



<b>Adopted:</b>	26 March 2024
<b>Replaces:</b>	Refunds (Regulatory Services) Policy 2017
<b>Review date:</b>	26 March 2029

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**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 waive all or part of the processing costs of these consents.

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**Intent**

This policy sets out the circumstances where Council will consider waiving all or part of the costs associated with the processing of:

- Resource consents
- Building consents<sup>1</sup>

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**Criteria for waivers**

Waiver of fees in part or in full will be considered in the following circumstances where Council is satisfied that the group/organisation undertaking the activity is not for profit and the group/organisation demonstrates how payment of the fee would be a financial barrier to the activity proceeding.

The group/organisation shall demonstrate to Council that the activity for which fee waiver is proposed:

- is not for commercial gain; and
- will provide a tangible and significant economic benefit to the District; or
- maintains or enhances the heritage of the district; or
- provides a tangible social, cultural and/or community benefit; or
- enhances or provides a community asset to the District or local ward.

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**Application process**

Council will consider applications for waivers when the consent has been formally received.

Fill out application form (Appendix 1) and send to the relevant department, either – [building@hurunui.govt.nz](mailto:building@hurunui.govt.nz) or [planning@hurunui.govt.nz](mailto:planning@hurunui.govt.nz).

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

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Applications will be approved by the Chief Operations Officer for building consents and Chief Strategy and Community Officer for resource consents (or their equivalent in the event of a change in job title).

The cost will be adsorbed within the budget of the relevant department of Council.

**Maximum Waiver**

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The amount of the waiver will be at the discretion of the relevant Council Officer.

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END OF POLICY

**Appendix 1: Application form**

<b>Group/Organisation name:</b>	
<b>Contact person:</b>	
<b>Contact details:</b>	
<b>Property address</b>	
<b>Building or resource consent number</b>	
<b>Activity the resource OR building consent relates to</b>	
<b>Type of waiver sought</b> <i>(please choose one)</i>	Full or Partial
<b>Reasons for seeking waiver:</b> <i>(All of the criteria in the Policy must be addressed.)</i>	

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_