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# **Statement of Proposal Fees and Charges Changes 1 July 2023 – 30 June 2024**

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Special Consultation between 3 May 2023- 6 June 2023

Version: For consultation

## **Introduction**

The Hurunui District Council is consulting on our fees and charges using Section 83 (Special Consultative Procedure) of the Local Government Act (LGA). We are proposing some amendments and asking the community for submissions either in support or objection to changes so any alterations can be considered before Council adopt the Fees & Charges and they come into effect on 1 July 2023.

## **Purpose**

The purpose of consultation is to provide an opportunity for public feedback that can be considered before Council adopt the Fees & Charges.

## **What are the Fees?**

Fees are either total or partial cost recoveries for certain services. The Fees cover a wide range of our activities, from infrastructure to building consents and more.

## **Reason we review Fees**

Hurunui District Council's fees and charges are the total and/or partial costs for our Council services. We review our fees and charges annually as part of our Annual Plan to ensure that they are kept up to date and align with our revised budgets.

## **Rationale for increases**

Hurunui District Council aim to recover some, or all of the costs incurred when providing certificates, approvals, permits or consents, or carrying out inspections, where there is significant private benefit. If these costs are not charged to the user, the only other practicable option available is for us to recover the costs through general rates revenue, which is a charge on all ratepayers. We consider that seeking a reasonable fee or charge from the person who requires a specific service is the most appropriate option. We also need to pass on increases in our costs, and we generally rely on inflation data when looking at increases of this nature. Cost recovery is in accordance with the Council's Revenue and Financing Policy.

## **What are the key changes to Fees?**

The majority of the Fees are proposed to remain the same or increase by inflation or to more adequately ensure cost recovery and then rounded.

# Existing Fees with New Fees

## Alcohol Licences

Item	Current Fee	New Fee	Comments
<b>Other fees related to obtaining an Alcohol Licence</b>			
Building and/or Planning Certificate processing – mail order and internet off licence	\$155.00	\$165.00	Increase has been applied to cater for the rise in expenses associated with providing this service.
Building Certificate – on/off licence for existing premises (where an approved liquor sales use exists)	\$295.00 (includes one inspection)	\$315.00 (includes one inspection)	
A new premises where building consent has been granted or applied for	\$320.00 (includes one inspection) if consent/current use over 5 years old	\$341.00 (includes one inspection) if consent/current use over 5 years old	
Building certificate – on/off licence for new premises (where no building consent has been applied for or issued)	\$155.00	\$165.00	
Additional inspection/s after the first	\$190.00	\$203.00	

## Resource Management

Item	Current Fee	New Fee	Comments
<b>Non Notified Land Use Consent Fixed Fee</b>			
Breach of two or more District Plan rules relating to bulk or siting	\$1,350.00	\$1,600.00	Based on average time cost of this type of resource consent application. Based on number of consents for past year.
Breach of one or more District Plan rules relating to design standards, natural hazards, signs, access ways, building on a ridgeline and containers.	\$1,585.00	\$1,750.00	Based on average time cost of this type of resource consent application. Based on number of consents for past year.
Temporary activity that does not comply with standards relating to maximum hours of operation	\$1,350.00	\$1,960.00	Based on average time cost of this type of resource consent application. Based on number of consents for past year.
Permitted boundary activities (section 87B RMA)	\$270.00	\$440.00	Based on average time cost of this type of resource consent application. Based on number of consents for past year.

Item	Current Fee	New Fee	Comments
<b>Marginal or temporary activities non-compliance (section 87BB RMA)</b>	\$370.00	\$720.00	Based on average time cost of this type of resource consent application. Based on number of consents for past year.
<b>All other land use consents</b>	\$2,345.00	\$2,500.00 deposit	Based on average time cost of this type of resource consent application. Based on number of consents for past year. As this covers such a wide range of activities and as such, the time to process these applications varies considerably (6 hours to 53.5 hours), it is proposed to make this fee a deposit rather than a fixed fee. The deposit would start at \$2500 which is the average time taken for 'all other land use consents' and then if the time taken for complex consents is in excess of the fee, it would be charged at time cost. Most other neighbouring Council's require a deposit for the majority of different consent types and then charge at time cost so this is not an inconsistent approach.
<b>Non Notified Subdivision Consent – Fixed Fee</b>			
15 lot subdivision Rural / Urban	\$8,000.00 / \$9,000.00	N/A	Change in wording from 15 <b>or more(removed)</b> lot subdivision - Rural / Urban
<b>Non Notified Consents – Other Charges</b>			
<b>Right of way applications (section 348 LGA)</b>	\$640.00	\$920.00	Increase applied based on the average time cost of this type of application and due to comparison of WDC having a fee of \$690 and CCC having a fee of \$1500 deposit and then time cost.
<b>Other Charges</b>			
<b>Resource consent monitoring</b>	\$135.00 per hour	\$160.00 per hour	Increase consistent with the hourly rate for a Planner who may need to monitor

## Health

Item	Current Fee	New Fee	Comments
<b>Fees under the Food Act 2014</b>			
<b>Application for assessment and registration, renewal or variation of template food control plans.</b>	\$200 +\$150 per hour in excess of 1 hour processing application	\$300.48 +\$150 per hour in excess of 1 hour processing application	In order to achieve 66% user pays, an increase in fees will be required, including the MPI MAPS user license charge. This charge is a new cost to HDC, and two licenses are required at a cost of \$1300 each per year, spread out per registration.

Item	Current Fee	New Fee	Comments
<b>Application for assessment and registration, renewal or variation of National Programmes 1, 2, or 3</b>	\$150 + \$150 per hour in excess of 1 hour processing application	\$300.48 + \$150 per hour in excess of 1 hour processing application	In order to achieve 66% user pays, an increase in fees will be required, including the MPI MAPS user license charge. This charge is a new cost to HDC, and two licenses are required at a cost of \$1300 each per year, spread out per registration.
<b>Verification inspection and audits per hour</b>	\$150.00 per hour	\$170.00 per hour	The hourly verification charge has been increased to help achieve 66% cost recovery without burdening the entire increase on registration fees.

## Building

Item	Current Fee	New Fee	Comments
<b>Fixed Building Consent Fees</b>			
<b>Wood burner in a residential building (one inspection and BCA levy included)</b>	\$445.00	\$475.00	Increase has been applied to cater for the rise in expenses associated with providing this service.
<b>Septic tank and effluent field</b>	\$595.00	\$635.00	
<b>Domestic accessory buildings/garages/conservatories (two inspections, unlined and no services)</b>	\$995.00	\$1,062.00	
<b>Farm buildings - implement shed, hay shed, covered yards, extensions up to 65 m2 of farm buildings (two inspections, no slab, unlined and no services)</b>	\$952.00	\$1,016.00	
<b>Marquee (one inspection, includes BCA levy)</b>	\$370.00	\$395.00	
<b>Full demolition of building (one inspection)</b>	\$261.00	\$278.00	
<b>Request for information letters (fixed fee consents only allow for one letter)</b>	\$145.00	\$155.00	
<b>Dwelling (including PIM/inspections and CCC,)</b>	\$5,045.00 + deposit requirement added (\$1,500.00 deposit on application)	\$5,383.00 + deposit requirement added (\$1,500.00 deposit on application)	
<b>Relocated Dwelling (including PIM /PIM/inspections and CCC)</b>	\$4,045.00 + deposit requirement added (\$1,500 deposit on application)	\$4,316.00 + deposit requirement added (\$1,500 deposit on application)	
<b>Pre-approved hay barn</b>	\$593.00	\$633.00	
<b>Variable Building Consent Fees</b>			

Item	Current Fee	New Fee	Comments
Processing and plan review – Building Officers/Inspectors	\$155.00 per hour	\$165.00 per hour	Increase has been applied to cater for the rise in expenses associated with providing this service.
Processing and plan review – Senior Building Officer / team Leader	\$160.00 per hour	\$171.00 per hour	
Processing and plan review –Administration Officer	\$90.00	\$96.00	
Applications for pre-approval	\$155.00 per hour	\$165.00 per hour	
Inspection fee or re-inspection fee	\$190.00	\$203.00	
In office inspection	\$95.00	\$101.00	
<b>Project Information Memorandum or Planning Check</b>			
Farm Shed, swimming pools, plumbing & drainage, internal dwelling alterations and marquees	\$155.00	\$165.00	Increase has been applied to cater for the rise in expenses associated with providing this service.
Commercial/ Industrial (does not include additions or alterations)	\$425.00	\$453.00	
Dwellings, garages and other buildings/alterations in urban areas (residential)	\$425.00	\$453.00	
Dwellings, garages and other buildings/alterations in general management area (rural)	\$295.00	\$315.00	
Amended Project Information Memorandum (PIM) review	\$135.00	\$144.00	
<b>Certificate of Acceptance</b>			
Processing – Building Officers	\$155.00 per hour	\$165.00 per hour	Increase has been applied to cater for the rise in expenses associated with providing this service.
Processing – Administration Officers	\$90.00 per hour	\$96.00 per hour	
Processing and plan review – Senior Building Officer / Team Leader	\$160.00 per hour	\$171.00 per hour	
Inspection fee or re-inspection fee	\$190.00	\$203.00	
<b>Code of Compliance Certificate</b>			
Dwelling (all dwellings and dwelling alterations over \$50,000 in value)	\$275.00	\$293.00	Increase has been applied to cater for the rise in expenses associated with providing this service.
Wood burner	\$100.00	\$107.00	
Minor works (less than \$50,000 in value)	\$200.00	\$213.00	
Major works (greater than \$50,000 in value)	\$400.00	\$427.00	
Application to extend time beyond two years for Building Consent	\$100.00	\$107.00	

Item	Current Fee	New Fee	Comments
Additional site visits for consents approved for extensions of time/re-application of CCC	\$190.00	\$203.00	
Re-application of Code Compliance Certificate (CCC's that have previously been refused)	\$200 - \$400 Depending on work type (above) plus inspections.	\$213 - \$427 Depending on work type (above) plus inspections.	
Additional CCC requests for information letters.	\$90.00	\$96.00	
<b>Building Warrant of Fitness</b>			
Compliance Schedule	\$200.00	\$213.00	Increase has been applied to cater for the rise in expenses associated with providing this service.
Compliance Schedule Amendment	\$150.00	\$160.00	
Compliance Schedule Statement	\$200.00	\$213.00	
Annual WoF processing fee (includes any audit inspections that may be required)	\$150.00	\$160.00	
<b>Building Act 2004 Certificates</b>			
Section 72 Land Information Certificate (hazardous land register)	\$250.00	\$267.00	Increase has been applied to cater for the rise in expenses associated with providing this service.
Section 75 Land Information Certificate (amalgamation land titles)	\$250.00	\$267.00	
Certificate of public use processing	\$345.00	\$368.00	
<b>Building Consent exemption request</b>			
Deposit (non-refundable)	\$500.00	\$534.00	Increase has been applied to cater for the rise in expenses associated with providing this service.
Building Officer Processing (per hour)	\$155.00	\$165.00	
Administration staff (per hour)	\$90.00	\$96.00	
<b>Miscellaneous</b>			
Consultation, record search or interpretation taking more than 15 minutes provided by a building officer	\$135.00 per hour	\$144.00 per hour	Increase has been applied to cater for the rise in expenses associated with providing this service.
Consultation, record search or interpretation taking more than 15 minutes provided by administration staff	\$80.00 per hour	\$85.00 per hour	
Scanning of paper plans not submitted electronically (from 1st July 2015)	\$70.00	\$75.00	
Building appraisal reports	\$135.00 per hour	\$144.00 per hour	
Pre-shift report (4)	\$135.00 per hour + mileage	\$144.00 per hour + mileage	
Investigation of non-compliance with the Building Act and issue of notice to fix	\$135.00	\$144.00	
Swimming pool inspection fee	\$171.30	\$183.00	

Item	Current Fee	New Fee	Comments
Copy of Certificate of Title	\$20.00	\$21.00	Increase has been applied to cater for the rise in expenses associated with providing this service.
Notice to fix	\$145.00 per hour	\$155.00 per hour	
Illegal building work administration/inspections (charged as part of COA application)	\$145.00 per hour	\$155.00 per hour	
Any matter covered by the Building Act 2004 not in the Fees and Charges	\$145.00 per hour	\$155.00 per hour	
Monthly building statistics report	\$100 per year	\$107.00 per year	

# NEWLY INTRODUCED FEES

## Dogs

Item	New Fee
<b>Impounding</b>	
Install Microchip in Impounded Dog	\$20.00

## Resource Management

Item	New Fee	Comment
<b>Non Notified Subdivision Consent – Fixed Fee</b>		
<b>16 or more lot subdivision – Rural</b>	\$8,000.00 deposit	The current subdivision fee structure is the same fee for any subdivision which creates more than 15 lots. However, an application for 100 lots etc. is significantly more complex than an application for 16 lots etc. and takes considerably more time to process.
<b>16 or more lot subdivision – Urban</b>	\$9000.00 deposit	The current subdivision fee structure is the same fee for any subdivision which creates more than 15 lots. However, an application for 100 lots etc. is significantly more complex than an application for 16 lots etc. and takes considerably more time to process. For example, a 125 lot urban subdivision



Item	New Fee	Comment
		took 75.75 hours to process + 2 hour peer review and not accounting for Consent Engineer time.
<b>Consultant Consent Planner</b>	\$180.00 per hour	Due to capacity issues, from time to time we need to engage an external consultant to process resource consents.
<b>Non-Notified Consents – Other Charges</b>		
<b>Removal of designation (section 182 of RMA)</b>	\$910.00	Recommendation that the fee for alteration of designation and removal of designation are separated as a removal of designation is a much simpler process/application than an alteration so would take far less time to process. Have recommended \$910 for removal, to be consistent with the change or cancellation of condition fee as it is anticipated that it would take around the same time. N.B. SDC require a \$320 deposit and then at time cost for removal of designation, as a comparison.

## Health

Item	New Fee	
<b>Fees under the Food Act 2014</b>		
<b>Cancelling a verification audit except for within 48 hours of making the booking /or no person available for the audit on arrival</b>	\$100.00	Customer invoiced. Would not be charged if valid excuse presented e.g. covid, death, other genuine and unavoidable situation

## Analysis of reasonably practicable options

In preparing these fees and charges we have considered three options for reviewing the fees and charges and we would like your thoughts on what we should do.

### **Option 1 – Adopt the Fees as proposed**

The Fees would change to those proposed in the Draft Fees & Charges 2023/24.

Advantages	Disadvantages
Reflects our actual cost of service and is consistent with our Revenue and Finance Policy.	Increased fees and charges will mean increased costs to those in the community that use the affected services.
Allows us to recover costs for new services and facilities.	

### **Option 2 – Status quo**

The Fees would remain the same as present (2022/23).

Advantages	Disadvantages
The public are familiar with current fees and charges.	These will not reflect our actual costs of services.
Charges to the community remain the same.	Services with a private benefit (such as building consent processing) may have to be subsidised by rates, which may in turn be inconsistent with our Revenue and Finance Policy.
Costs of new services are provided at no cost to the public.	Does not allow us to recover costs for new services and facilities.

### **Option 3 – Revoke/lower**

Council would revoke or lower the Fees.

Advantages	Disadvantages
The public does not have to pay directly for goods or services or will pay a lower amount.	We will need to recover our costs through rates.
	This would be inconsistent with our Revenue and Finance Policy.

## Statutory requirements

Section 150 of the LGA provides for fees or charges to be imposed by us using the principals of consultation. Fees and charges must be prescribed in one of our Bylaws or by using a public consultation process. We are currently undertaking this consultation process and invite your feedback on the proposed fees and charges. The LGA requires that in general fees and charges must not provide an opportunity for us to recover more than the reasonable costs we incur in providing the goods or service to the community.

Other legislation such as the Resource Management Act 1991 (RMA) gives us the authorisation to charge fees and charges for services provided under that Act, such as processing resource consent applications. Similarly, the Building Act 2004 entitles us to recover the reasonable costs we incur when providing certificates, authorities, approvals, permits or consents, or carrying out inspections.

Setting of the fees and charges must be done in accordance with the principals of consultation or using the Special Consultative Procedure set out in the LGA.

## Proposed Fees – from Draft to Adoption

The views of the community are vital to our success. Therefore, we would like to invite the community to provide submissions on the proposed amendments to the Fees to assist us in the decision making process.

### The Submission – Important Dates to Remember

Process	Date
Council approves Statement of Proposal and Fees and Charges for public consultation	2 May 2023
Consult the community	3 May 2023 to 6 Jun 2023
Council hearing (volume of submitters will determine if the meeting is required to run for both days)	27 June 2023
Adopt Fees	30 June 2023
New Fees apply	1 July 2023

### Where can I find more information?

You can view the current fees and charges on our website <https://www.hurunui.govt.nz/council/fees-charges>.

### How can I have my say?

We actively encourage the community to contribute to the formation of these important documents and it is easy to have your say. Simply make a submission on any/all draft documents and return it to us by 6 June 2023. The Submission Form can be found on our website.

How you can make a submission:

**Email** - [submissions@hdc.govt.nz](mailto:submissions@hdc.govt.nz)

**Drop in to** - you can simply write your submission as a letter and either drop it off at 66 Carters Road, Amberley

**Post it to** – Submissions, Hurunui District Council, PO Box 13, Amberley 7410

**Online** – See under consultations on the website

*Note: Please be aware that submissions made to Council are public information. Your submission will be used and reproduced for purposes such as reports to Councillors, which are made available to the public and media.*

If you advise in your submission that you wish to speak to your submission at the hearing on 27 June 2023, Council staff will contact you (please ensure to provide a daytime contact) to arrange a time for you to speak at the hearing (volume of submitters determines if the meeting will run on 27 June 2023 also).

### Any questions?

We are here to help - so if you have any questions about the Fees or the submission process, please let us know. Just call us on 03 314-8816 and let our friendly Customer Services staff know you have a question about the Fees and Charges 2023-24.

You must have your submission back to Council by Tuesday 6<sup>th</sup> June 2023.