	\$361.00	\$541.00	\$721.00
Lower camping ground (charge for use other than camping)	\$181.00	\$455.00	\$678.00	\$902.00
Upper camping ground (charge for use other than camping)	\$181.00	\$455.00	\$678.00	\$902.00
Lawn beside Rob Waddell Lodge	\$181.00	\$455.00	\$678.00	\$902.00
Event booking fee				
Standard charge for all bookings – per event				\$166.00

*'Community Use' charge applies to not for profit community organisations that are based and operate in the Waipa District.

Non-Event Domain use	Fees & Charges 2019/20	
	Commercial Use/Private Hire	Community Use*
Groups of 20 – 49 people	\$167.00	\$63.00
Groups of 50 – 149 people	\$317.00	\$317.00
Groups of 150+ people	\$433.00	\$433.00

Other Charges	Fees & Charges 2019/20
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	\$98.00
▪ 16 Amp connection	\$59.00
▪ 10 Amp connection	\$34.00
Water use	
Continuous hose supply, per day (maximum 12 hour use)	\$34.00
Traffic management (per day)	
Small events (0-600 people on site)	\$39.00
Large events (600-6,000 people on site)	\$221.00
Traffic management set up cost, per hour	\$105.00
Post event site clean-up (if required)	
Per staff member, per hour	\$26.00
Rubbish disposal above the maximum threshold (refer the Mighty River Domain Event Management Guide), per 3m ³ skip	\$53.00
Repair or replacement of damaged/lost equipment	Full cost to be passed onto site user
Repair of damage to facility	Full cost to be passed onto site user
Staff assistance with event organisation	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
▪ Team building, orienteering, raft building	
Internet service during hire period	Full cost to be passed onto site user
Security staff attendance at event	Full cost to be passed onto site user

Museum fees

These fees and charges became operative on 1 February 2010 and apply to Te Awamutu Museum.

Description	Fees & Charges 2019/20
Fee per child for public programmes	\$2.00
Self-research	No charge
Research Service time including searching, retrieval, reproduction, distribution and replacement material – no charge for the first half hour	\$25.00 per half hour
Charges additional to research time as above	
Digital images (per image)	\$20.00
Additional to digital image fee	
Publication fees (NZ rights)	\$50.00 - \$250.00 + \$20.00 per half hour for staff
Publication fees (World rights)	\$50.00 - \$200.00 + \$20.00 per half hour for staff
Photographic prints	\$5.00 - \$40.00

Note: for all photocopying / printing / scanning fees please refer to the “Administration fees” section.

LEOTC

Description	Fees & Charges 2019/20
Education Entry Rate for students	\$3.00 per student
Accompanying Adult for Education programme	No charge
Cancellation Fee – charged to the school if programme is cancelled less than 2 days prior to booking without just cause	\$20.00

Overweight permit fees

Charged in accordance with the NZ Transport Agency Overweight Permit Manual.

Description	Fees & Charges 2019/20
Single Overweight Permit fee (5 day processing) - per application	\$115.00
Single Overweight Permit fee (24 hour processing) - per application	\$150.00
Overweight Permit fee (24 month period) - per application	\$216.00

Permits under Waipa District Public Places Bylaw 2018

Mobile traders

Description	Fees & Charges 2019/20
Fee - New application	\$312.00
Annual fee - Renewal	\$156.00 per operator
Temporary (up to three months)	\$156.00 per operator

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. Market day/group permits. Where a market day, fair or large event involving a number of mobile traders takes place, the organiser may apply for a permit under the bylaw which will cover all mobile traders participating providing that they adhere to the terms and conditions of any permit issued. The organiser will be required to provide a list of mobile traders participating with the application for the permit, together with details of goods or services being sold or offered by each trader. The provisions of the Food Hygiene Regulations 1974 are still applicable in addition.
3. The provisions of the Food Hygiene Regulations 1974 are still applicable in addition to the above and persons requesting to sell food will also require a food registration permit. See the “registration of premises” section.

Café tables and chairs and displays of goods for sale

Description	Fees & Charges 2019/20
Fee – new application	\$234.00
Annual fee - renewal	Minimum \$78.00
Annual occupation fee – per 1m ² occupied	\$22.00

Notes:

1. Schedule 1 of the Waipa District Public Places Bylaw 2018 applies to café tables and chairs.
2. Clause 17 and schedule 1 of the Waipa District Public Places Bylaw 2018 applies to displays of goods for sale.

Signs in public places

Description	Fees & Charges 2019/20
Fee – new application	\$234.00
Annual fee - renewal	Minimum \$78.00

Notes:

1. Clause 12 and schedules 1 and 2 of the Waipa District Public Places Bylaw 2018 apply to the installation and display of signs.

Dispensations under Waipa Public Places Alcohol Control Bylaw 2015

Description	Fees & Charges 2019/20
Charge for dispensations	\$60.00

Property file information

Digitisation of Council's 25,000 property files will enable entire property files to be available on CD (or similar form of removable media).

Description	Fees & Charges 2019/20
Property file on CD/Memory stick (one property)	\$27.00
Postage of CD to NZ address	\$5.00
Electronic property file viewed at counter	Charges apply as per the 'Local Government Official Information and Meetings Act 1987' section earlier in this schedule

Property and lease charges

Description	Fees & Charges 2019/20
Property Advisor (per hour)	\$150.00
Manager Property Services	\$232.00
Lease and License charges	
Annual administration fee for Community Leases	\$241.50
Renewal of Commercial Lease/s Council owned land	\$150.00 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	\$450.00 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	\$115.00 per day (12 hours maximum) or \$57.50 per half day (4 hours maximum) plus \$550.00 deposit (refundable if reserve left undamaged)
Community group	No charge
Property services	
First ½ hour spent on enquiry/request	No charge
Subsequent time spent on enquiry	Minimum charge of \$75.00 per ½ hour (\$150.00 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)

Public bathrooms

Description	Fees & Charges 2019/20
Arawata Street toilet facility - Te Awamutu Victoria Street toilet facility - Cambridge	
Use of shower	\$2.00

Rates for 2019/2020 year

Rates requirement figures quoted in the section below are inclusive of GST at the prevailing rate.

District wide funding

The funding of district wide activities will be from a combination of general rates, uniform annual general charge (UAGC) and targeted ward rates. This combination of general rates, UAGC and targeted ward rates is referred to as 'district wide funding'. Activities funded from district wide funding include governance, animal control, building, environmental health, resource management, development engineering, parks and reserves, Mighty River Domain, libraries, Cambridge pool, Te Awamutu Events Centre, museums, heritage, cemeteries, public toilets, property, rural halls, town halls, community buildings, civil defence, litter bins, recycling, roading, stormwater, water supply and sewerage.

Definition of a separately used or inhabited part of a rating unit (SUIP)

A separately used or inhabited part of a rating unit exists where there is use or ability to use a part or parts of the rating unit as an independent residence; or in the case of a rating unit used for commercial or industrial business, where there is use or ability to use a part or parts of the rating unit for independent trading operations. This is on the basis that where a rating unit is configured for the purpose of separate habitation or use, even if it is not currently occupied, this constitutes a separate use of the rating unit by the owner.

General rate

A general rate is set under section 13 of the Local Government (Rating) Act 2002 based on the capital value of each rating unit in the district with no differential being set. The rate for 2019/20 is 0.1454 cents in the dollar (inclusive of GST) on the capital value of each rating unit.

The general rate will fund 58 percent of the district wide funding.

Uniform annual general charge (UAGC)

A uniform annual general charge is set under section 15 of the Local Government Rating Act 2002 at \$708.00 inclusive of GST per separately used or inhabited part of a rating unit.

The uniform annual general charge will fund a portion of the district wide funding.

Targeted rates

Targeted rates are set under sections 16 and 19 of the Local Government Rating Act 2002 for the activities listed below. Council will not invite lump sum contributions in respect of any of these targeted rates.

Targeted ward rates

A targeted ward rate is set on each rating unit in the district. The targeted rate will be a fixed amount per rating unit. This rate will be set on a differential basis based on location, being the wards of Te Awamutu, Kakepuku, Cambridge, Maungatautari and Pirongia. The rates for the 2019/20 year are shown in the following table:

Ward	\$ Rate (GST inclusive)	\$ Raising
Cambridge	245.27	2,113,984
Kakepuku	274.15	330,075
Maungatautari	217.01	304,241
Pirongia	254.28	769,441
Te Awamutu	330.51	2,181,366

The targeted ward rate will fund a portion of the district-wide funding and fund the public community/group benefit element of activities.

The activities funded from the targeted ward rate include community boards, community grants, libraries, Cambridge pool, Te Awamutu Events Centre, museums, Cambridge Town Hall (Cambridge ward only) community properties (Cambridge and Te Awamutu Wards), passenger transport, Cambridge Refuse Centre grant, and National Cycling Centre of Excellence.

Cambridge community sports hall

A targeted rate is set to fund the loan charges for the grant made for the development of the sports hall located at the Cambridge High School.

The targeted rate is a fixed amount per rating unit. A rate of \$9 inclusive of GST is set for each rating unit in the Cambridge and Maungatautari wards.

Urban Town Halls

A targeted rate is set to fund the maintenance costs for the Pirongia Memorial Hall and the Kihikihi Town Hall and part of the maintenance costs of the Cambridge Town Hall.

The targeted rate is a fixed amount per rating unit. A rate of \$8.96 inclusive of GST is set for each rating unit in the Cambridge and Te Awamutu wards and in the Pirongia Township being roll number 4605.

Capital works

A targeted rate is set to fund capital costs in connection with improvements and extensions to footpaths, kerbing and channelling of roads and street lighting for each ward as follows.

The capital works rate is based on the capital value of each rating unit in the district. The capital works rate is set on a differential basis based on location, with the categories being the wards

of Te Awamutu and Cambridge. The rates in cents per dollar of capital value are shown in the following table:

Ward	Rate in cents per dollar (GST inclusive)	\$ Raising
Cambridge	0.0010	61,045
Te Awamutu	0.0011	36,853

Stormwater

A targeted rate is set to fund the operating costs and loan charges for stormwater in urban and rural areas of the district. The stormwater rate is based on the capital value of each rating unit in the district. The stormwater rate is set on a differential basis based on location, the categories being urban and rural. Urban is defined as being the urban drainage areas of Cambridge, Te Awamutu, Kihikihi, Ōhaupō, Pirongia and Karāpiro, as shown on Drainage Maps on www.waipadc.govt.nz. Rural is defined as the remaining area of the district not defined as urban. The rates for 2019/20 in cents per dollar of capital value are shown in the following table:

	Rate in cents per dollar (GST inclusive)	\$ Raising
Urban	0.0438	3,252,616
Rural	0.0071	670,739

Sewerage charges

A targeted rate is set for sewerage disposal costs and loan charges for each rating unit in the areas of the Cambridge sewerage scheme and the Te Awamutu sewerage scheme.

The targeted rate is set on a differential basis based on the provision of service, the categories of service being connected and serviceable. Connected means any rating unit that is connected to the Cambridge or Te Awamutu sewerage scheme. Serviceable means any rating unit situated within 30 metres of a public sewerage drain in one of the above Council sewerage scheme areas to which it is capable of being effectively connected but which is not so connected. For connected rating units, the liability is an amount per rating unit, calculated based on the number of pans and urinals at the rating unit. The rates for the 2019/20 year are:

A rating unit used primarily as a residence for one household will be treated as having no more than one pan or urinal. Rating units that are neither connected to the scheme nor serviceable are not liable for this rate.

	\$ Rate per pan or urinal (GST inclusive)	\$ Raising
Connected (3 or less pans)	531.30	6,988,767
Connected (4 to 10 pans)	451.62	503,991
Connected (11-15 pans)	371.91	165,500
Connected (16-20 pans)	324.09	66,115
Connected (21-35 pans)	292.22	155,750
Connected (36-45 pans)	255.03	21,678
Connected (46 or more pans)	239.09	231,434
	\$ Rate per rating unit (GST inclusive)	\$ Raising
Serviceable	265.65	124,590

Water charges

A targeted rate is set to fund water supply costs and loan charges to non-metered rating units in the areas of the Cambridge water supply and the Te Awamutu water supply.

The targeted rate is set on a differential basis based on the provision of service, the categories of service being connected and serviceable, and is a fixed amount per separately used or inhabited part of a rating unit. Connected means connected to Council water works in the Cambridge or Te Awamutu water supply areas, but excluding metered connections. Serviceable means within 100 metres of a supply pipe in either of the above water supply areas and capable of being effectively connected but not so connected. The rates for the 2019/20 year are:

	\$ Rate per Suip (GST inclusive)	\$ Raising
Connected	-	-
Serviceable	109.25	24,472

Rating units that have a metered supply and those that are neither connected to the scheme, nor serviceable are not liable for this rate.

A targeted rate is set for the supply of water to rating units with metered connections.

The targeted rate includes both an amount per separately used or inhabited part of a rating unit and a charge based on the cubic metres of water consumed and is set on a differential basis based on the provision of service, for all metered rating units other than rating units subject to a separate water supply contract. The differential categories of service are potable and raw water supply. The rates for the 2019/20 year are:

	\$ Rate per SUIP (Incl GST)	Consumption \$ Rate (GST incl)
Potable Water	109.25	1.5295 per m ³
Raw Water	109.25	0.3824 per m ³

A targeted rate is set to fund the Arohena rural water supply loan costs for Waipa ratepayers within the Arohena rural water supply area.

This revenue is collected on behalf of Otorohanga District Council, which administers the Arohena rural water supply. The Arohena water rate is based on the capital value of each rating unit located within the Arohena rural water supply area. The rate for 2019/20 in cents per dollar of capital value is 0.0082 inclusive of GST.

Recycling charges

A targeted rate is set to fund the provision of a kerbside refuse recycling service to each household in the district.

Recycling Rate

The targeted rate is a fixed amount of \$81.00 inclusive of GST per separately used or inhabited part of a rating unit (SUIP), where for the purposes of Recycling rates SUIP is defined to include only household units.

Community hall charges

Council has a number of community halls which have a targeted rate set for each hall. The targeted rates are to fund part of the costs of the relevant community hall.

These rates are a fixed amount per separately used or inhabited part of a rating unit (SUIP), where for the purposes of Community Hall rates SUIP is defined to include only household units, and will be charged to every rating unit within the relevant community hall areas on which there is at least one residential household.

The plans showing the boundaries of the various community hall areas can be found at www.waipadc.govt.nz.

The following table shows the details for the various community hall targeted rates:

	\$ Rate per Suip (GST inclusive)	\$ Raising
Fencourt Hall	14.30	5,376
Hautapu Hall	20.40	8,589
Horahora Hall	26.95	3,719
Karapiro Hall	26.75	9,229
Koromatua Hall	20.40	5,651
Maungatautari Hall	37.25	5,661
Monavale	30.00	5,881
Ngahinapouri Hall	30.00	10,021
Ohaupo Hall	13.30	5,640
Parawera Hall	18.60	2,176
Paterangi Hall	28.55	5,339
Pukeatua Hall	21.30	3,792
Rangioawhia Hall	14.25	1,824
Rukuhia Hall	26.10	7,491
Te Miro Hall	27.90	4,911
Te Rore Hall	13.80	662
Whitehall Hall	30.00	2,670

Sports and Recreation Centre charges

Council has a number of sports and recreation centres which have a targeted rate set for each sports and recreation centre. The targeted rates are to fund part of the costs of the relevant sports and recreation centre.

These rates are a fixed amount per separately used or inhabited part of a rating unit (SUIP), where for the purposes of sports and recreation centre rates SUIP is defined to include only household units, and will be charged to every rating unit within the relevant sports and recreation centre area on which there is at least one residential household.

The plans showing the boundaries of the various community centres areas can be found at www.waipadc.govt.nz.

The following table shows the details for the various community centres targeted rates:

	\$ Rate per Suip (GST inclusive)	\$ Raising
Kaipaki	39.70	11,472
Ohaupo	38.80	34,882
Pirongia	17.35	16,764

Rates payable by instalments

Rates are payable by four equal instalments with the due dates and penalty dates as set out in the table below:

Instalment	Due Date	Penalty Added
Instalment 1	21 August 2019	28 August 2019
Instalment 2	21 November 2019	28 November 2019
Instalment 3	21 February 2020	28 February 2020
Instalment 4	21 May 2020	28 May 2020

Invoices for the supply of water via metered connections are payable in four instalments. The location where the water is supplied within the District will determine the month the meter is read, the invoice date, the due date and penalty date. The due dates and penalty dates are per the following table.

Location	Invoiced during month of:	Due Date	Penalty Added
Te Awamutu / Pirongia	July	30-Aug-19	9-Sep-19
	October	29-Nov-19	6-Dec-19
	January	28-Feb-20	6-Mar-20
	April	29-May-20	5-Jun-20
Kihikihi	July	30-Aug-19	9-Sep-19
	October	29-Nov-19	6-Dec-19
	January	28-Feb-20	6-Mar-20
	April	29-May-20	5-Jun-20
Cambridge	August	30-Sep-19	7-Oct-19
	November	3-Jan-20	10-Jan-20
	February	31-Mar-20	7-Apr-20
	May	30-Jun-20	7-Jul-20
Pukerimu / Ohaupo	September	31-Oct-19	7-Nov-19
	December	31-Jan-20	7-Feb-20
	March	30-Apr-20	7-May-20
	June	31-Jul-20	7-Aug-20

Penalties on rates not paid by the due date

Section 58 of the Local Government Rating Act 2002 enables penalties to be imposed. A penalty of 10 per cent will be added to all instalments or part thereof remaining unpaid on the relevant date in the "Penalty Added" column of the tables above under the heading "Rates payable by instalment".

An additional penalty of 10 per cent will be added to any rates assessed in any previous year that are still unpaid on 4th July 2019. The penalty will be added on 8th July 2019.

A further additional penalty of 10 per cent will be added to rates from the previous years that are still unpaid after 6th January 2020.

The penalty will be added on 9th January 2020.

Rural Address Property Identification System number plates

Description	Fees & Charges 2019/20
Supply (only) number plates	\$20.00 per plate

Registration of premises (Food/Health)

All fees include GST.

Food Act 2014 – Food Control Plans and National Programmes

All new food business established after 1 March 2016 will register under the Food Act 2014.

Description	Fees & Charges 2019/20
All administration and verification activities including pre-registration assistance, annual audit, reporting non-conformance visits and any activity not specified in the schedule below	\$160.00 per hour plus \$1.20 per km
Cancellation of scheduled verification within 24 hours or key personnel not available for the verification	\$160.00
Application for registration of template Food Control Plan	\$410.00 plus hourly rate after the first hour
Application for renewal of registration of template Food Control Plan	\$320.00 plus hourly rate after the first hour
Application for amendment of registration of template Food Control Plan	\$150.00 plus hourly rate after the first hour
Voluntary suspension of food control plan	\$85.00 plus hourly rate after the first hour
Application for registration of National Program	\$410.00 plus hourly rate after the first hour
Application for renewal of registration of National Program	\$320.00 plus hourly rate after the first hour
Application for amendment of registration of National Program	\$85.00 plus hourly rate after the first hour
Voluntary suspension of National Program	\$85.00 plus hourly rate after the first hour
Issue of improvement notice, or review of an improvement notice	\$150.00 plus hourly rate after the first hour
Application for statement of compliance	\$150.00 plus hourly rate after the first hour
Copies of Food Control Plan folder and documents	\$25.00

Temporary food premises in Waipa District

Holders of Food Control Plans or National Programs registered with their home authority will be permitted to trade at events or locations in the Waipa 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 2019/20
Registrations under Health Act 1956	
Offensive trades (Health Act 1956)	\$135.00
Camping grounds(Camping Ground Regulations 1985)	\$135.00
Hairdressers (Health (Hairdressers) Regulations 1980)	\$135.00
Funeral Directors/Mortuaries (Health (Burial) Regulations 1946)	\$135.00
Change of occupier/owner – All registration groups	\$80.00
Replacements or copies of certificates (including sale of alcohol documents)	\$50.00

Other fees and charges

Description	Fees & Charges 2019/20
Pre-purchase inspections and/or reports	\$160.00 per hour plus \$1.20 mileage per km
Pre-application meetings and consultation (food or sale of alcohol)	\$160.00 per hour
General inspection fee where not stated above (e.g. swimming pools, housing)	\$160.00 per hour plus \$1.20 mileage per km
Information requests other than the above	As per official information request charges

Sale and Supply of Alcohol Act 2012

Description	Fees & Charges 2019/20
Request for excerpts of sale of alcohol database (section 66(2))	\$50.00 as per regulation
Applications for waiver pursuant to section 208 of the Act	\$50.00

Regulatory – Other fees and charges

Type	Description	Fees & Charges 2019/20
Land Information Memorandum (LIM) pursuant to LGOIMA		
Urgent (5 working days) Properties Zoned Residential, Rural, Deferred Residential	Prepare and issue LIM	\$450.00
Non Urgent (10 working days) Properties zoned Residential, Rural, Deferred Residential	Prepare and issue LIM	\$315.00
All other Zones in District Plan not listed above	Prepare and issue LIM	\$400.00
Overseas Investment Certificates		
	For determining and issuing	\$315.00
Section 348 – Right of Way (ROW)		
Application for ROW under LGA 1974	Processing ROW application	\$700.00
Sale and Supply of Alcohol Act		
Section 100(f) certificates certifying that the proposed use of the premises meets the requirements of the RMA	Existing premises	\$160.00
	New or altered premises	\$250.00
Advertising of alcohol licence applications on Council's website		\$85.00
Alcohol Licence hearing costs not associated with the application itself (e.g. translation services etc) will be charged at actual cost.		
Hazardous activities and industries list determinations (HAIL)		
For supplying specific information to determine if a potentially contaminating activity has occurred on a property		\$80.00
Certificate of title search		
For searching for Certificates of Title through Land Information New Zealand (LINZ)		\$20.00

Resource management fees and charges

These fees and charges become Operative on 1 July 2019 and will apply for all work carried out and decisions issued on or after 1 July 2019 irrespective of when the application was lodged with Council.

Advisory Notes

- (a) 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.
- (b) The fixed charge (“F”) for non-notified landuse 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.
- (c) “Consultant” includes any Commissioners, consultants, advisers, solicitors and any other creditors related to any matter connected with a resource consent or certificate application.
- (d) All landuse consent deposits include a minimum monitoring charge of \$150.00, which will not be invoiced if the application is approved. Where more than one monitoring inspection is required, each subsequent inspection by an enforcement officer will be invoiced out at \$150.00 per inspection (note: engineering inspections will be charged separately).
- (e) Where “actual staff time” is noted, this:
 - Will include a charge for any mileage incurred as a result of any inspections required; and
 - Includes any consultant engaged by Council; and
 - For the avoidance of doubt, “actual costs” also includes “actual staff time”.
- (f) 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.).
- (g) 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).
- (h) Where subdivisions involve the vesting of assets, a charge for asset collection is contained in the deposit. For subdivisions of ≤ 9 lots the charge is \$1,014.00, for subdivisions of ≥ 10 lots the charge is \$1,950.00. Should the actual staff time incurred in undertaking the asset collection work exceed these initial deposits, an additional charge will be made.
- (i) 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

1. The charges set out in the Schedule are charges which are fixed pursuant to Section 36 of the Resource Management Act 1991 (RMA).

All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.

2. All fixed charges are payable in full in advance. Pursuant to Section 36(7) 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.

Note: Documentation or certificates will not be issued until payment of charges have been cleared.

Additional charges

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 an additional charge to Council.

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.

Purpose

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

Charge-out rates for Council officers and mileage

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:
 - 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

- 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

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:

- 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 36(7) of the RMA; and
- May also, pursuant to Section 36(3) of the RMA make additional charges.

Remission of fees

Staff with delegated authority may consider a reduction in any charge following the criteria of Section 36(4)(b) of the RMA.

Type	Description	Fees & Charges 2019/20
General		
Pre application	Pre application meeting	Actual staff time
Lodgment meeting	To lodge any consent	Actual staff time
Pre-hearing meeting	For any meeting or mediation held (s99)	Actual staff time
Joint subdivision and landuse	For any joint application	\$4,960.00
Limited notified consent	Any resource consent that requires limited notification	\$7,165.00
Notified consent	Any resource consent that requires public notification	\$11,575.00
Landuse consents		
Non-notified	All landuse consents, except as otherwise provided below	\$2,100.00
	Resource consents for a Controlled or Restricted Discretionary Activity with non compliance with <u>one</u> bulk and location rule only <i>Note: if you are unsure whether this deposit is applicable, please discuss with a member of the Planning team before submitting your application.</i>	\$1,200.00
	Non Complying (excludes road boundary setbacks which will require the standard \$2,100.00 deposit)	\$3,500.00

Type	Description	Fees & Charges 2019/20	
	Natural and/or cultural Landscape area	F	\$880.00
	Character Precinct		
	Protected Trees	F	\$880.00
Resource consent exemptions (Section 87 (B)(a) and Section 87 (B) (b) notices)	Boundary Activities		\$260.00
	Marginal or Temporary rule breaches		\$630.00
Subdivision consents			
Non-notified	≤ 9 lots, where no road/reserves proposed		\$3,850.00
	≤ 9 lots, where roads and/or reserves are proposed		\$4,960.00
	≥ 10 lots, (including roads and reserves)		\$8,800.00
	Non Complying Activities		\$4,500.00
Subdivision processes (post approval)			
Section 223 certification	For subdivisions ≤ 2 lots	F	\$300.00
	For subdivisions ≥ 3 lots	F	\$630.00
Section 224C certification	All subdivisions		\$330.00 +actual staff time
Section 226	Restriction upon issue of certificate of title		\$470.00
Section 243	Easement approval or revocation		\$470.00
Section 241	Cancellation/partial cancellation of amalgamation condition		\$470.00
Section 221	Consent Notice - preparation, authorization, change or cancellation		\$300.00
Cross lease	Amendments to flats plan		\$630.00
Engineering	For inspections of any works for conditions, including checking engineering plans and any amendments		Actual staff time
	RAMM Collection (minimum of 2km carriageway)		\$820.00 per day
Urgent signing fee for subdivision post approval processes	To sign any documentation within a 24hour period <i>Note: This does not guarantee urgent signing will be possible, refer to notes below for further information.</i>		\$100.00
	Asset collection, ≤ 9 lots		\$2,130.00
	Asset collection, ≥ 10 lots		\$4,095.00
Other resource management activities			
Section 127	Change or cancellation of a condition/s of consent (non-notified only)		\$1,500.00
Section 125/126	Applications for extensions of consent periods		\$840.00

Type	Description	Fees & Charges 2019/20
Section 124	Exercise of resource consent while applying for new consent	\$1,650
Section 128 - 132	Review of consent conditions (non-notified only)	\$840.00
Section 134	Transfer of holders interest in a consent	F \$168.00
Section 139A	Existing use right determination	\$2,315.00
Section 139	Application for certificate of compliance	\$2,315.00
Section 138	Application to surrender resource consent	\$660.00
Section 357	Objections pursuant to section 357(A) or (B) of RMA <i>Note: Not invoiced if objection upheld in full. A part charge may be made if the objection is upheld in part.</i>	\$490.00
NES	Confirmation of compliance with National Environmental Standards	Actual staff time
Other	Any application pursuant to the RMA not listed elsewhere	\$1,585.00
Designations		
Public or Limited notified	Notice of Requirement for designation	\$11,000.00
Non-notified	Notice of Requirement for designation	\$5,785.00
Sections 181, 182	Requirement for alteration or removal/partial removal of a designation	\$1,680.00
Section 184/184A	Application to determine designation lapsing	\$3,300.00
Section 180	Transfer of rights and responsibilities for designations	\$1,100.00
Sections 177, 178	<ul style="list-style-type: none"> ▪ Request to the Requiring Authority responsible for an earlier designation ▪ Application to do anything which would prevent or hinder the public work or project 	\$630.00
Section 176	Application for outline plan	\$710.00
Section 176A(2)	Waiver of requirement for outline plan	\$170.00
Heritage orders		
Sections 189/189A, 196, 177	<ul style="list-style-type: none"> ▪ Requirement for Heritage Order ▪ Requirement for removal of Heritage Order ▪ Request to Requiring Authority responsible for the earlier heritage order 	\$1,575.00
Plan change application (to amend the District Plan)		
1 st Schedule	Processing, considering and determining a private plan change application	\$58,450.00
Compliance and monitoring		
General	Administration, review, correspondence	Actual staff time

Type	Description	Fees & Charges 2019/20
Inspections (excluding engineering)	To monitor progress with giving effect to any resource consent, and compliance with consent conditions	\$155.00 per inspection
Engineering	For any inspection required	Actual staff time
Miscellaneous charges		
Legal instruments	Search for easement documents, covenants, encumbrances or any other document registered on Certificates of Title	Actual staff time + LINZ costs
Affixing Council's seal/ authorising document	For administration costs incurred in affixing Council's seal and/or signature to any document where a charge is not otherwise listed	\$175.00
Variation/cancellations	Variation or cancellation of any legal instrument not otherwise listed	\$470.00
Public notice	Costs associated with public notices	Actual staff time + advertisement fees
Signs	Affixing signs on site	\$35.00 per sign
Delegated approvals	Staff decision on application, acting under delegated authority	\$115.00
Bonds	Preparation, release and signing of any bond (excluding engineering)	\$315.00
	Preparation, release and signing of any bond - Engineering (roading and servicing works)	\$420.00
	Partial Bond release	Actual staff time
Consultants	The applicant will reimburse Council for any fees paid by Council to any Consultants	Actual consultant costs + actual costs
Noise control	For the return of equipment seized under RMA	F \$155.00
Hearings		
Attendance – Council Staff / Consultant	A charge will be made for the costs of all staff and/or consultants required to attend a hearing	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
Postponement/withdrawal or cancellation	If applicant fails to give a minimum of 5 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing	Actual costs
Venue	Hiring a venue for hearing	Actual costs
Request for information/supply of resource management documents		
Providing general advice	Providing advice and considering proposed	Actual staff time

Type	Description	Fees & Charges 2019/20
	applications <i>May include, but is not limited to: administration costs, research, meetings (including pre-lodgment), written correspondence.</i>	
Providing information	Any request to provide information in respect of the District Plan or any consent	Actual staff time
Providing copies	For the copying of information relating to consents and Council's resource management functions under Section 35 of the RMA, and the supply of any document	Actual staff time + photocopying charges
Waipa District Plan	Full printed copy of text	\$175.00
	Planning maps	\$55.00
	Provided on CD or USB drive (text, planning maps)	\$10.00
Photocopying	Per A4 page	\$0.20
	Per A3 page	\$0.30
Officer's hourly charge out rates		
	Manager (any)	\$232.00
	Consents Team Leader	\$218.00
	Senior Planner and Project Planner/Consents Quality Reviewer	\$208.00
	Policy Planner	\$184.00
	Project Planner/Consents Quality Reviewer	\$193.00
	Planner	\$182.00
	Graduate Planner and Duty Planner	\$143.00
	Senior Engineer (any)	\$208.00
	Environmental Services Team Leader	\$185.00
	Environmental Health Officer	\$173.00
	Building Compliance Officer/Team Leader	\$165.00
	Engineer (any)	\$164.00
	Property Advisor	\$150.00
	Senior Enforcement Officer	\$150.00
	Monitoring and Enforcement Officer	\$143.00
	Parks and Reserves Officer/Property Advisor	\$132.00
	Planning Technical Officer/Administration Officer	\$99.00
	Governance Officer	\$93.00
	Any other staff member not listed above	\$132.00
Mileage		
	For each kilometre travelled	\$1.20

Type	Description	Fees & Charges 2019/20
Hazardous Activities and Industries List (HAIL) determinations		
	Investigation fee	\$80.00

Stock droving and crossings

Permit for having stock on a road in accordance with Waipa District Public Places Bylaw 2018.

Stock crossings

Stock crossings are dedicated positions along a road where stock is moved from one side of the road reserve to the other.

All stock crossings must be installed in accordance with the Waipa District Public Places Bylaw 2018 and any other conditions set.

Description	Fees & Charges 2019/20
Application for permit	\$362.00
Re-inspection fee	\$156.00

Stock impound fees

Pursuant to the Impounding Act 1955.

First impounding

Description	Fees & Charges 2019/20	
	First animal	Per animal thereafter
Horses, cattle, mules, asses, deer and pigs	\$68.00 plus transport costs	\$24.00
Sheep, goats and others	\$68.00 plus transport costs	\$24.00
Subsequent impounding within any 24 month period involving animals owned by the same person or organisation	Number of impoundings x relevant fee	
Additional after-hours fee (5pm to 8am, weekends and statutory holidays)	\$70.00	

Driving charges

Responding to complaints, driving stock from road to pound, owners property or other place.

\$160.00 per hour per officer and mileage at local government rate for Ranger's time plus any other reasonable costs incurred.

Grazing per day

Description	Fees & Charges 2019/20
Horses, cattle, mules, ass, mule, deer and pigs	\$8.00
Sheep goats and others (plus costs of any hard feeds, i.e. hay, grain)	\$2.00

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

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 Waipa District Council records.

Description	Fees & Charges 2019/20
Domestic standard connection (100mm diameter)	
Stormwater application	\$355.00
Stormwater inspection	\$315.00
Manhole reconstruction	\$486.00

The application fee is for processing the application and is non-refundable.

The inspection fee would be refundable if the application is unsuccessful.

An inspection fee of \$315.00 also applies to every subsequent inspection until the connection is accepted as complete.

The above fees may apply to each:

- Dwelling; or
- Separate building; or
- Paved area in excess of 250m² (or part thereof) catchment area.

A single domestic connection fee will be accepted after an approved retention system is constructed. All other connections will be separately quoted.

All connections must be installed by a registered Drain Layer.

Structures on the road reserve

The following fees apply for applications to construct private structures located on or under roads on the Waipa District Roding Network.

Examples could include:

- Private bus shelters
- Stock underpasses
- Fence Encroachments
- Property access ramps or stairs

Application must be made and consent gained from Waipa District Council to ensure the structure is safe, not a hazard to traveling public, is durable and has a nominated owner responsible for maintenance and removal when no longer required.

Description	Fees & Charges 2019/20
Erect a structure on road reserve	
▪ Application for permit to erect structure	\$570.00
▪ Annual safety inspection of structure (per annum) if required as condition of permit.	\$370.00 per inspection
Erection of temporary fence on road reserve for stock grazing	
▪ Application for permit	\$370.00

Note: 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: Standard rural mail boxes and shop veranda required by the District Plan do not require a permit.

Stock underpass

Stock underpass is a dedicated permanent structure for the passage of stock under a road. All stock underpasses must have a licence to occupy road reserve with Waipa District Council.

Description	Fees & Charges 2019/20
Application for stock underpass.	Actual staff time will be charged but with a minimum of \$936.00

Te Awamutu Council room charges

Description	Fees & Charges 2019/20	
	Profitable Organisation / Private Function	Non Profit Organisation
Bond (payable when booking is outside business hours)	\$250.00	\$100.00
Removal/reinstatement of furniture by Council staff (optional)	\$100.00	\$100.00
Half day or less		
▪ Whole facility	\$135.00	\$65.00
▪ Council Chamber	\$60.00	\$40.00
▪ Committee rooms (per room)	\$40.00	\$25.00
▪ Kitchen	\$25.00	\$10.00
Full day – 8.00am to 5.00pm		
▪ Whole facility	\$260.00	\$120.00
▪ Council Chamber	\$110.00	\$70.00
▪ Committee rooms (per room)	\$70.00	\$40.00
▪ Kitchen	\$50.00	\$20.00
Night – 5.00pm onwards		
▪ Whole facility	\$135.00	\$65.00
▪ Council Chamber	\$60.00	\$40.00
▪ Committee rooms (per room)	\$40.00	\$25.00
▪ Kitchen	\$25.00	\$10.00
Day and night – 5.00pm onwards		
▪ Whole facility	\$370.00	\$160.00
▪ Council Chamber	\$215.00	\$90.00
▪ Committee rooms (per room)	\$95.00	\$50.00
▪ Kitchen	\$100.00	\$35.00
Weekend – Friday 5.00pm to Sunday 10.00pm		
▪ Whole facility	\$630.00	\$330.00
▪ Council Chamber	\$470.00	\$240.00
▪ Committee rooms (per room)	\$135.00	\$75.00
▪ Kitchen	\$205.00	\$75.00
The Bond is refundable – items covered by the bond are: key, breakage of equipment, damage to facility and/or theft of equipment or extraction clean		
Deduction as follows		
Key (replacement or lost)		\$26.00
Security access token (replacement or lost)		\$50.00
Furniture damage	Whole bond (minimum) or cost	
Extraction carpet clean	\$155.00 (minimum) or cost	
Damage to facility	Whole Bond (minimum) or cost	

Description	Fees & Charges 2019/20	
	Profitable Organisation / Private Function	Non Profit Organisation
Call out fee for insecure building		\$165.00
Cleaning and re-stock of toilet consumables fee (for bookings longer than 1 consecutive day)		\$50.00

Town Hall charges – Cambridge

Community use charges apply to not for profit organisations that are based and operate within the Waipa District providing a benefit for the Waipa Community.

Cambridge Town Hall	Fees & Charges 2019/20		
	Commercial Use	Private Hire	Community Group Use
Bond payable on booking	\$300.00	\$300.00	\$100.00
Deposit payable on booking	30%	30%	30%
Community Group bookings longer than 3 consecutive days get a 25% discount			
Preparation, rehearsals, pack down \$18.00 per hour flat rate (please see booking form)			
Whole complex			
Mornings (8am - 12noon)	\$267.00	\$206.00	\$113.00
Afternoons (12noon - 5pm)	\$267.00	\$206.00	\$115.00
Day (8am - 5pm)	\$416.00	\$320.00	\$176.00
Night (5pm - 12am)	\$624.00	\$480.00	\$263.00
Day and night (8am - 12am)	\$832.00	\$640.00	\$351.00
Per hour after midnight	\$74.00	\$57.00	\$31.00
Hall only			
Mornings (8am - 12noon)	\$149.00	\$114.00	\$63.00
Afternoons (12noon - 5pm)	\$149.00	\$114.00	\$63.00
Day (8am - 5pm)	\$208.00	\$160.00	\$88.00
Night (5pm - 12am)	\$312.00	\$240.00	\$131.00
Day and night (8am - 12am)	\$416.00	\$320.00	\$176.00
Per hour after midnight	\$59.00	\$46.00	\$25.00
Edwardian room and kitchen			
Mornings (8am - 12noon)	\$149.00	\$114.00	\$63.00
Afternoons (12noon - 5pm)	\$149.00	\$114.00	\$63.00
Day (8am - 5pm)	\$208.00	\$160.00	\$88.00
Night (5pm - 12am)	\$312.00	\$240.00	\$131.00
Day and night (8am - 12am)	\$416.00	\$320.00	\$176.00
Per hour after midnight	\$36.00	\$27.00	\$15.00
Edwardian room			
Mornings (8am - 12noon)	\$104.00	\$80.00	\$45.00
Afternoons (12noon - 5pm)	\$104.00	\$80.00	\$45.00
Day (8am - 5pm)	\$149.00	\$114.00	\$63.00
Night (5pm - 12am)	\$253.00	\$194.00	\$106.00
Day and night (8am - 12am)	\$312.00	\$240.00	\$131.00
Per hour after midnight	\$36.00	\$27.00	\$15.00

Cambridge Town Hall	Fees & Charges 2019/20		
	Commercial Use	Private Hire	Community Group Use
Victorian room			
Mornings (8am - 12noon)	\$104.00	\$80.00	\$45.00
Afternoons (12noon - 5pm)	\$104.00	\$80.00	\$45.00
Day (8am - 5pm)	\$149.00	\$114.00	\$63.00
Night (5pm - 12am)	\$253.00	\$194.00	\$106.00
Day and night (8am - 12am)	\$312.00	\$240.00	\$131.00
Per hour after midnight	\$36.00	\$27.00	\$15.00
Kitchen only			
Mornings (8am - 12noon)	\$117.00	\$90.00	\$49.00
Afternoons (12noon - 5pm)	\$117.00	\$90.00	\$49.00
Day (8am - 5pm)	\$163.00	\$126.00	\$69.00
Night (5pm - 12am)	\$280.00	\$215.00	\$116.00
Day and night (8am - 12am)	\$350.00	\$269.00	\$145.00
Per hour after midnight	\$36.00	\$27.00	\$15.00

Sundry charges associated with Town Hall use

Commercial/Private Hire/Community Group Use	Fees & Charges 2019/20
Heating charges – Evening or day use	\$32.00
Piano charge – Evening or day use (includes tuning prior to booking)	\$32.00

Town Hall hire – Kihikihi and Pirongia

Community use charges apply to not for profit organisations that are based and operate within the Waipa District providing a benefit for the Waipa Community.

Town Hall Hire – Kihikihi and Pirongia	Fees & Charges 2019/20		
	Commercial Use	Private Hire	Community Group Use
Bond payable on booking	\$200.00	\$200.00	\$100.00
Deposit payable on booking	30%	30%	30%
Community Group bookings longer than 3 consecutive days get a 25% discount			
Kihikihi Town Hall – Whole complex			
Mornings (8am - 12noon)	\$50.00	\$45.00	\$25.00
Afternoons (12noon - 5pm)	\$50.00	\$45.00	\$25.00
Day (8am - 5pm)	\$90.00	\$80.00	\$45.00
Night (5pm - 12am)	\$100.00	\$90.00	\$55.00
Day and night (8am - 12am)	\$130.00	\$100.00	\$65.00
Per hour after midnight	\$10.00	\$10.00	\$10.00
Pirongia Hall – Whole complex			
Mornings (8am - 12noon)	\$50.00	\$45.00	\$25.00
Afternoons (12noon - 5pm)	\$50.00	\$45.00	\$25.00
Day (8am - 5pm)	\$90.00	\$80.00	\$45.00
Night (5pm - 12am)	\$100.00	\$90.00	\$55.00
Day and night (8am - 12am)	\$130.00	\$100.00	\$65.00
Per hour after midnight	\$10.00	\$10.00	\$10.00
Pirongia Hall – Hall only			
Mornings (8am - 12noon)	\$40.00	\$35.00	\$20.00
Afternoons (12noon - 5pm)	\$40.00	\$35.00	\$20.00
Day (8am - 5pm)	\$70.00	\$65.00	\$40.00
Night (5pm - 12am)	\$80.00	\$70.00	\$50.00
Day and night (8am - 12am)	\$100.00	\$80.00	\$60.00
Per hour after midnight	\$10.00	\$10.00	\$10.00
Pirongia Hall – Kitchen only			
Mornings (8am - 12noon)	\$10.00	\$10.00	\$10.00
Afternoons (12noon - 5pm)	\$10.00	\$10.00	\$10.00
Day (8am - 5pm)	\$20.00	\$15.00	\$10.00
Night (5pm - 12am)	\$20.00	\$15.00	\$10.00
Day and night (8am - 12am)	\$30.00	\$20.00	\$10.00
Per hour after midnight	\$5.00	\$5.00	\$5.00

Trade waste

To be read in conjunction with the Trade Waste Bylaw 2011. Fees are GST inclusive at the prevailing rate.

Administration Charges	Fees & Charges 2019/20
Application fees	
Application fee – Permitted/Controlled Discharge (including final inspection)	\$200.00
Application fee – Conditional consent (covering 5 hours' work including final inspection, including tanker disposal)	\$370.50
Hourly rate for applications	\$103.00
Temporary discharge (including final inspection)	\$200.00
Renewal fee for permitted or conditional Trade Waste Consents (plus additional hourly rate for more than 30 minute time noting that site inspection charges may also apply)	\$98.50 + hourly rate for more than 30 minutes
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)	\$52.00 + hourly rate for more than 30 minutes
Special Trade Waste agreements, variations or renewals	Actual cost
Site inspection fees	
Permitted/Controlled discharge - Final inspection (approval to discharge) /site audit / additional inspection	\$147.00
Conditional Consent - Final inspection (approval to discharge) - additional inspection	\$218.50
Temporary Discharge - Final inspection (approval to discharge) - additional inspection	\$218.50
Site inspection –non compliance	\$223.50
Annual charge	
Permitted/Controlled/Special/Tankered discharge Note: Administration costs only. Audits will be charged as they occur.	\$53.00
Conditional/Special/Tankered discharge - Risk Class 3	\$1,529.50
Conditional/Special/Tankered discharge - Risk Class 2	\$893.00
Any temporary discharge	\$200.00
Tankered waste disposal	
Tankered waste disposal to Wastewater Treatment Plant or reticulation in accordance with Trade Waste Bylaw \$/m ³	\$69.50
<p>Note:</p> <ol style="list-style-type: none"> 1) Tankered waste may not be accepted at the Waters Manager's sole discretion; and 2) Tankered waste disposal to Wastewater Treatment Plant or reticulation <u>not</u> in accordance with Tradewaste Bylaw will require a conditional or special agreement in accordance with the Tradewaste Bylaw; and 3) For addresses in the district associated with an existing tradewaste consent, the consent's charging provisions will supersede the tankered waste volumetric rate. 	

1C.1.1 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 2019/20
V _c Flow Volume	\$1.12/M ³
SS _c Suspended solids	\$0.84/kgSS
BOD _c Organic Loading	\$0.98/BOD
TKN _c Total Kjeldahl Nitrogen	\$0.94/kgTKN
TP _c Total Phosphorus	\$5.02/kgTP
Connection or disconnection fee	\$449.50

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

Utility access requirements

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.

The Utilities Access Act 2010 provides for applications for permission to excavate in streets and roads for services such as electricity, three waters, water, gas, telecoms etc.

Under certain circumstances Waipa District Council will accept 12 month access opportunities under our multiple occurrence coverage formats. This is for maintenance works only not new projects.

All access requests may be inspected at any time for compliance with permit conditions

Description	Fees & Charges 2019/20
Single Occurrence Permit	
Isolated street opening permit application (plus the applicable trenching fee and Traffic Management Plan fee)	\$160.00
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)	\$320.00 + \$56.50 for each occurrence
Excavation, trenching or drilling	
1 – 99m (This is the minimum fee in conjunction with the permit fee)	\$85.00
100 – 499m	\$160.00
> 500m	\$268.00
Non-compliance with conditions	\$175.00 per hour
Additional inspections required for complex projects, changes to project extents and conditions, or as required to address non-compliance with conditions.	\$175.00 per hour (includes travel allowances)

Note: 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.

Traffic Management Plan reviews

Traffic Management Plans (TMP) require evaluation and approval by the Council Traffic Management Coordinator to ensure public safety, the costs of which are charged to the applicant. There is no charge for community not for profit event TMP reviews.

Description	Fees & Charges 2019/20
Approval of simple TMPs	\$175.00/TMP
Approval of complex TMP	\$165.00 per hour

Description	Fees & Charges 2019/20
	(excludes travel allowances)
Actions required to address non-compliance with TMP conditions	\$165.00 per hour (excludes travel allowances)
Non-compliance for not having a TMP or an approved TMP	\$400.00 plus TMP approval cost

Vehicle crossing applications

Entrance ways can only be installed with the permission of Council.

Description	Fees & Charges 2019/20
Vehicle – Application fee – Urban and Rural	\$390.00
Note: A Traffic Management Plan and/or Corridor Access Request (CAR) are required for a vehicle crossing application to be processed.	
Re-inspection fee	\$195.00

Wastewater connections

Wastewater connection approval and Inspection fee.

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 Waipa District Council records.

Description	Fees & Charges 2019/20
Domestic standard gravity connection (100mm diameter)	
Wastewater application	\$355.00
Wastewater inspection	\$315.00
Manhole reconstruction	\$486.00

- The application fee is for processing the application and is non-refundable.
- The inspection fee would be refundable if the connection is not approved.
- An inspection fee of \$315.00 also applies to every subsequent inspection until the connection is accepted as complete.
- All other connections are individually quoted.
- All Connections must be installed by a registered Drain Layer.

Water connections and bulk water sales

Water connection approval and installation.

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

Description	Fees & Charges 2019/20
Water connection application fee	
Urban	\$440.00
Rural	\$810.00

Ordinary supply – install new single 20mm diameter residential connection within the road berm (only one connection permitted per property. All other connections will require a fixed quote from Waipa District Council)	
Urban	\$1125.00
Rural	\$1660.00
Restrictor adjustment	\$317.00
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)	\$348.00

Final Water Meter Reading	
Conduct and process final reading	\$37.00

Disconnection fees	
Disconnection from rural water supply scheme	\$750.00
Disconnection from water supply upon removal or demolition of a building	\$750.00

Purchase of water by permit

Description	Fees & Charges 2019/20
Administration fee	\$23.50/month
Water per cubic metre (1000 litres)	\$2.50/cu metre

Note: 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.

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 Waipa District Council.