



# FEES AND CHARGES 2016/17

E F F E C T I V E   1   J U L Y   2 0 1 6

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



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## Building control fees

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*Pursuant to the Building Act 2004*

**Note:**

- Fees become operative from 1 July 2016.
- 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.*
  - **Department of Building and Housing Levy**  
*For every building consent with an estimated value of \$20,000 and over, \$1.97 per \$1,000 is payable.*

## Building consent

Project Category		Fees & Charges 2016/17
*1	<ul style="list-style-type: none"> <li>Minor works</li> <li>Solid fuel heaters</li> <li>Plumbing or drainage</li> <li>Garden shed</li> <li>Marquees</li> <li>Installation of basic warning system</li> </ul>	\$383.00
*2	<ul style="list-style-type: none"> <li>Minor building work</li> <li>Carports</li> <li>Demolition</li> <li>Para pools and equivalent type</li> <li>Decks/Pergolas</li> </ul>	\$552.00
*3	<ul style="list-style-type: none"> <li>Other buildings</li> <li>Garages</li> <li>Hay barns</li> <li>Implement sheds</li> <li>Concrete/Masonry swimming pools</li> </ul>	\$697.00
4	<ul style="list-style-type: none"> <li>Detached habitable buildings, no plumbing or drainage, e.g. sleep out, office, art studio</li> <li>Alterations and additions up to 30m<sup>2</sup>, no plumbing or drainage</li> </ul>	\$776.00
5	<ul style="list-style-type: none"> <li>Detached habitable buildings with plumbing and drainage, e.g. sleep out with toilet and shower</li> <li>Alterations and additions up to 30m<sup>2</sup>, with plumbing or drainage</li> </ul>	\$1,325.00
6	<ul style="list-style-type: none"> <li>Alterations and additions up to 60m<sup>2</sup></li> <li>Other new buildings up to 60m<sup>2</sup>, e.g. industrial workshop, commercial office (excludes dwellings)</li> <li>Note: For work over 60m<sup>2</sup> dwelling and commercial/industrial fees apply</li> </ul>	\$1,639.00
7	Dairy sheds	\$1,718.00
8	Re-sited dwellings	\$2,110.00
9	Dwelling single storey up to 100m <sup>2</sup>	\$2,581.00
10	Dwelling single storey up to 250m <sup>2</sup>	\$2,974.00
11	Dwelling single storey in excess of 250m <sup>2</sup>	\$3,366.00
12	Dwelling two storey or more up to 250m <sup>2</sup>	\$3,602.00
13	Dwelling two storey or more and over 250m <sup>2</sup>	\$4,073.00
14	Small Commercial/Industrial building up to 300m <sup>2</sup>	\$3,329.00
15	Commercial/Industrial building in excess of 300m <sup>2</sup>	At cost \$157.00 per hour

## Project information memorandum

Project category		Fees & Charges 2016/17 project information memorandum (pim)
*1	<b>Minor works</b> <ul style="list-style-type: none"> <li>Solid fuel heaters</li> <li>Plumbing or drainage</li> <li>Garden shed</li> <li>Marquees</li> <li>Installation of basic warning system</li> </ul>	\$100.00
*2	<b>Minor building work</b> <ul style="list-style-type: none"> <li>Carports</li> <li>Demolition</li> <li>Para pools and equivalent type</li> <li>Decks/Pergolas</li> </ul>	\$175.00
*3	<b>Other Buildings</b> <ul style="list-style-type: none"> <li>Garages</li> <li>Hay barns</li> <li>Implement sheds</li> <li>Concrete/Masonry swimming pools</li> </ul>	\$175.00
4	<ul style="list-style-type: none"> <li>Detached habitable buildings, no plumbing or drainage, e.g. sleep out, office, art studio</li> <li>Alterations and additions up to 30m<sup>2</sup>, no plumbing or drainage</li> <li>Note: No PIM fee for internal alterations</li> </ul>	\$225.00
5	<ul style="list-style-type: none"> <li>Detached habitable buildings with plumbing and drainage, e.g. sleep out with toilet and shower.</li> <li>Alterations and additions up to 30m<sup>2</sup>, with plumbing or drainage</li> <li>Note: No PIM fee for internal alterations</li> </ul>	\$225.00
6	<ul style="list-style-type: none"> <li>Alterations and additions up to 60m<sup>2</sup></li> <li>Other new buildings up to 60m<sup>2</sup>, e.g. industrial workshop, commercial office (excludes dwellings)</li> <li>Note: For work over 60m<sup>2</sup> dwelling and commercial/industrial fees apply</li> </ul>	\$225.00
7	Dairy sheds	\$225.00
8	Re-sited dwellings	\$335.00
9	Dwelling single storey up to 100m <sup>2</sup>	\$335.00
10	Dwelling single storey up to 250m <sup>2</sup>	\$335.00
11	Dwelling single storey in excess of 250m <sup>2</sup>	\$335.00
12	Dwelling two storey or more up to 250m <sup>2</sup>	\$335.00
13	Dwelling two storey or more and over 250m <sup>2</sup>	\$335.00
14	Small Commercial/Industrial building up to 300m <sup>2</sup>	\$450.00
15	Commercial/Industrial building in excess of 300m <sup>2</sup>	\$600.00

- Fees are to be paid in full

Description	Fees & Charges 2016/17
<b>Hourly rate</b> – Building Control Officer	\$157.00
<b>Inspections</b> – Additional inspections where client requests an inspection but project was not ready or inspection was not covered by the standard fee	\$157.00
<b>Travel costs</b> (inclusive of staff time) – applies to inspections in excess of 5kms from the office where the consent was issued	\$3.40
<b>Compliance schedules</b>	
▪ New compliance schedules (Section 102 Building Act 2004)	\$300.00
▪ Amendments to existing compliance schedule (Section 106 and 107 Building Act 2004)	\$300.00
<b>Certificate for construction over two or more allotments</b> (Section 77 Building Act 2004)	
▪ Internal process by Council staff	\$225.00
▪ Council's solicitor to prepare and register certificate	\$487.50
<b>Notice when building on land subject to a natural hazard</b> (Section 73 Building Act 2004)	
▪ Internal process by Council staff	\$225.00
▪ Council's solicitor to prepare and notify Registrar-General of Land	\$487.50
<b>Building Warrant of Fitness Audit Inspections</b> (Section 111 Building Act 2004)	\$157.00/hr
<b>Applications for variations to a Building Consent</b> (Section 45 Building Act 2004)	\$157.00/hr
<b>Applications for Certificate of Public Use</b> (Sections 363A and 363B Building Act 2004)	\$470.00
<b>Applications for Certificate of Acceptance</b> (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	\$157.00/hr + BC fees
<b>Peer review of specific designs by external agents</b> (e.g. Structural Engineer, Fire Engineer, Lift Engineer, mechanical Engineer)	Cost plus 5% handling fee
<b>Inspection of second-hand dwellings to be re-located in the District</b> - Additional travel costs apply to inspections outside the District	\$470.00
<b>Inspection of existing swimming pool fence</b> - Includes inspection, registration and letter of compliance	\$157.00
Applications for exemptions for all or part of the requirements of the Fencing of Swimming Pools Act 1987	\$750.00
<b>Amusement Device Permits</b> (Section 11 Amusement Device Regulations 1978)	
▪ For one device, for the first seven days	\$11.50
▪ For each additional device operated by the same owner for the first seven days	\$2.30
▪ For each device for each further period of seven days	\$1.15
(These fees are set by the Regulations)	
<b>Marquees</b> – allows for one inspection to enable BCO to check egress	\$150.00



## Café, tables and chairs

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These fees and charges are operative on 1 July 2016 and will apply to all work associated with the administration of Council's Table and Chair's Permits.

All fees include Goods and Services Tax.

Description	Fees & Charges 2016/17
Permit application fee for the placement of chairs and tables and related items or structures on footpaths as per Public Places Bylaw 2007	\$156.00
Footpath occupation – per 1m <sup>2</sup> per annum	\$21.00/m <sup>2</sup> /annum

**Note:** For the avoidance of doubt, a minimum permit application fee of \$48.00 is required, plus an additional charge will be made per square metre of footpath occupation.

## Cambridge meeting room charges

Description	Fees & Charges 2016/17	
	Profitable Organisation / Private Function	Non-Profitable 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
<b>Half day or less</b>		
▪ Whole facility	\$80.00	\$50.00
▪ Committee room (per room)	\$35.00	\$20.00
▪ Meeting room (per room)	\$30.00	\$15.00
▪ Kitchen	\$25.00	\$10.00
<b>Full day – 8.00am to 5.00pm</b>		
▪ Whole facility	\$160.00	\$100.00
▪ Committee room (per room)	\$70.00	\$40.00
▪ Meeting room (per room)	\$60.00	\$30.00
▪ Kitchen	\$50.00	\$20.00
<b>Night – 5.00pm onwards</b>		
▪ Whole facility	\$80.00	\$50.00
▪ Committee room (per room)	\$35.00	\$20.00
▪ Meeting room (per room)	\$30.00	\$15.00
▪ Kitchen	\$25.00	\$10.00
<b>Day and night – 8.00am to late at night</b>		
▪ Whole facility	\$205.00	\$120.00
▪ Committee room (per room)	\$95.00	\$46.00
▪ Meeting room (per room)	\$30.00	\$20.00
▪ Kitchen	\$35.00	\$20.00
<b>Weekend – Friday 5.00pm to Sunday 10.00pm</b>		
▪ Whole facility	\$310.00	\$200.00
▪ Committee room (per room)	\$155.00	\$80.00
▪ Meeting room (per room)	\$40.00	\$20.00
▪ 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

Description	Fees & Charges 2016/17	
	Profitable Organisation / Private Function	Non-Profitable Organisation
Cleaning and re-stocking toilet consumables (for bookings longer than 1 consecutive day)		\$50.00

## Cemetery fees

Description	Fees & Charges 2016/17
<b>Interments</b>	
All casket (Burial) interment	\$668.00
Stillborn	\$60.00
Children under nine	\$100.00
Ashes	\$80.00
Weekends/Holidays (includes before 10.00am Monday or day after public holiday)	\$102.00 + additional
All interments in the Waipa District Council shall be extra depth (2.27m)	
<b>Disinterment/Reinterment</b>	
Within 12 months	At cost
After 12 months	At cost
Ashes	At cost
Reopening fee	At cost
(+ Interment fees)	
<b>Plot purchase (including maintenance)</b>	
Adult plots	\$1,446.00
Children's plots (under nine)	\$380.00
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)	\$343.00
RSA	No charge
Surcharge on reserved plots	\$115.00
<b>Natural burial</b>	
Natural burial plot	\$1,315
<b>Out of district burials</b>	
Add 50% to all costs	

## 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 2016/17	
	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	\$15.00	\$150.00
Service Delivery	\$15.00	\$150.00
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 2016 and will apply to all work associated with the administration of Council's Development Contribution Policy on or after 1 July 2015 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 2016/17
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 <i>Note: Council Staff time is charged after the first hour</i>	Actual Staff Time
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 <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>	Actual Staff Time
<b>Officer's hourly charge out rates:</b> <ul style="list-style-type: none"> <li>a) Level 1 Officers \$221.00</li> <li>b) Manager Planning and Regulatory \$221.00</li> <li>c) Manager Infrastructure Development \$221.00</li> <li>d) Level 2 Officers \$176.00</li> <li>e) Level 3 Officers \$165.00</li> <li>f) Engineering Officers \$156.00</li> <li>g) Monitoring and Enforcement Officers \$143.00</li> </ul>	
<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 2016 to 30 June 2017 are due 1 July 2016 and all dogs must be registered by 31 July 2016.

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

### Fees Effective 1 July 2016

Description	Fees & Charges 2016/17	
	Standard if paid by 31 July 2016	including 50% penalty if paid on or after 1 August 2016
<b>Urban Fee (for full year):</b>		
▪ No rebates	\$89.00	\$133.50
▪ Neutered Rebate (\$10.00)	\$79.00	\$118.50
▪ Fencing Rebate (\$15.00)	\$74.00	\$111.00
▪ Fencing and Neutered Rebates (\$25.00)	\$64.00	\$96.00
<b>Rural Fee (for full year)</b>	\$50.00	\$75.00
<b>Out of District Fee (for impounded and rehomed dogs only)</b>	\$50.00	\$75.00

#### Notes:

1. A penalty will apply for late payment each year, after 1<sup>st</sup> 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 re-homed by Council, or by any registered charity organisation approved by the Environmental Services Team Leader may be waived for the first registration, if registered 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 May, 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 under the Animal Welfare Act.

## 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 \$27.00 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](http://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 2016/17
Fee for seizure/custody or first impounding	\$67.00
Fee for micro chipping	\$27.00
<i>Plus additional \$30.00 for each subsequent impounding in any 12-month period</i>	
Sustenance (per day)	\$10.00

**Note: (1)** The fees charged for the purchase/re-homing of unwanted/unclaimed dogs will be the applicable registration and micro chipping fees.

**Note: (2)** The destruction or disposal fee for any unwanted, impounded dog is \$40.00 plus applicable sustenance fees.

**Note: (3)** 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.

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.



## Fire control

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### Waipa District Council Fire Control Bylaw 2015

Description	Fees & Charges 2016/17
Fire Permit – no site visit required	No fee
Fire Permit – site visit required (see note)	\$30.00 plus mileage of \$1.20/km

**Note:** This fee is charged entirely at the discretion of Council officer and is intended for Urban Fires only as Rural Fire Permits are managed under the Forest and Rural Fires Act 1977.

Where an officer takes action to extinguish a fire under the Waipa District Council Fire Control Bylaw, costs will be those incurred directly by Council, including staff time at the general inspection rate detailed in the Registration of Premises (Food/Health) section of the fees and charges schedule.

## Infrastructure development charges

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Description	Fees & Charges 2016/17
<b>Rapid numbers</b> <ul style="list-style-type: none"><li>▪ Number plates</li></ul>	\$65.00 per plate
<b>Waipa District Development &amp; Subdivision Manual</b> <ul style="list-style-type: none"><li>▪ Bound hard copy (ring binder)</li><li>▪ Technical specification only</li></ul>	 \$100.00 \$60.00

## Kerbside recycling service

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### Household recycling service charge

All 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 the annual recycling rate applicable at the time. Recipients of this service will be invoiced on a yearly basis.

### Recycling bin

Description	Fees & Charges 2016/17
Recycling bin	\$22.50 per bin

**Note:** Where a new property has been rated for the service, the cost of the bin(s) will be supplied inclusive of the annual rate applicable at that time. Any replacement or additional bin will be charged at the level indicated above.

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

## Library fees

Description	Loan Period	Fees & Charges 2016/17
Subscription for non-resident patron (per family)		\$66.50
Cost per item for non-resident patrons (plus admin fee)		\$2.00
Rest Homes/Private Hospitals (optional) (or 0.50c per item borrowed)		\$102.50
*Adult books and paperbacks	21 days	\$0.50
*Magazines (excluding children magazines)	7 days	\$0.50
*40% discount on presentation of a Community Services Card or SuperGold Card with Community Service Card entitlements		
Children's and teenage books and paperbacks	21 days	Nil
Music Compact discs (single)	7 days	\$1.00
Music Compact discs (multiple)	7 days	\$2.00
Talking books (for non-print disabled patrons – selected titles)	21 days	\$2.00
Jigsaw puzzles	21 days	\$1.00
Children's wooden puzzles	21 days	\$0.50
DVDs	7 days	\$2.50
E-book fee	21 days	\$0.50

Services	Fees & Charges 2016/17
Replace library card	\$2.00
Internal reserves (Waipa Libraries)	\$1.50
Interloan/Requests (from other Libraries)	\$5.00 to \$25.00
Scanning – per page	\$1.00
Fax – New Zealand (sending or receiving – per page	\$1.00
Fax – International (sending or receiving) – per page	\$4.00
Internet access (public computers or Wi-Fi) – per 30 minutes or part thereof	\$2.00
Printing from public computer terminals – per page	\$0.20
Photocopying – single sided – per page (black and white)	\$0.20
Photocopying – double sided – per side (black and white)	\$0.20
▪ Colour photocopying – A3 – per page	\$4.00
▪ Colour photocopying – A4 – per page	\$2.00
▪ Colour printing from public computer terminals – A4 – per page	\$2.00

Overdue charges (after two days grace)	Fees & Charges 2016/17
<b>1<sup>st</sup> and 2<sup>nd</sup> notice:</b>	
▪ Adult books (two days grace)	Daily charge \$0.30 per day
▪ Magazines (one day grace)	Daily charge \$0.30 per day

Overdue charges (after two days grace)	Fees & Charges 2016/17
▪ Children's books (two days grace)	Daily charge \$0.30 per day
<b>3<sup>rd</sup> notice:</b>	
Account for cost of book(s) plus \$7.50 processing charge	
<b>Audio visual overdue (one day grace)</b>	
▪ Compact discs	Daily charge \$0.50 per day
▪ DVDs	Daily charge \$0.50 per day

## Library community space (Te Awamutu)

Description	Fees & Charges 2016/17	
	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%
<b>Community room and adjacent kitchen</b>		
Full day hire (maximum 12 hour use)	\$270.00	\$135.00
Half day hire (maximum 4 hour use)	\$175.00	\$75.00
Kitchen	\$25.00	\$10.00
<b>Sundry charges associated with use of complex</b>		
Security token (replacement or lost)	\$50.00	
Preparation or pack down before or after booking	\$18 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**

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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 charge.
- 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 \$42.50 for the first chargeable half hour or part thereof; and
- Then \$42.50 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.
- 20 cents 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

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### 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 \$67.00/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 \$33.50/hr (reduced rate) or part thereof.

### Digital data

Collation of digital data and writing to media is charged at the labour rate of \$67.00/hr or part thereof. There is no charge if labour is less than 5 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	Black & White	Digital
▪ Street/Ward maps	A4	\$2.00	\$0.20	-
▪ District maps	A3	\$4.10	\$0.40	-
▪ Census maps	A2	\$10.20	\$9.20	-
▪ Recycling/refuse maps	A1	\$17.40	\$13.30	-

### Non-aerial maps

Non-aerial maps - produced by GIS staff	Paper Size	Colour	Black & White	Digital
▪ Any custom map not containing aerial photography/topography that is prepared by GIS staff	A4	\$8.70	\$6.90	\$6.70
	A3	\$10.80	\$7.10	\$6.70
▪ If labour is 15 minutes or more then the charge is the actual map charge plus \$67.00 per hour or part thereof	A2	\$16.90	\$15.90	\$6.70
	A1	\$24.10	\$20.00	\$6.70

Non-aerial maps - Produced from INTRAMAPS	Paper Size	Colour	Black & White	Digital
<ul style="list-style-type: none"> <li>Any map not containing aerial photography/topography</li> </ul>	A4	\$1.00	\$0.20	-
	A3	\$2.60	\$0.40	-

## Aerial photo maps

Aerial photo maps - Produced by GIS staff	Paper Size	Colour	Black & White	Digital
<ul style="list-style-type: none"> <li>Any map containing aerial photography/topography</li> <li>If labour is 15 minutes or more then the charge is the actual map charge plus \$61.00 per hour or part thereof</li> </ul>	A4	\$10.20	\$6.60	\$6.70
	A3	\$14.30	\$9.70	\$6.70
	A2	\$26.60	\$15.30	\$6.70
	A1	\$40.90	\$26.60	\$6.70

Aerial photo maps - Produced from INTRAMAPS	Paper Size	Colour	Black & White	Digital
<ul style="list-style-type: none"> <li>Any map produced from INTRAMAPS and containing aerial photography/topography</li> </ul>	A4	\$2.00	\$0.40	-
	A3	\$4.10	\$1.00	-

Unprocessed aerial photography digital data	Fees & Charges 2016/17
<ul style="list-style-type: none"> <li>Urban Tile 2012 and 2015</li> </ul>	\$66.40

## Mighty River Domain - Lake Karapiro – Don Rowlands Centre

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 prioritized 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.

Don Rowlands Centre	Fees & Charges 2016/17	
	Commercial Use or Private Hire	Event or Community Use*
<b>Booking deposit</b>	Payable on request	Payable on request
<b>Bond</b>	Payable on request	Payable on request
<b>Main Hall (includes main kitchen, if required)</b>		
Full day hire (maximum 12 hour use)	\$870.00	\$477.00
Half day hire (maximum 4 hour use)	\$424.00	\$253.00
<b>Main kitchen (if Main Hall is not hired)</b>		
▪ Full day hire (maximum 12 hour use)	\$226.00	\$226.00
▪ Half day hire (maximum 4 hour use)	\$168.00	\$168.00
<b>Foyer and/or servery (stand-alone hire)</b>		
Half day hire (maximum 4 hour use)	\$101.00	\$73.00
Full day hire (maximum 12 hour use)	\$149.00	\$105.00
<b>Ground level event/Conference room (Waipa Room)</b>		
▪ Full day hire (maximum 12 hour use)	\$226.00	\$141.00
▪ Half day hire (maximum 4 hour use)	\$116.00	\$73.00
<b>First floor event/Conference room and adjacent kitchen (Karapiro Room)</b>		
▪ Full day hire (maximum 12 hour use)	\$408.00	\$246.00
▪ Half day hire (maximum 4 hour use)	\$212.00	\$130.00
▪ Kitchen – stand-alone hire	\$157.00	
<b>Sundry charges associated with use of complex</b>		
Car parking charge associated with private use of Main Hall		\$342.00
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
Stage & Lectern hire		\$120.00
Post hire clean-up (if required – per staff member per hour)		\$25.00

Don Rowlands Centre	Fees & Charges 2016/17	
	Commercial Use or Private Hire	Event or Community Use*
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 Karapiro – 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 prioritized 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 2016/17
<b>Camping</b>		
<i>Non-Power Site</i>		
Adult (per night)		\$16.00
Child (12 and under per night)		\$13.00
Minimum site charge per night (1 Nov – 30 April)		\$48.00
Deposit (per site)		Full charge for first night and 50% charge for each subsequent night
<i>Powered Site</i>		
Adult – Per night		\$18.00
Child – (12 and under per night)		\$13.00
Minimum charge per site per night (1 Nov – 30 April)		\$54.00
Deposit (per site)		Full charge for first night and 50% charge for each subsequent night
<b>Rob Waddell Lodge</b>		
Adult – per night		\$28.00
Child (12 and under) – per night		\$23.00
Minimum charge per night (non-event)		\$280.00
Minimum charge per night (event)		\$784.00
Deposit for Lodge		Full charge for first night and 50% charge for each subsequent night
Full day use of Lodge (to 5pm)		\$280.00
Late check-out/half day use of Lodge (to 1pm)		\$140.00
<b>Chalets 1-5</b>		
Adult – per night		\$28.00
Child (12 and under) – per night		\$23.00
Minimum charge (non-event) – per Chalet, per night		\$84.00
Minimum charge (event) – per Chalet, per night		\$168.00
Deposit (per Chalet)		Full charge for first night and 50% charge for each subsequent night

Accommodation and Camping charges	Fees & Charges 2016/17
Late check-out (per Chalet)	\$84.00
<b>Sundry charges</b>	
Internet service during hire period	Full cost to be passed onto accommodation user
BBQ hire (per use) (preference given to accommodation users)	\$20.00
Power adapter hire (per day)	\$9.00
On-site caravan storage (per day) (not connected to power)	\$5.00
Non Resident dump station charge	\$5.00
Use of shower (per shower) (preference given to accommodation users)	\$3.00
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 Karapiro - Domain 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.

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

Domain and Lake use	Fees & Charges 2016/17		
	Local	Regional	National
<b>Domain</b>			
Main spectator ground	\$386.00	\$770.00	\$1,538.00
Main parking area	\$164.00	\$412.00	\$818.00
Parking area near sand count	\$164.00	\$328.00	\$654.00
Lower camping group (charge for use other than camping)	\$164.00	\$412.00	\$818.00
<b>Event booking fee</b>			
Standard charge for all bookings – per event	\$150.00		

Non-Event Domain use	Fees & Charges 2016/17	
	Commercial Use/Private Hire	Community Use*
Groups of 20 – 49 people	\$159.00	\$60.00
Groups of 50 – 149 people	\$302.00	\$302.00
Groups of 150+ people	\$412.00	\$412.00

Other Charges	Fees & Charges 2016/17
<b>Power supply use and associated refuse collection (from food vendors)</b>	
Per connection (maximum 12 hour use) – 10% discount applies when user requires two or more connections at once	
▪ 32 Amp connection	\$93.00
▪ 16 Amp connection	\$56.00
▪ 10 Amp connection	\$32.00
<b>Water use</b>	
Continuous hose supply, per day (maximum 12 hour use)	\$32.00
<b>Traffic management (per day)</b>	
Small events (0-600 people on site)	\$37.00
Large events (600-6,000 people on site)	\$210.00
Major events (6,000-12,000 people on site)	\$234.00

Other Charges		Fees & Charges 2016/17
<b>Post event site clean up (if required)</b>		
Per staff member, per hour		\$25.00
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
<b>Staff assistance with event organisation</b>		Quotation prepared on basis of necessary staff skills and hours involved
<b>Outdoor pursuits</b>		
▪ 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 research fees

These fees and charges became operative on 1 February 2010 and apply to both Cambridge and Te Awamutu Museums.

Description	Fees & Charges 2016/17
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
<b>Charges additional to research time as above</b>	
Scanning – per page	\$1.00
Printing from computer terminal black and white – per A4 page	\$0.20
▪ Printing from computer terminal colour – per A4 page	\$2.00
▪ Photocopying – single sided – per page (black and white)	\$0.20
▪ Photocopying – double sided – per side (black and white)	\$0.20
▪ Photocopying – A3 – per page (colour)	\$4.00
▪ Photocopying – A4 – per page (colour)	\$2.00
▪ Digital images (per image)	\$20.00
<b>Additional to digital image fee</b>	
▪ 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

## Overweight permit fees

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Charged in accordance with the Transit New Zealand (now NZTA) Overweight Permit Manual.

Description	Fees & Charges 2016/17
Single Overweight Permit fee (5 day processing ) - per application	\$108.00
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 2007

(As per Council Resolution 1/10/54 dated 25 May 2010)

Description	Fees & Charges 2016/17
<b>Mobile traders – All including food</b>	
▪ Annual fee - New application	\$325.00
▪ Annual fee - Renewal	\$130.00 per operator
▪ Temporary (up to three months)	\$50.00 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 organizer 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 organizer 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.

## Dispensations under Waipa Public Places Alcohol Control Bylaw 2015

### Public Places Liquor Control Bylaw

Description	Fee & Charge 2016/17
Charge for dispensations	\$50.00

## Property file information

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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 2016/17
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 2016/17
Property Advisor (per hour)	\$150.00
Manager Property Services	\$180.00
<b>Lease and License charges</b>	
Annual administration fee for Community Leases	\$241.50
Renewal of Commercial Lease/s Council owned land	\$65.00 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	\$241.50 administrative charge plus re- imbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)
<b>Charges related to temporary occupation of Reserve Land (including Road Reserve)</b>	
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
<b>Property services</b>	
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 toilets

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Description	Fees & Charges 2016/17
<b>Cambridge Superloo – Victoria Street</b>	
Admission	\$0.50
Under 5 years	Free
Use of shower	\$2.00
<b>Arawata Street toilet facility - Te Awamutu</b>	
Use of shower	\$2.00



## **Rates for 2016/17 year**

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### **Rates information**

Rates requirement figures quoted in the section below are plus 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, district 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 and with no differential. The rate for 2016/17 is 0.1376 cents in the dollar on the capital value of each rating unit.

The General rate will fund a portion of the district wide funding.

Amount to be raised: \$17,959,785 plus GST.

### **Uniform Annual General Charge (UAGC)**

A uniform annual charge is set under section 15 of the Local Government (Rating) Act 2002 for 2016/17 at \$349.57 plus 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.

Amount to be raised: \$7,889,337 plus GST.

## Targeted rates

Targeted rates are set under Sections 16 and 19 of the Local Government (Rating) Act 2002 for the activities listed below.

### Targeted ward rates

A targeted ward rate is set on each rating unit in the district. The targeted rate is a fixed amount per rating unit. This rate is set on a differential basis based on location, being the wards of Te Awamutu, Kakepuku, Cambridge, Maungatautari and Pirongia. The rates for the 2016/17 year are shown in the following table:

Ward	\$ Rate (GST excl)	\$ Raising
Cambridge	456.43	3,545,996
Kakepuku	465.47	553,909
Maungatautari	423.12	583,059
Pirongia	446.68	1,299,839
Te Awamutu	505.25	3,171,454

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.

Amount to be raised: \$9,150,873 plus GST.

### 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 \$17.39 plus GST is set for each rating unit in the Cambridge and Maungatautari wards.

Amount to be raised: \$156,426 plus GST.

## 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 Kakepuku, Cambridge, Maungatautari and Pirongia. The rates per dollar of capital value are shown in the following table:

Ward	Rate (GST excl)	\$ Raising
Cambridge	0.0014	55,087
Te Awamutu	0.0016	38,163

Amount to be raised: \$93,250 plus GST.

## 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, Ohaupo, Pirongia and Karāpiro, as shown on Drainage Maps on [www.waipadc.govt.nz](http://www.waipadc.govt.nz). Rural is defined as the remaining area of the district not defined as urban. The rates for 2016/17 in cents per dollar of capital value are shown in the following table:

	Rate (GST excl)	\$ Raising
Urban	0.0415	2,088,966
Rural	0.0067	519,807

Amount to be raised: \$2,608,773 plus GST.

## Rural fire management

A targeted rate is set to fund the costs of rural fire management in rural areas of the district. The rural fire management rate is based on the capital value of each rating unit in the rural category, as defined for the purposes of the "Stormwater" targeted rate above. The rate for 2016/17 in cents per dollar of capital value is 0.0018 plus GST.

Amount to be raised: \$139,060 plus GST.

## 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 2016/17 year are shown in the following table:

	per pan -\$ Rate (GST excl)	\$ Raising
Connected (3 or less pans)	425.20	5,138,405
Connected (4 to 10 pans)	361.42	372,263
Connected (11-15 pans)	297.64	115,187
Connected (16-20 pans)	259.37	48,502
Connected (21-35 pans)	233.86	119,502
Connected (36-45 pans)	204.10	35,105
Connected (46 or more pans)	191.34	145,801
Serviceable	212.60	75,473

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.

Amount to be raised: \$6,050,238 plus GST.

## 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 the 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 2016/17 year are shown in the following table:

	\$ Rate (GST excl)	\$ Raising
Connected	335.75	3,876,270
Serviceable	167.88	112,812

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

Amount to be raised: \$3,989,082 plus GST.

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

The targeted rate includes both an amount per connection 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 2016/17 year are shown in the following table:

	\$ Rate (GST excl)	\$ Rate (GST excl) 0 <sup>m3</sup> to 250 <sup>m3</sup>	\$ Rate (GST excl) over 250 <sup>m3</sup>
Potable Water	121.96	0.8548 per m <sup>3</sup>	1.2400 per m <sup>3</sup>
Raw Water	121.96	0.2137 per m <sup>3</sup>	0.2137 per m <sup>3</sup>

Amount to be raised: \$6,055,694 plus GST.

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, who 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 2016/17 in cents per dollar of capital value is 0.0088 plus GST.

Amount to be raised: \$4,900 plus GST.

## Recycling charges

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

The targeted rate is a fixed amount of \$46.09 plus GST per separately used or inhabited part of a rating unit.

Amount to be raised: \$886,447 plus GST.

## Community Hall/Centre 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/centre.

These rates are a fixed amount per separately used or inhabited part of a rating unit and will be charged to the rating units within the relevant community hall areas.

The plans showing the boundaries of the various community hall areas can be found at [www.waipadc.govt.nz](http://www.waipadc.govt.nz).

The following table shows the details for the various Community Hall targeted rates:

	\$ Rate (GST excl)	\$ Raising
Fencourt Hall	12.43	4,103
Hautapu Hall	17.74	7,131
Horahora Hall	23.43	3,070
Kaipaki Hall	36.96	9,684
Karapiro Hall	23.26	7,280
Koromatua Hall	17.74	4,470
Maungatautari Hall	32.39	4,826
Monavale	26.09	4,566
Ngahinapouri Hall	17.74	5,517
Ohaupo Hall	11.57	4,500
Parawera Hall	16.17	1,730
Paterangi Hall	24.83	4,594
Pirongia Sports Centre	8.87	10,431
Pukeatua Hall	18.52	3,222
Rangioawhia Hall	12.39	1,549
Rukuhia Hall	22.70	6,219
Te Miro Hall	24.26	3,930
Whitehall Hall	21.74	1,739

### **Rates payable by instalments**

Rates are payable in four equal instalments with the due dates of 21 August 2016, 21 November 2016, 21 February 2017 and 21 May 2017. Where the due date falls on a weekend or public holiday, the due date is extended until the next working day.

### **Penalties on rates not paid by the due date**

A penalty of 10 per cent will be added to all instalments or part thereof assessed in the 2016/17 rating year which remain unpaid six days after the due date for that instalment. Where this penalty date falls on a weekend or public holiday, the penalty date is extended until the next working day.

Additional penalties of 10 per cent will be added to any rates assessed in a previous year or years that are still unpaid on 5 July 2016; and then again on 5 January 2017.

## Registration of premises (Food/Health)

All fees include Good and Services Tax.

### Registration of premises operating under Food Hygiene Regulations 1974

Description	Fees & Charges 2016/17
New Premises fee	\$150.00 per hour plus mileage @ \$1.20 per km
Category 3 – High risk fee Premises where staff believe three annual inspections are appropriate	\$729.00
Category 2 – Medium risk fee Premises where staff believe two annual inspections are appropriate	\$485.00
Category 1 – Low risk fee Premises where staff believe one annual inspection is appropriate	\$195.50
Category 0 – Guidance only premises fee	\$60.00
Shared premises – where an operator uses another registered premises on a part-time basis	\$80.00
Auxiliary premises – where a registered premise has a separate premise or building on another site that requires inspection	\$80.00
Inspection Fee for additional inspections/non-compliance follow-up	\$160.00 plus mileage @ \$1.20 per km

#### Notes:

- Categories** - Determined at the discretion of the Environmental Health Officer based on a range of factors including the size, management, range of foods, compliance history, staff training, preparation techniques etc. of the premises.
- “Guidance only” premises are those where very small quantities of pre-wrapped food products are being sold or stored on premises where the main business is not food, e.g. chemists, book shops etc. where there is no food preparation. They may not require annual inspections.
- New premises fees** - A new premises fee is applicable for applications in category 3 and 2 to cover establishment advice and inspections. This fee is additional to the registration fee. The registration may be charged pro-rata where half or less than half the registration period remains.
- New operators may be required to operate under the Food Act 2014 regime (see below).
- New operators or new owners applying for registration of existing premises within the registration year are eligible to have the annual fee pro-rata for the months remaining in the registration year.
- Mobile food premises are to be registered as per the above in the category that is most appropriate to their activity.

7. Where an operator uses another operators registered premises on a casual or part-time basis they must hold their own registration.

## Food Act 2014 – Food Control Plans and National Programmes

Description	Fees & Charges 2016/17
All administration and verification activities including annual audit, reporting non-conformance visits and any activity not specified in the schedule below	\$160.00 per hour plus \$1.20 per km
Application for registration of template Food Control Plan	\$220.00 plus hourly rate after the first hour
Application for <b>renewal</b> of registration of template Food Control Plan	\$85.00 plus hourly rate after the first hour
Application for <b>amendment</b> 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 <b>National Program</b>	\$120.00 plus hourly rate after the first hour
Application for <b>renewal</b> of registration of National Program	\$85.00 plus hourly rate after the first hour
Application for <b>amendment</b> of registration of <b>National Program</b>	\$85.00 plus hourly rate after the first hour
Voluntary suspension of <b>National Program</b>	\$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

## Temporary food premises in Waipa District – Food Hygiene Regulations 1974

Description	Fees & Charges 2016/17		
	1 Day Event	Regular Event (e.g. weekly, monthly)	Large event (>2 days)
Operator <ul style="list-style-type: none"> <li>Already registered with Waipa District Council for other permanent premises; or</li> <li>Charitable, not for profit or fundraising organisations (i.e. not commercial activity); or</li> <li>Where only food pre-packaged on other registered premises with no perishable food or food preparation</li> </ul>	No fee	No fee	No fee
Holders of Food Control Plans or National Programmes that permit the activity	\$150.00 per hour if an audit or compliance visit is undertaken or other administrative task required		



Description	Fees & Charges 2016/17		
	1 Day Event	Regular Event (e.g. weekly, monthly)	Large event (>2 days)
Operator registered with another territorial authority and undertaking food preparation on site	\$42.50	\$64.00 - 6 months \$128.00 - 12 months	\$128.00
Operator not registered	\$56.00	\$70.00 – 6 months \$135.00 – 12 months	\$135.00
Each additional stall	25% of initial fee		

#### Notes:

1. A temporary food premises operator who propose to attend three or more events within the Waipa District within a registration year may opt to be fully registered with the Waipa District Council (see Registration of Premises (Food and Health)), provided they undertake to make their vehicle available for inspection when requested.
2. Payment of fees will result in the issue of a Temporary Food Permit. Operators shall be subject to inspection at the discretion of Council. Council may waive fees where inspections do not occur.
3. Organisers should provide Waipa District Council a list of proposed food vendors prior to the event.
4. No operator shall sell any readily perishable food which has not been prepared on a registered premises, or which has been prepared prior to the event.
5. Registration is not required to sell produce from the property on which it was grown.
6. A food registration or temporary food permit authorises the sale of food, **it does not authorise the use of any place**. Additional permission such as resource consent or public places bylaw permits may be required.

### Partially exempt/Inspection only premises

Premises defined as “partially exempt” by the Food Hygiene Regulations shall still be subject to inspection and inspection fees as follows:

Description	Fees & Charges 2016/17
Partially exempt/Inspection only (2 schedule inspections annually)	\$485.50

### Registrations under Health Act 1956

Description	Fees & Charges 2016/17
<b>Registrations under Health Act 1956</b>	
Offensive trades (Health Act 1956)	\$133.00

Description	Fees & Charges 2016/17
Camping grounds(Camping Ground Regulations 1985)	\$133.00
Hairdressers (Health (Hairdressers) Regulations 1980)	\$133.00
Funeral Directors/Mortuaries (Health (Burial) Regulations 1946)	\$133.00

## Other fees and charges

Description	Fees & Charges 2016/17
Change of occupier/owner – All registration groups	\$80.00
Replacements or copies of certificates (including sale of liquor documents)	\$50.00
Pre-purchase inspections and/or reports	\$150.00 per hour plus \$1.20 mileage per km
Pre-application meetings and consultation (Sale of Liquor)	\$150.00 per hour
General inspection fee where not stated above (e.g. swimming pools, housing)	\$150.00 per hour plus \$1.20 mileage per km
Request for excerpts of sale of liquor database (section 221)	\$23.51 as per regulation
Information requests other than the above	As per official information request charges

## Regulatory - Other fees and charges

Type	Description	Fees & Charges 2016/17
<b>Land Information Memorandum (LIM) pursuant to LGOIMA</b>		
Properties zoned Residential, Rural, Deferred Residential	Prepare and issue LIM	\$300.00
All other Zones in District Plan not listed above	Prepare and issue LIM	\$380.00
Title searching for LIMs	Fees incurred by Council to search for Certificates of Titles, easement documents, covenants, encumbrances or any other document registered on Certificates of Title	Actual LINZ costs
<b>Overseas Investment Certificates</b>		
	For determining and issuing	\$300.00
<b>Section 348 – Right of Way (ROW)</b>		
Application for ROW under LGA 1974	Processing ROW application	\$600.00
<b>Sale and supply of alcohol certificates</b>		
Certifying that the proposed use of the premises meets the requirements of the RMA.	Existing premises	\$160.00
	New or altered premises	\$250.00
<b>Hazardous activities and industries list determinations (HAIL)</b>		
For supplying specific information to determine if a potentially contaminating activity has occurred on a property		\$80.00
<b>Certificate of title search</b>		
For searching for Certificates of Title through Land Information New Zealand (LINZ)		\$20.00

## Resource management fees & charges

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These Fees and Charges become Operative on 1 July 2016 and will apply for all work carried out and decisions Issued on or after 1 July 2016 irrespective of when the application was lodged with Council.

### 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:

- (a) Council may require that no further action will be taken in connection with the application until that fixed fee is paid in accordance with Section 36(7) of the RMA; and
- (b) 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 2016/17
<b>General</b>		
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	\$4,500
Limited notified consent	<b>Any</b> resource consent that requires limited notification	\$6,500
Notified consent	<b>Any</b> resource consent that requires public notification	\$10,500
<b>Landuse consents</b>		
Non-notified	All landuse consents, except as otherwise provided below	\$1,900

Type	Description	Fees & Charges 2016/17
	Resource consents for a 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>	\$1,000
	Natural and/or cultural Landscape area	<b>F</b> \$800
	Character Precinct	
	Protected Trees	\$650
<b>Subdivision consents</b>		
Non-notified	≤ 9 lots, where no road/reserves proposed	\$3,500
	≤ 9 lots, where roads and/or reserves are proposed	\$4,500
	≥ 10 lots, (including roads and reserves)	\$8,000
<b>Subdivision processes (post approval)</b>		
Section 223 certification	For subdivisions ≤ 2 lots	<b>F</b> \$250
	For subdivisions ≥ 3 lots	<b>F</b> \$600
Section 224C certification	All subdivisions	\$320 +actual staff time
Section 226	Restriction upon issue of certificate of title	\$450
Section 243	Easement approval or revocation	\$450
Section 241	Cancellation/partial cancellation of amalgamation condition	\$450
Section 221	Consent Notice - preparation, authorization, change or cancellation	\$250
Cross lease	Amendments to flats plan	\$600
Engineering	For inspections of any works for conditions, including checking engineering plans and any amendments	Actual staff time
	RAMM Collection (minimum of 2km carriageway)	\$782 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
	Asset collection, ≤ 9 lots	\$2,028
	Asset collection, ≥ 10 lots	\$3,900
<b>Other resource management activities</b>		
Section 127	Change or cancellation of a condition/s of consent (non-notified only)	\$1,000
Section 125/126	Applications for extensions of consent periods	\$600

Type	Description	Fees & Charges 2016/17
Section 124	Exercise of resource consent while applying for new consent	\$1,575
Section 128 - 132	Review of consent conditions (non-notified only)	\$800
Section 134	Transfer of holders interest in a consent	<b>F</b> \$160
Section 139A	Existing use right determination	\$2,100
Section 139	Application for certificate of compliance	\$2,100
Section 138	Application to surrender resource consent	\$630
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>	\$470
NES	Confirmation of compliance with National Environmental Standards	Actual staff time
Other	Any application pursuant to the RMA not listed elsewhere	\$1,510
<b>Designations</b>		
Public or Limited notified	Notice of Requirement for designation	\$10,000
Non-notified	Notice of Requirement for designation	\$5,250
Sections 181, 182	Requirement for alteration or removal/partial removal of a designation	\$1,600
Section 184/184A	Application to determine designation lapsing	\$3,150
Section 180	Transfer of rights and responsibilities for designations	\$1,050
Sections 177, 178	<ul style="list-style-type: none"> <li>Request to the Requiring Authority responsible for an earlier designation</li> <li>Application to do anything which would prevent or hinder the public work or project</li> </ul>	\$600
Section 176	Application for outline plan	\$680
Section 176A(2)	Waiver of requirement for outline plan	\$160
<b>Heritage orders</b>		
Sections 189/189A, 196, 177	<ul style="list-style-type: none"> <li>Requirement for Heritage Order</li> <li>Requirement for removal of Heritage Order</li> <li>Request to Requiring Authority responsible for the earlier heritage order</li> </ul>	\$1,500
<b>Plan change application (to amend the District Plan)</b>		
1 <sup>st</sup> Schedule	Processing, considering and determining a private plan change application	\$53,000
<b>Compliance and monitoring</b>		
General	Administration, review, correspondence	Actual staff time

Type	Description	Fees & Charges 2016/17
Inspections (excluding engineering)	To monitor progress with giving effect to any resource consent, and compliance with consent conditions	\$150 Per inspection
Engineering	For any inspection required	Actual staff time
<b>Miscellaneous charges</b>		
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	\$168
Variation/cancellations	Variation or cancellation of any legal instrument not otherwise listed	\$450
Public notice	Costs associated with public notices	Actual staff time + advertisement fees
Signs	Affixing signs on site	\$35 Per sign
Delegated approvals	Staff decision on application, acting under delegated authority	\$110
Bonds	Preparation, release and signing of any bond (excluding engineering)	\$300
	Preparation, release and signing of any bond - Engineering (roading and servicing works)	\$400
	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	<b>F</b> \$155
<b>Hearings</b>		
Attendance	A charge will be made for the costs of all staff and/or consultants required to attend a hearing	Actual staff/consultant time
Hearing by Commissioner	Where independent commissioners preside	Actual costs
Hearing by Council	A charge will be made per Councillor, including time spent on site visits	\$260.00 + \$204.00 for each half hour, or part thereof after the first hour
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



Type	Description	Fees & Charges 2016/17
<b>Request for information/supply of resource management documents</b>		
Providing general advice	Providing advice and considering proposed applications <i>May include, but is not limited to: administration costs, research, meetings (including pre-lodgment), written correspondence</i>	Actual staff time
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	\$170
	Planning maps	\$50
	Provided on CD (text, planning maps)	\$10
Photocopying	Per A4 page	\$0.20
	Per A3 page	\$0.30
<b>Officer's hourly charge out rates</b>		
	Manager (any)	\$221
	Senior Analyst Planning/Consents Team Leader	\$198
	Senior Planner/Policy Planner	\$198
	Project Planner/Consents Quality Reviewer	\$176
	Planner/Reserves Planner	\$165
	Assistant Planner	\$130
	Engineer (any)	\$156
	Senior Engineer (any)	\$198
	Environmental Services Team Leader	\$176
	Environmental Health Officer	\$165
	Building Compliance Officer/Team Leader	\$165
	Parks and Reserves Officer/Property Advisor	\$132
	Senior Enforcement Officer	\$150
	Monitoring and Enforcement Officer	\$143
	Planning Technical Officer/Administration Officer	\$99
	Committee Secretaries	\$93
	Any other staff member not listed above	\$132
<b>Mileage</b>		
	For each kilometre travelled	\$1.20

Type	Description	Fees & Charges 2016/17
<b>Hazardous Activities and Industries List (HAIL) determinations</b>		
	Investigation fee	\$80.00

#### 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, 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 per inspection (note: engineering inspections will be charged separately).
- e) Where “actual staff time” is noted, this:
  - i. Will include a charge for any mileage incurred as a result of any inspections required; and
  - ii. Includes any consultant engaged by Council; and
  - iii. 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  $\leq 9$  lots, the charge is \$1,014, for subdivisions of  $\geq 10$  lots, the charge is \$1,950. 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.

## Stock droving and crossings

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Permit for having stock on a Road in accordance with Waipa District Council Stock Droving Bylaw 2012.

### Stock droving

Stock droving being to direct or guide the movement of stock along the road or roads, including the road reserve. This can be on a single day or as a regular occurrence.

All applications must be accompanied with a cash bond to cover for damage to the road or roads after the stock droving. The applicant is liable for all damage occurring as part of the stock droving operation.

Description	Fees & Charges 2016/17
Application for permit	\$230.00
Refundable cash bond	\$1,000.00

### 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 Schedule 2 of Waipa District Council Stock Droving Bylaw 2005 and any other conditions set.

A twice yearly inspection of all stock crossings will be carried out to ensure compliance with conditions are being met.

Description	Fees & Charges 2016/17
Application for permit	\$362.00
Re-inspection fee	\$156.00
Six monthly inspection of crossing	\$156.00 per inspection

## Stock impound fees

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Pursuant to the Impounding Act.

### First impounding

Description	Fees & Charges 2016/17	
	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 organization	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.

\$125.00 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 2016/17
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

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### 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 2016/17
<b>Domestic standard connection (100mm diameter)</b>	
Stormwater application	\$345.00
Stormwater inspection	\$306.00
Manhole reconstruction	\$472.00

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 \$306.00 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 250m<sup>2</sup> (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

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The following fees apply to all structures (non-frangible) which are located on or under roads in Waipa District Roding Network.

Examples could include:

- Private bus shelters
- Miscellaneous solid objects over 100mm in height
- Stock underpasses

Consent must be gained from Waipa District Council to ensure the structure is safe, not a hazard to traveling public, is durable and has a nominated owner.

Description	Fees & Charges 2016/17
<b>Erect a structure on road reserve</b>	
▪ Application for permit to erect structure	\$468.00
▪ Annual safety inspection of structure (per annum)	\$234.00 per inspection
<b>Erection of temporary fence on road reserve for stock grazing</b>	
▪ Application for permit	\$312.00

**Note:** Application for permit includes an initial inspection. If structure is erected for less than twelve months as per its permit, no annual safety inspection fee will apply.

## 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 with Waipa District Council.

Description	Fees & Charges 2016/17
Application for stock underpass	\$1,390.00
Annual Inspection Fee – fee includes a two yearly structural check of the underpass	\$234.00

## Te Awamutu Council room charges

Description	Fees & Charges 2016/17	
	Profitable Organisation / Private Function	Non Profitable 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
<b>Half day or less</b>		
▪ Whole facility	\$125.00	\$55.00
▪ Council Chamber	\$50.00	\$30.00
▪ Committee rooms (per room)	\$30.00	\$15.00
▪ Kitchen	\$25.00	\$10.00
<b>Full day – 8.00am to 5.00pm</b>		
▪ Whole facility	\$250.00	\$110.00
▪ Council Chamber	\$100.00	\$60.00
▪ Committee rooms (per room)	\$60.00	\$30.00
▪ Kitchen	\$50.00	\$20.00
<b>Night – 5.00pm onwards</b>		
▪ Whole facility	\$125.00	\$55.00
▪ Council Chamber	\$50.00	\$30.00
▪ Committee rooms (per room)	\$30.00	\$15.00
▪ Kitchen	\$25.00	\$10.00
<b>Day and night – 5.00pm onwards</b>		
▪ Whole facility	\$360.00	\$150.00
▪ Council Chamber	\$205.00	\$80.00
▪ Committee rooms (per room)	\$85.00	\$40.00
▪ Kitchen	\$100.00	\$35.00
<b>Weekend – Friday 5.00pm to Sunday 10.00pm</b>		
▪ Whole facility	\$620.00	\$320.00
▪ Council Chamber	\$460.00	\$230.00
▪ Committee rooms (per room)	\$125.00	\$65.00
▪ Kitchen	\$205.00	\$75.00
<b>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</b>		
<b>Deduction as follows:</b>		
Key (replacement or lost)		26.00
Security access token (replacement or lost)		\$50.00
Furniture damage		Whole bond (minimum) or cost

Description	Fees & Charges 2016/17	
	Profitable Organisation / Private Function	Non Profitable Organisation
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-stock of toilet consumables fee (for bookings longer than 1 consecutive day)	\$50.00	



## Tender documents

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Description	Fees & Charges 2016/17
Tender documentation fee (non-refundable)	Up to \$50.00 (as appropriate)

## Town Hall charges – Cambridge

Cambridge Town Hall	Fees & Charges 2016/17		
	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)			
<b>Whole complex</b>			
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
<b>Hall only</b>			
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
<b>Edwardian room and kitchen</b>			
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
<b>Edwardian room</b>			
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 2016/17		
	Commercial Use	Private Hire	Community Group Use
<b>Victorian room</b>			
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
<b>Kitchen only</b>			
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 2016/17
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

Town Hall Hire – Kihikihi and Pirongia	Fees & Charges 2016/17		
	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			
<b>Kihikihi Town Hall – Whole complex</b>			
Mornings (8am - 12noon)	\$50.00	\$45.00	\$20.00
Afternoons (12noon - 5pm)	\$50.00	\$45.00	\$20.00
Day (8am - 5pm)	\$90.00	\$80.00	\$40.00
Night (5pm - 12am)	\$100.00	\$90.00	\$50.00
Day and night (8am - 12am)	\$130.00	\$100.00	\$60.00
Per hour after midnight	\$10.00	\$10.00	\$10.00
<b>Kihikihi Memorial Hall – Lower level only</b>			
Mornings (8am - 12noon)	\$30.00	\$30.00	\$15.00
Afternoons (12noon - 5pm)	\$30.00	\$30.00	\$15.00
Day (8am - 5pm)	\$60.00	\$60.00	\$30.00
Night (5pm - 12am)	\$30.00	\$30.00	\$15.00
Day and night (8am - 12am)	\$85.00	\$85.00	\$40.00
Per hour after midnight	\$10.00	\$10.00	\$5.00
<b>Pirongia Hall – Whole complex</b>			
Mornings (8am - 12noon)	\$50.00	\$45.00	\$20.00
Afternoons (12noon - 5pm)	\$50.00	\$45.00	\$20.00
Day (8am - 5pm)	\$90.00	\$80.00	\$40.00
Night (5pm - 12am)	\$100.00	\$90.00	\$50.00
Day and night (8am - 12am)	\$130.00	\$100.00	\$60.00
Per hour after midnight	\$10.00	\$10.00	\$10.00
<b>Pirongia Hall – Hall only</b>			
Mornings (8am - 12noon)	\$40.00	\$35.00	\$15.00
Afternoons (12noon - 5pm)	\$40.00	\$35.00	\$15.00
Day (8am - 5pm)	\$70.00	\$65.00	\$35.00
Night (5pm - 12am)	\$80.00	\$70.00	\$45.00
Day and night (8am - 12am)	\$100.00	\$80.00	\$55.00
Per hour after midnight	\$10.00	\$10.00	\$10.00
<b>Pirongia Hall – Kitchen only</b>			
Mornings (8am - 12noon)	\$10.00	\$10.00	\$5.00

Town Hall Hire – Kihikihi and Pirongia	Fees & Charges 2016/17		
	Commercial Use	Private Hire	Community Group Use
Afternoons (12noon - 5pm)	\$10.00	\$10.00	\$5.00
Day (8am - 5pm)	\$20.00	\$15.00	\$5.00
Night (5pm - 12am)	\$20.00	\$15.00	\$5.00
Day and night (8am - 12am)	\$30.00	\$20.00	\$5.00
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 2016/17
<b>Application fees</b>	
Application fee – permitted application	\$165.00
Application fee – Conditional consent (covering 5 hours' work including final inspection, including tanker disposal)	\$310.00
Hourly rate for applications	\$88.00
Temporary discharge consent application fee (including final inspection)	\$165.00
Renewal fee for permitted or conditional Trade Waste Consents (site inspection charges may also apply)	\$81.50 + hourly rate for more than 30 minutes
Variation/Change of Details Request for permitted or conditional consents (site inspection charges may also apply)	\$44.00 + hourly rate for more than 30 minutes
Special Trade Waste agreements, variations or renewals	Actual Cost
<b>Site inspection fees</b>	
<ul style="list-style-type: none"> <li>Permitted/Controlled discharge - Final inspection (approval to discharge) - additional inspection</li> </ul>	\$115.00
<ul style="list-style-type: none"> <li>Conditional Consent - Final inspection (approval to discharge) - additional inspection</li> </ul>	\$185.00
<ul style="list-style-type: none"> <li>Temporary Discharge - Final inspection (approval to discharge) - additional inspection</li> </ul>	\$185.00
<ul style="list-style-type: none"> <li>Site inspection – Trade waste consent non compliance</li> </ul>	\$185.00
<b>Annual charge</b>	
Permitted/Controlled/Special/Tanker discharge	\$165.00
Conditional/Special/Tanker discharge - Risk Class 3	\$1,305.00
Conditional/Special/Tanker discharge - Risk Class 2	\$745.00
Any temporary discharge	\$165.00
<b>Tanker waste disposal</b>	
Tanker waste disposal to Wastewater Treatment Plant or reticulation in accordance with Trade Waste Bylaw \$/m <sup>3</sup> <i>Note:</i> 1) Tanker waste may not be accepted at the Waters Manager's sole discretion; and 2) Tanker 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 tanker waste volumetric rate.	\$66.50

### 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 2016/17
$V_c$	\$1.07/M <sup>3</sup>
$SS_c$	\$0.80/kgSS
$BOD_c$	\$0.93/BOD
$TKN_c$	\$0.89/kgTKN
$TP_c$	\$4.77/kgTP
Connection or disconnection fee	\$440.00

Table of parameters with descriptions	
V	The volume discharged
$V_c$	The unit volume charge \$/ M <sup>3</sup>
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 footpaths, berms and carriageways) a corridor access request is required.

The Utilities Access Act 2010 provides for applications for permission to excavate in streets roads for these services.

Under certain circumstances Waipa District Council will accept 12 month access opportunities under our blanket coverage formats.

**All access requests may be inspected for compliance of permit conditions.**

Description	Fees & Charges 2016/17
<b>Single occurrence permit</b>	
Isolated opening	\$160.00
Blanket cover	\$320.00 + \$56.50 for each occurrence
<b>Trenching</b>	
1 – 99m	\$85.00
100 – 499m	\$160.00
> 500m	\$268.00
<b>Additional inspections</b>	\$150.00 per hour
<b>Penalty for non-compliance</b>	\$500.00

Note: Trenching costs are in addition to the Single Occurrence Permit application fee.

## Traffic Management Plan reviews

Traffic Management Plans require additional evaluation to ensure public safety, which is charged to the applicant.

Description	Fees & Charges 2016/17
Evaluation of complex TMPs	\$85.00/TMP
Inspection required following non-conformance of conditions	\$247.00
Not charged for community based not for profit event organisers	



## Vehicle crossing applications

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

Description	Fees & Charges 2016/17
Vehicle – Application fee – Urban and Rural	\$390.00
Re-inspection fee	\$195.00

## Wastewater connections

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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 2016/17
Domestic standard gravity connection (100mm diameter)	
Wastewater application	\$345.00
Wastewater inspection	\$306.00
Manhole reconstruction	\$472.00

- 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 \$306.00 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 other than authorised Council employees from carrying out any work on water reticulation services.

Description	Fees & Charges 2016/17
<b>Water connection application fee</b>	
▪ Urban	\$428.00
▪ Rural	\$790.00
Ordinary supply – install new connection single 20mm diameter residential connection up to 4m from main (only one connection permitted per property. All other connections will require a fixed quote from Waipa District Council)	
▪ Urban	\$1,093.00
▪ Rural	\$1,615.00
▪ Restrictor adjustment	\$308.00
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)	\$338.00
<b>Disconnection fees</b>	
▪ Disconnection from rural water supply scheme	\$728.00
▪ Disconnection from water supply upon removal or demolition of a building	\$728.00

## Purchase of water by permit

Description	Fees & Charges 2016/17
Permit fee	\$20.30/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 separate permit is to be obtained for each calendar month that water is to be removed.

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.