

HURUNUI DISTRICT COUNCIL

POLICY

Refunds (Regulatory Services)



Adopted:	Council, 28 September 2017
Replaces:	Remissions, Refunds and Waivers (Environmental Services) Policy 2007
Review date:	28 September 2018

Background Council charges fees to cover the actual cost of processing applications for building and resource consents. These fees are set out in Council's [fees and charges document](#).

Council recognises that some projects deliver benefits to the local community and/or wider Hurunui district, not just private benefit to the applicant. In such circumstances Council recognises it may be appropriate to grant a refund on the actual or partial processing costs in recognition of these wider benefits.

Intent This policy sets out the circumstances where Council will refund actual or partial costs associated with the Regulatory Services team processing of:

- Resource consents
- Building consents¹

Circumstances where refunds will be considered Refund of fees in part or in full will be considered in the following circumstances where Council is satisfied that:

- The proposal is not for commercial gain and the consent process was necessitated for reasons to accommodate the needs of the wider public;
- The proposal will provide tangible and significant economic benefit to the district;
- The consent is consistent with maintaining the heritage of the district;
- The proposal is promoted by a group or individual to provide social, cultural and/or community benefit;
- The proposal will enhance or provide a community asset to the district or local ward.

Full refund of building consent application costs for marquees over 30m² where the Mayor and Manager Regulatory Services are satisfied that the application is in association with:

- A charitable event, or a non-profit community group event; or
- An event that will generate identified benefits and value to the local community and/or the district.

Application process Council will only consider applications for refunds in accordance with this policy once the consent has been formally received. Formal receipt of an application includes payment of the required fees.

Fill out application form (Appendix 1) and send to the relevant Regulatory Services team – building@hurunui.govt.nz or planning@hurunui.govt.nz.

¹ Building consent applications that are subject to Central Government Levies will still require the levy is met by the applicant. For example: Building Consent Accreditation (BCA) levy.

Applications will either be approved by the Mayor and Manager Regulatory Services or by presentation to a meeting of the Council.

Refunds can be approved in part or in full in accordance with this policy.

The cost will be borne as a charge against the Council's remission account.

Maximum refund

Refunds will be limited to a maximum funding of \$2,500 for building consents and \$1,500 for resource consents.

END OF POLICY

Appendix 1: Application form

Name	
Property address	
Building or resource consent number	
Activity the resource OR building consent relates to	
Type of refund sought <i>(please choose one)</i>	Full or Partial
Reason for seeking a refund	
Bank account number <i>(this is where the refund will be paid if your application is successful)</i>	

Signature _____

Date _____