

UPPER HUTT CITY



# Draft Schedule of fees and charges

1 JULY 2019 – 30 JUNE 2020





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**Note:** If a fee or charge for a Council service is not specifically listed in this schedule the charge or fee will be the total of the actual cost of materials, officer time incurred to provide the service and GST.

# Abandoned vehicles

## Towing fees

Tow to Council depot or to secure area from anywhere within the urban area.	\$124.00
Tow to landfill from anywhere within the urban area.	\$124.00

## Storage

Storage of vehicle at Council depot	per day	\$5.00
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**Note:** Where the actual fees incurred by council are higher than the fees shown, actual costs will be charged.

# Administration/miscellaneous

## Cost recovery rates

Internal technical officer/expert (eg Building Officer/engineer)	per hour	\$124.00
Administration Officer	per hour	\$93.00

## Photocopying

Black and white copying	per side	\$0.10
Colour copying A4	per side	\$0.20
Colour copying A3	per side	\$0.40

## Building packet data

(Historical building records) The charges below relate to standard residential properties. Requests for records for commercial, industrial and complex residential buildings may incur extra administration fees, please phone Upper Hutt City Council's Customer Services Team for an estimate of costs.

On a USB stick	per stick	\$10.00
Delivered electronically	each	\$10.00

## Street naming and numbering

New rural rapid number	\$103.00
Replacement rural number	\$51.50
Private street naming	\$103.00

## Power charge - Main Street power outlets

Commercial hire per day or part day	Plus power usage if applicable	\$20.00
Community organisations (fundraising)		No charge

## Other

Debt collection fees to be fully reimbursed

(All costs incurred in Council initiated debt collection action may be recovered from the debtor involved).

# Akatarawa Cemetery

## Plots

Adults (plaque and monumental)	\$886.00
Stillborn only	No charge
	(but where a child's plot is requested, children's charge applies)
Children up to 12 years (plaque and monumental)	\$379.00
Ashes (plaque and memorial)	\$317.00
Ashes – memorial garden	\$559.00
Service personnel in service sections	No charge
Issue of duplicate grant	No charge
Transfer of grant per plot	No charge
Monumental trees	\$938.00

## Interment (includes 2nd interments)

Adults (plaque and monumental)	\$812.00
Children under one year and stillborn	\$139.00
Children 1-12 years	\$327.00
Ashes	\$105.00
Indigents (certified)	\$93.00
Memorial permits	\$28.00
Service personnel in service sections (ashes)	\$105.00
RSA interment	\$812.00

## Maintenance in perpetuity

Adults (plaque and monumental)	\$650.00
Children under 12 years	\$262.00
Service personnel in service sections	No charge
Ashes	\$260.00
Memorial gardens	\$376.00



## Out of district fee

Adults	\$1,045.00
Children under 12 years	\$920.00
Service personnel in service sections	\$1,045.00
Ashes	\$756.00

## Extra charges included under interment

Oversized caskets (adults only)	\$231.00
Double depth (usually 45cm)	\$118.00
Triple depth (90cm)	\$190.00
Lowering device and burial mats	\$76.00
Weekend or holiday grave digging, including RSA personnel	\$226.00

## Saturday interments (8am to 1pm)

Burials	\$208.00
Ashes	\$96.00

## Disinterment

Body	\$589.00
Ashes	\$73.00

## Re-interment

Adults	\$438.00
Children	\$210.00

## Book of Remembrance

Two line entry	\$105.00
Additional four lines (per line)	\$39.00
Next four lines (per line) (maximum eight additional lines)	\$97.00

# Building Services

## Base fee

1. The base fee is calculated on the estimated building costs (labour + materials) inclusive of GST.
  - \$0.00 - \$5,000 of estimated building costs \$226.06
  - \$5,001 - \$15,000 of estimated building costs 4.284% plus \$12.70
  - \$15,001 - \$200,000 of estimated building costs 0.428% plus \$596.63
  - \$200,001 and greater of estimated building costs 0.142% plus \$1,345.28
2. Exceptions to the base fee are amendments, fire units and alternative solutions.
  - a. Amendments (includes one hour processing and the audit fee) additional time charged \$151.00  
at cost recovery rates
  - b. Fire units
    - i. Freestanding - one inspection \$399.00
    - ii. In-built - two inspections \$522.00
  - c. Alternative solutions and bespoke design charged at cost recovery rates
3. External review of specific design reports, fire reports, alternative solutions, and advice from NZ Fire Service Commission at cost

Note: Fire unit fees cover; one hour processing, the audit fee, the inspections listed above and certification

Note: In most cases fire reports are sent to our consultant reviewer and costs recovered. In the event that fire reports are reviewed in house, the time spent will be charged at cost recovery rates as an additional building consent fee that will be charged once the work has been completed.

## Activity fee (where applicable)

Audit fee applies to all applications		\$28.00
Completeness check fee applies to all applications for consents and certificates (includes half hour administration fee) additional time charged at cost recovery rates		\$46.50
Application scanning and data entry fees		at cost
Certification fee applies to all applications for building work		\$124.00
Site inspections fees	per inspection	\$124.00
Review of old consent files for certification decisions - (includes 1 hour of processing)	additional time charged at cost recovery rates	\$124.00

Depending on the type of building project the number of inspections will vary. The estimated number of inspections is charged at the application stage, additional fees will be recovered if extra inspections are required.

## Levy fee applies only to consents \$20,000 or more in value

BRANZ Levy (this levy is not subject to GST)	0.1% value of work
Building Levy (applies to consents \$20,444 or more in value)	0.201%value of work

## Project Information Memorandum (PIM)

The following fees apply for a PIM application:

Under \$100,000 value of work	\$214.00
\$100,001 - \$300,000 value of work	\$274.00
\$300,001 and greater value of work	\$333.00

## Fees for other applications

Certificate of Acceptance application	plus base fees	\$341.00
Certificate of Public Use application		\$341.00
National multiple-use application		\$465.00
Schedule 1 Territorial Authority discretionary exemption - (includes 4 hours of processing)	additional time charged at cost recovery rates	\$496.00
Owner supplied information - (includes 1 hour of processing)	additional time charged at cost recovery rates	\$124.00

## Building Warrant of Fitness

Building Warrant of Fitness Renewal		\$170.00
Inspection of building warrants	additional time charged at cost recovery rates	\$124.00
Amendment to a compliance schedule	additional time charged at cost recovery rates	\$170.00

## Swimming pools

Pool safety audit inspection		\$124.00
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## Perusal fee

Building packet research and/or related tasks, on behalf of others	Charged at cost recovery rates	
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## Building consent list

List of building consent applicants for the year to date	per year	\$66.00
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## Cost recovery rates

Internal technical officer/expert (eg Building Officer/engineer)	per hour	\$124.00
Administration Officer	per hour	\$93.00

# Compliance services

## Dog fees

- The fee for a 'responsible owner' represents a significant saving on the general registration fee. 'Responsible owner' status cannot be claimed if paying from 2 August 2019. Fee classes SO and SN will change to J or N at that time.
- A classified dog is one that has been declared "dangerous" or "menacing".
- Dogs must be registered when they reach three [3] months of age.
- From the age of three [3] months, fee rates are calculated proportionally for the year.
- A \$2.50 National Dog Database Levy (per dog) is included in all dog registration invoices.

<b>Dog registration</b>	<b>CLASS</b>	<b>FEE IF PAID BY AUGUST 2019</b>	<b>FEE IF PAID ON OR AFTER 2 AUGUST 2019</b>
Disability assistance dog	GD	\$nil	\$nil
Police dog	PD	\$40.00	\$60.00
Rural dog	RD	\$71.00	\$106.00
Responsible owner	SO	\$82.00	\$180.00
Responsible owner with neutered dog	SN	\$71.00	\$162.00
General registration	J	\$120.00	\$180.00
General registration, with neutered dog	N	\$108.00	\$162.00
Classified Dangerous Dog (section 31)	K	\$162.00	\$242.00
Classified Menacing Dog (section 33A)	QD	\$134.00	\$200.00

## Dog impounding

First impounding during the year (first during a 12 month period)		\$88.00
Second impounding during the year (second during a 12 month period)		\$176.00
Third impounding during the year (third during a 12 month period)(prosecution thereafter)		\$264.00
Seizure fee		\$102.00
Pound sustenance and care fee	per day	\$26.00
Replacement discs		\$4.00
Administration fee for a permit to keep more than two dogs on a property		\$46.50

## Parking fees

The amount for fines is set at a national level.

Not more than 30 minutes	infringement fee	\$12.00
More than 30 minutes but not more than 1 hour	infringement fee	\$15.00
More than 1 hour but not more than 2 hours	infringement fee	\$21.00
More than 2 hours but not more than 4 hours	infringement fee	\$30.00
More than 4 hours but not more than 6 hours	infringement fee	\$42.00
More than 6 hours	infringement fee	\$57.00

## Skateboarding impounding fees

First impounding	\$31.00
Second impounding	\$62.00
Third or any subsequent impounding	\$93.00

## Amusement devices and shooting galleries

Regulation 11(6)(a)	\$14.00 first device for first seven days or part thereof
Regulation 11(6)(b)	\$4.00 each additional device for a further period of seven days or part thereof
Regulation 11(6)(c)	\$2.00 for each device for a further period of seven days or part thereof

**Note:** Permit fee fixed by Regulation 1978/294

## Other fees

Litter infringement fee	\$129.00
Seizure of noise equipment	\$186.00
Security alarm – daytime attendance	\$ 124.00
Security alarm – after hours attendance	\$160.00

# Gambling

Class 4 Gambling Venue Consent	\$250.00
New Zealand Racing Board (including TAB) Venues Consent*	\$250.00

\* New Zealand Racing Board (including TAB) venues will also be required to pay a \$155.00 application fee (over and above the consent fee) if they wish to host gaming machines at new or relocating venues.

# HAPAI Building

## Whole facility

	<b>PER HOUR</b>	<b>HALF DAY (4 PLUS HOURS)</b>	<b>DAY HIRE (6 HOURS OR MORE)</b>
Community Groups/non-profit organisations	\$25.00	\$70.00	\$110.00
Commercial / business individuals or organisations	\$70.00	\$165.00	\$260.00

## Main hall and kitchen

	<b>PER HOUR</b>	<b>HALF DAY (4 PLUS HOURS)</b>	<b>DAY HIRE (6 HOURS OR MORE)</b>
Community groups/non-profit organisations	\$15.00	\$40.00	\$60.00
Commercial / Business individuals or organisations	\$40.00	\$90.00	\$140.00
Private function hireage (birthdays and other private events)		\$200.00 for up to 8 hours and \$40 per hour for each additional hour plus refundable bond \$150 (includes key bond)	

## Mary Richardson Lounge

	<b>PER HOUR</b>	<b>HALF DAY (4 PLUS HOURS)</b>	<b>DAY HIRE (6 HOURS OR MORE)</b>
Community groups/non-profit organisations	\$10.00	\$30.00	\$50.00
Commercial / business individuals or organisations	\$30.00	\$75.00	\$120.00

## Cancellation fee

Bookings cancelled within 48 hours prior to commencement of the booking will incur a fee of 50% of the cost of hireage.

## Key deposit

Refundable key bond of \$50.00 to all hirers



# H<sup>2</sup>O Xtream

## Admission

### Child

	<b>SINGLE PASS</b>	<b>10 TRIP PASS</b>
Child under one	\$2.00	\$16.00
Child under five	\$3.10	\$24.80
Children (5-14 years)	\$4.10	\$33.00
Group of 10 or more – per child	\$3.30	

### Adult

	<b>SINGLE PASS</b>	<b>10 TRIP PASS</b>	<b>20 TRIP PASS</b>
Adult – single	\$5.10	\$41.60	\$68.00
Group of 10 or more – per adult	\$4.10		
Adult over 60	\$4.10	\$33.00	

**Note:** Adult and over 60s admission allows access to the sauna, steam room, spa pool during hours of availability, in addition to the normal access to both pools and the cafeteria.

### Disability rate

<b>SINGLE PASS</b>	<b>10 TRIP PASS</b>
\$3.10	\$31.00

### Family passes

	<b>SINGLE PASS</b>
Four people, minimum one adult, maximum two adults	\$15.00
Family plus slide pass, minimum one adult, maximum two adults	\$28.00
Extra family members	\$3.60
Extra slide pass	\$3.00

### Slides (unlimited use)

	<b>SINGLE PASS</b>	<b>10 TRIP PASS</b>
Child /Adult	\$4.00	\$30.00
Group discount (10 people or more)	\$3.00	

**HYDROROBICS**

Adult	\$6.10	\$53.00
Adult over 60	\$5.10	\$43.00
Disability	\$4.10	\$31.00

**Corporate and Government**

Applies to organisations that have negotiated this concessional rate with Council and paid the \$150 annual subscription

	<b>SINGLE PASS</b>	<b>10 TRIP PASS</b>
Adult	\$3.10	\$31.00

**Other**

Adult supervising under five year old	no charge
Non-swimming supervising adult of child aged 5-14 years	no charge
Caregiver of person with disability	no charge
Spectators	no charge

**Additional charges**

Seasonal programmes and activities may attract charges. Please ask at H<sup>2</sup>O Xstream Reception for more information.

**Locker**

	<b>SMALL</b>	<b>LARGE</b>
Price per four hours of use	\$2.00	\$3.00

**Private facility hire – payment is advance is required**

Full facility	per hour	\$550.00
Full facility with inflatables	per hour	\$600.00

**Lane hire**

General hire	per lane, per hour	\$10.50
Schools and community group hire	per lane, per hour	\$8.20
Commercial hire	per lane, per hour	\$20.00

## Upper Hutt Schools

**Note:** For classes with an external instructor, admission allows access to the lane or leisure pool.

<b>LANE POOL</b>	per lane per hour	\$8.20
School terms 1 to 4	per child (plus lane hire)	\$1.50
<b>LEISURE POOL</b>		
School terms 1 to 4	per child	\$3.10

## Upper Hutt Swimming Club

per hour lane hire	\$8.20
per swim	\$3.00

**NOTE:** Club admissions allow access to the facility as per other charges for specific age groups, in addition to normal club attendance.

## Learn to swim

Pre-school	per lesson	\$11.00
School age	per lesson	\$12.00
Adults	per lesson	\$12.00
Squad	per lesson	\$12.00

## Flipperball

Per season (13 games)	per team	\$400.00
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## Floorball

Per season (15 games)	per team	\$250.00
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## Holiday programme

On-site	8.30am – 4.30pm	per day	\$34.00
Off-site (day trips)	8.30am – 4.30pm	per day	\$44.00
On-site after hours	Before hours: 7.00 – 8.30am	per day	\$9.00
	After hours: 4.30 – 6.00pm	per day	\$9.00
	Before and after hours	per day	\$16.00

# Land Information Memorandum (LIM)

Residential/rural minimum fee	\$320.00
Non-Residential/rural minimum fee	\$552.00

## Minimum fee covers

- Administration costs (half hour administration time at \$93/hour)
- 2.5 hours officer processing time for residential/rural; 4 hours non-residential/rural
- Delivery by one of the following methods:
  - USB stick
  - Electronic dropbox
  - Paper (100 pages of printing, additional pages attract an additional charge).

Delivery by more than one method or additional LIMs must be ordered with LIM application.

## Additional charges

- \$10.00 additional delivery by USB or electronic dropbox. Additional paper LIM – price on application
- \$124.00 per hour for technical officer time
- \$0.10c per additional printed page (per side)
- Courier delivery \$10.00

An invoice will be issued for officer time and/or printing in excess of the amounts included in the minimum fee.

## Cancellation fee

	<b>RESIDENTIAL REFUND</b>	<b>NON-RESIDENTIAL REFUND</b>
Within 1 working day	\$273.50	\$505.50
Between 1 and 3 working days	\$149.50	\$381.50
Between 4 and 5 working days	\$25.50	\$257.50
After 5 working days	on application at cancellation	on application at cancellation

# Land transport

## Street works - Corridor Access Request (CAR) fees

Corridor access request fees cover the costs of administering the CAR process and undertaking the verification inspections of the work.

They have been set to a lump sum for each of the work categories contained within the “National Code of Practice for Utilities’ Access to Transport Corridors” and have been set at a level that reflects the expected work load applicable to each work category.

All CAR’s will attract a fee.

The definitions of each work category are as per the National Code.

Minor works	\$70.00
Major works	\$150.00
Project works	\$1,215.00

Council is prepared to carry out compaction testing using a soils impact tester on request, the fee will be per visit to site as follows:

Per site visit	up to 10 tests	\$97.00
	10 to 20 tests	\$145.00
	over 20 tests	by agreement

## Corridor access request (CAR) for subdivision developments

Treated as a major work	\$150.00
Additional unforeseen inspections would incur an additional charge	per inspection \$97.00

To be charged for each re-inspection required where a works completion notice is lodged and when inspected, the works are not complete to council’s requirements and further inspection is required.

Re-inspection fee	per visit	\$97.00
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## Unauthorised excavation fee

To be charged where an excavation is commenced without proper notification or a Work Access Permit is being issued. This charge is an addition to the normal CAR fees.

Unauthorised excavation fee	per excavation	\$150.00
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## Registration of delegated authority

To cover the administration costs of registering the delegation of a Site Traffic Management Supervisor (STMS) for Traffic Management Plan (TMP) approvals.

Registration fee	per STMS	\$85.00
Registration fee for an application for two or more STMS made at the same time	first STMS each subsequent STMS	\$85.00 \$45.00
Registration fee to transfer a current STMS holder's delegation from one company to another	per STMS	\$45.00
Renewal of delegation	per STMS	\$45.00
Renewal of delegation for an application for two or more STMS made at the same time	first STMS each subsequent STMS	\$45.00 \$25.00

**Note:** Delegations are specific to the individual STMS certificate holder and to the company they are employed by at the time of the application

## Bonds

Contractors who have been excluded from having the right to work within the city as described in *clause 4.6.2 of schedule c, attachment 1 – 'Local Conditions – Hutt City and Upper Hutt City'*, shall be required to pay a bond to Council prior to the CAR being issued.

The bond shall be an amount as calculated by Council as the possible reinstatement of any work which may be left uncompleted by the contractor or may not be completed to standard by the contractor. The bond shall take into account the previous track record of the contractor concerned.

## Chip sealing fee

A fee to cover the resurfacing of the seals less than four years of age in place of the existing requirement under clause 5.6.4 of the National Code of Practice for Utilities Access to Transport Corridors – Hutt Valley Local Conditions.	per square metre	\$6.00
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## Overweight permit fees

To cover vetting, issuing and, where appropriate, the bridge supervision for an overweight load that starts and finishes its journey in Upper Hutt City or for a load traversing that for some reason has not had a permit issued by Transit NZ.

No bridges involved - single permit	\$86.00
Fee where structural checking required - single permit	\$175.00
Additional fee where bridge supervision required	\$250.00
Continuous permit	\$175.00
Re-issue of identical single permit	\$64.00
Re-issue of identical continuous permit	\$64.00

**Note:** The above fees for overweight permits are minimum fees. Actual costs will be charged where the time to process or supervise exceeds the allowed time.

## Encroachment licence fee

To assess, process, and issue an encroachment licence for work carried out within the legal road including: \$150.00

- The construction of a structure (e.g. garage, carport or retaining wall),
- Erecting a fence outside the property boundary,
- The allocation of an outdoor dining area on a footpath or parking area,
- The erection of permanent or long-term signs and advertising hoardings.

### NOTE:

An encroachment is not required for a driveway or standard vehicle crossing.

The fee is based on evaluation and processing time, and the associated overheads. No annual fee is currently charged for encroachments.

# Library

Replacement membership cards		\$2.00
Compact disc rental	per week per title	\$1.00
DVD rental	single DVD	\$2.00
	TV series DVDs	\$4.00
	children's DVDs	no charge
Ukulele rental	per item (for 4 weeks)	\$2.00
Reproduction of archival photographs		actual costs
Requests for adult material	per item	\$1.00
Requests for children's and teen's material		no charge
Interloans	per item	\$8.00
Black and white printing and/or copying	per page	\$0.20
Colour printing and/or copying	per page	\$1.00
Overdue adult books, magazines and all audio visual material	per day per item	\$0.50
Overdue children's and teen's books, audio books, and magazines	per day per item	no charge
Lost or damaged library material	administration fee plus original purchase price	Adults \$10.00 Children \$5.00
Paid item delivery service (new online request service)	within Hutt Valley urban area	\$6.00
	rural and other areas	\$10.00
Book covering service	per book	\$5.00
Disc cleaning service	per disc	\$2.00
Premium subscription membership	6 months	\$45.00
	1 year	\$75.00



# Liquor licensing

## Default fees as set under regulation by the Ministry of Justice

The Sale and Supply of Alcohol Act 2012, which replaces the Sale of Liquor Act 1989, came into full force on 18 December 2013. The new fee system more fairly reflects the cost of alcohol licensing.

The new laws require a premises' cost/risk rating to be determined.

The table below shows the method by which the cost/risk ratings are determined. For example, a tavern (scores 15) closing at 11:00 pm (scores 3) with two enforcements in the last 18 months (scores 20) would have an overall cost/risk rating of 38.

<b>TYPE OF LICENSED PREMISE</b>	<b>SCORE 1</b>	<b>+</b>	<b>LATEST ALCOHOL SALES TIME</b>	<b>SCORE 2</b>	<b>+</b>	<b>NUMBER OF ENFORCEMENTS IN LAST 18 MONTHS</b>	<b>SCORE 3</b>	
Liquor store, supermarket, grocery off-license	15	+	On-licenses and clubs <b>before 2.01am;</b> Off-licenses <b>before 10.01pm</b>	0	+	None	0	
Night clubs, taverns, adult premises, 'Class 1' restaurants	15	+	On-licenses and clubs <b>2.01- 3.01am;</b> Off-licenses <b>before 10.01pm and later</b>	3	+	1	10	
Off-license in a tavern	10	+	On-licenses and clubs – all other closing times	5	+	2	20	
Hotels, function centres, 'Class 1' clubs, 'Class 2' restaurants	10	See next page for definitions						
Remote sales, 'Class 2' clubs, 'Class 3' restaurants, other	5							
Theatre/cinemas, wine cellar doors, BYO restaurants, 'Class 3' clubs	2							

## Definitions

<p><b>Class 1 restaurants</b> – restaurants with a significant separate bar area which, in the opinion of the relevant Territorial Authority (TA), operate that bar at least one night a week in the nature of a tavern, such as serving alcohol without meals to tables situated in the bar area.</p>	<p><b>Class 1 clubs</b> – clubs which, in the opinion of the TA, are large clubs (with 1,000 or more members of purchase age) and which, in the opinion of the relevant TA, operate in the nature of a tavern (for example a large working men's club, combined clubs, or large 'cossie' clubs).</p>
<p><b>Class 2 restaurants</b> – restaurants that have a separate bar (which may include a small bar area) but which, in the opinion of the relevant TA, do not operate that area in the nature of tavern at any time.</p>	<p><b>Class 2 clubs</b> – clubs which do not fit class 1 or class 3 definitions (for example larger sports clubs, medium sized RSAs, many provincial social clubs).</p>
<p><b>Class 3 restaurants</b> – restaurants that only serve alcohol to the table and do not have a separate bar area.</p>	<p><b>Class 3 clubs</b> – clubs which, in the opinion of the TA, are small clubs (with fewer than 250 members of purchase age) and which operate a bar for 40 hours or less per week (for example small sports clubs like bowling clubs, golf clubs, bridge clubs, and small RSAs).</p>

## Fee category, rating and corresponding costs

The total score from the above table determines the application fee and annual renewal fee.

FEE CATEGORY AND COST/RISK RATING SCORE		APPLICATION FEE	ANNUAL FEE
Very low	0-2	\$368.00	\$172.50
Low	3-5	\$609.50	\$391.00
Medium	6-15	\$816.50	\$632.50
High	16-25	\$1,023.50	\$1,035.00
Very high	26 plus	\$1,207.50	\$1,437.50

## Other license applications

Manager's certificate – new or renewal application	\$316.25
Temporary authority or temporary licence	\$296.70
Extract of register for district licensing committee (DLC)	\$57.50

## Special licenses

<b>CLASS</b>	<b>SIZE/NUMBER OF EVENT (S)</b>	<b>FEE</b>
Class 1	Large size events (400+ attendees), or more than 3 medium events (100 – 400 attendees), or more than 12 small events (less than 100 attendees)	\$575.00
Class 2	1 – 3 medium size events (100 – 400 attendees), or 3 – 12 small events (less than 100 attendees)	\$207.00
Class 3	1 – 2 small events (less than 100 attendees)	\$63.25

## Other

Building certificate	\$87.00
Certificate of use	\$87.00

# Official information (Local Government Official Information and Meetings Act 1987)

Requests for official information may be made to the:

Chief Executive  
Upper Hutt City Council  
Private Bag 907  
UPPER HUTT 5140

1. If the request is made by an identifiable natural person seeking access to any personal information about that person, then such requests are not subject to any charge.
2. Where repeated requests are made in respect of a common subject, in any period of up to 8 weeks, requests after the first shall be aggregated for charging purposes.
3. Subject to paragraph 6, staff time will be charged, where the total time involved is in excess of one hour, after the first hour, for each half hour or part thereof at a rate of \$38.00
4. Photocopying or printing, on standard A4 or foolscap paper, where the total number of pages is in excess of 20 pages, will be charged for each page after the first 20 pages at a rate per page of \$0.20
5. All other charges incurred shall be fixed at an amount that recovers up to the actual costs involved. This will include:
  - the provision of documents on computer disks
  - the retrieval of information off-site
  - 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 foolscap size.
6. A charge may be modified or waived at the discretion of the Chief Executive.
7. The charge may not include any allowance for:
  - locating and retrieving information which is not where it ought to be
  - time spent deciding whether or not access should be allowed and in what form.
8. A deposit may be required where the charge is likely to exceed **\$67.56 (GST exclusive)** or where some assurance of payment is required to avoid waste of resources. Any unused portion of a deposit will be refunded forthwith to the applicant.
9. A record will be kept of any costs incurred. Wherever a liability to pay is incurred, the applicant is to be notified of the method of calculating the charge and this fact noted on the record.
10. Council will refer to the Ministry of Justice Charging Guidelines for Official Information Act 1982 Requests (issued 18 March 2002) for guidance in addressing any issues not covered above.

# Parks and Reserves

## Season

**WINTER PERIOD:** April to August

**SUMMER PERIOD:** October (Labour Weekend) to March

## Fees and charges for artificial turfs at Maidstone Park

Charges relating to the use of the artificial turfs at Maidstone Park will be set by the respective Trusts.

## Cancellation Policy

1. Should Council close any facility because of inclement conditions, the hirer shall be entitled to a full refund for casual use only.
2. Should the hirer cancel or postpone when ground conditions are acceptable with less than 24 hours' notice, they shall forfeit 50% of their fee. Where they give three days' notice, they shall forfeit 20% of their fees and where more than one week notice is given they shall be entitled to a full refund.

## Winter codes

### Winter codes - seasonal

**FEES AS AT  
1 SEPTEMBER 2019**

Rugby Union	\$1,356.50
Rugby League	\$1,356.50
Soccer	\$1,356.50
Junior grounds (under 16) (25% of the senior fee)	\$340.00

### Winter codes casual – charge per game\*

Senior	\$93.00
Under 16	\$24.50
Training areas	no charge
Tournament	by quotation

\*Sundays and Public Holidays

If preparation of any sports field is required outside normal working hours, an additional charge of 20% on top of the normal charge will apply.

## Summer codes

### Cricket - seasonal

**FEES AS AT  
1 SEPTEMBER 2019**

Barton Oval	\$4,038.50
Senior	\$4,038.50
Club	\$2,919.50
Junior strips (under 16)	\$173.50
Artificial	\$403.00

### Cricket – casual\*

Barton Oval senior (with approval of asset manager)	\$140.00
Barton Oval junior (With approval of asset manager)	\$36.00
Senior/Club	\$114.00
Junior strips (under 16)	\$28.50
Junior rep game on senior strip (if preparation required)	\$48.00
Artificial senior	\$57.50
Artificial junior	\$16.00
Tournament	by quotation

### Kirikiti

Grass, per game	\$125.00
Artificial, per game	\$62.00

### Softball - seasonal

Club skin diamond	\$1,984.00
Senior grass	\$979.00
Junior grass	\$245.00

### Softball – casual \*

Club skin diamond	\$132.00
Senior grass	\$82.50
Junior grass	\$21.50

\*Sundays and Public Holidays

If preparation of any sports field is required outside normal working hours, an additional charge of 20% on top of the normal charge will apply.

## Touch

	<b>FEE AS AT 1 SEPTEMBER 2019</b>
<b>Seasonal - fields are not marked</b>	
Senior	\$396.00
Junior	\$100
Field marking	by quotation

## Casual – fields are not marked

Senior	\$34.00
Junior	\$14.50
Field marking	\$70.00
Tournament per day per pitch (marked)	\$254.00

## Athletics, harriers, orienteering etc.

Athletics track per season	\$1,453.50
Casual use by clubs and schools – per day	no charge

## Showers and changing rooms

Trentham Memorial Park – seasonal fee	\$775.00
Casual use of showers and changing room hire per facility and per day	\$63.00

**Community leagues** by quotation

**Tournaments** by quotation

## Schools

Casual games; except cricket strips	no charge
Tournaments	by quotation

## Casual bookings

Marching day	\$66.00
Circus, fair, per day on site	\$148.00
Concerts	by quotation
Other events	by quotation
Commercial use of a park**	3% of gross revenue (ticket sales)

\*\* Where Council provides the facility only and would make available any toilets situated in the park, some litter bins, and access to power (if applicable). Any other services provided will be charged at cost.

<b>Encroachment license</b>	<b>\$934.00</b>
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## Organised booked picnics (exclusive areas of the parks)

Up to 50 persons	\$23.00
50 persons plus	\$88.00
No charge for casual picnickers	



# Regulatory Services

Licence fees includes the cost of one inspection

## Licence fees

Camping grounds licence	\$314.00
Circuses (with or without menagerie)	\$124.00
Domestic packing house licence	\$314.00
Duplicate licence based on new hourly rate	\$93.00
Funeral directors (mortuaries) licence	\$314.00
Hairdressers licence	\$234.00
Mobile and travelling shop	\$165.00
Other traders* based on new hourly rate	\$93.00
Pig keeping	\$300.00
Bee keeping	\$113.00
Transfer of licence	\$93.00

\*This includes hawkers, itinerant traders and all other traders that do not come under the category of food trader or mobile and travelling shop.

## Food premises licences

### Food premises licenced under the Food Act 2014:

Note: additional time spent on any activity listed below over and above the base time identified will be charged at the rate of \$124.

#### REGISTRATION ACTIVITIES

Application for registration of Food Control Plan (FCP) based on a template or model issued by MPI (includes two hours of processing of application)	\$248.00
Application for registration of a business subject to a national programme template (includes one hour of processing of application)	\$124.00
Application for renewal of registration (includes one hour of processing of application)	\$124.00
Application for amendment to registration (includes one hour for processing of application)	\$124.00

#### VERIFICATION ACTIVITIES

Verification of a food control plan based on a template or model issued by MPI (includes three and half hours of verification activity)	\$433.00
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REGULATORY SERVICES

Verification of a food control plan based on a National Programme Three (NP3) template (includes two and half hours of verification activity)		\$309.00
Verification of a food control plan based on a National Programme Two or One (NP2 or NP1) template (includes two hours of verification activities)		\$247.00
Additional inspection fee or Food Control Plan re-audit fee	per inspection	\$124.00
Food Control Plan Template, Record Blanks and Thermometer		\$25.00

**COMPLIANCE ACTIVITIES**

Issue of improvement notice (includes one hour of improvement notice activity)	per notice	\$124.00
Application for review of issue of improvement notice (includes one hour of review activity)	per application	\$124.00
All other services for which a fee may be set under the Food Act	per hour	\$124.00

# Resource management

The fees and charges structure is designed to enable the recovery of the Council's actual and reasonable costs of providing the particular service. Where the costs incurred by the Council are less than the deposit paid then it will provide a refund of the remaining deposit. Where the actual and reasonable costs incurred exceed the deposit paid the Council will require that an additional charge be paid. Council is empowered to impose an additional charge in such circumstances by section 36(3) of the Resource Management Act. In these instances the Council will charge for the actual time and costs involved.

## Subdivision

Controlled Activity Subdivision (includes six hours processing and half hour administration)	deposit	\$790.00
All subdivision applications excluding controlled activity subdivisions (includes 10 hours processing and half hour administration)	deposit	\$1,280.00
Additional deposit fee for land use infringements associated with a subdivision application (includes three hours processing time and one hour of consent monitoring)	deposit	\$496.00
Updating existing cross lease flats plans (includes three hours processing time and half hour administration costs)	deposit	\$418.00

## Subdivision certification fees

Section 223 Certification (includes three hours processing time and half hour administration costs).	deposit	\$418.00
Section 224(c) and/or S224(f) Certification (includes six hours processing time and half hour administration costs).	deposit	\$790.00
Combined s223/224 Certifications where applied for at the same time (includes nine hours processing time and half hour administration costs).	deposit	\$1,160.00
Section 223 and 224(c) and (f) Certification for updates to cross leased flats plan (includes three hours processing time and half hour administration costs.).	deposit	\$418.00

## Land use consents and other requirements

All land use consent applications excluding tree trimming/removal (includes six hours processing and half hour administration time). A charge for one hour of consent monitoring is also included in the fee. Additional charges will be applicable should additional monitoring be required.	deposit	\$914.00
Tree removal or trimming, including Notable trees (non-notified only). This fee includes two hours processing time and half hour administration costs. Additional charges will be applicable should monitoring in excess of one hour be required.	fixed	\$294.00
Consent monitoring (additional charges)	per hour	\$124.00
Application for Resource Consent Exemption for boundary activities (s87BA of the RMA). This fee includes two hours processing time and half hour administration costs.	fixed	\$294.00
Application for Resource Consent Exemption for marginal or temporary rule breaches (s87BB or the RMA). This fee includes two hours processing time and half hour administration costs.	fixed	\$294.00

## Notification fees

Limited notification applications (includes 15 hours processing and two hours administration. Additional time will be charged where appropriate). A charge for three hours of consent monitoring is also included in the fee. Additional charges will be applicable should additional monitoring be required.	deposit	\$2,400.00
Notified applications (includes 30 hours processing time and two hours administration. Additional time will be charged where appropriate). A charge for three hours of consent monitoring is also included in the fee. Additional charges will be applicable should additional monitoring be required.	deposit	\$4,270.00

## Hearings fees

Per Councillor (prevailing hourly rate as set by the Remuneration Authority)	current rate per hour	\$80.00
Councillor sitting as chairperson (prevailing hourly rate as set by the Remuneration Authority)	current rate per hour	\$100.00
Per Commissioner <sup>1</sup>		actual cost
Hearings Committee Advisor	per hour	\$93.00

Note: <sup>1</sup>The actual and reasonable costs of Commissioner(s) time in preparing for and sitting at hearings, and writing up of hearings decisions will be recovered.

## Other consent fees

S127 Variation to Consent Condition or s221 Variation to Consent Notice Condition(includes six hours processing and half hour administration)	deposit	\$790.00
Uplifting building line restrictions	fixed	\$294.00
Changes to easements (includes three hours processing and half hour administration. Additional time will be charged where appropriate)	deposit	\$418.00
Outline Plan of Works (includes six hours processing and half hour administration). .A charge for one hour of consent monitoring is also included in the fee. Additional charges will be applicable should additional monitoring be required	deposit	\$914.00
Outline plan waiver. This fee includes two hours processing and half hour administration costs	deposit	\$294.00
Certificate of Compliance or Existing Use Rights Certificate (includes five hours processing and half hour administration)	fixed	\$666.00
All other certification under the Resource Management Act (includes six hours processing and half hour administration).	deposit	\$790.00
Right of way applications (includes three hours processing and half hour administration).	deposit	\$418.00
Preparation and execution of a bond(s)	deposit	\$790.00
Registration of variation of consent notice (includes \$176.00 LINZ fee)(includes one hour processing and half hour administration)	deposit	\$346.00
Monitoring charge for permitted forestry activities under the National Environmental Standards (based on two hours officer time)	fixed	\$248.00

## District plan

Application for changes or variations to district plan (actual charge is based on time and cost involved)	deposit	\$6,000.00
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## Designations

Notice of Requirement for new designation or alteration of existing designation (actual charge is based on time and cost involved)	deposit	\$2,330.00
<b>Note:</b> Council will provide an estimate of costs at the time an application is received		
Removal of existing designation		\$295.00

## Cost recovery rates

Internal Technical Officer/Expert (e.g. Planner, Engineer)	per hour	\$124.00
Administration officer	per hour	\$93.00
External expert, including a commissioner	actual cost	
Disbursements (e.g. photocopying, postage)	actual cost	

# Solid Waste—recycling

## Clothing recycling bins

Application fee for Encroachment Licence to locate clothing bin on Council property	each application	\$69.00
Annual charge for having a clothing bin on Council property	each bin	\$230.00

# Trade waste

## Administration of Trade Waste Consents

The management of the Trade Waste Consents is undertaken by the Hutt City Council who, as the Wastewater Authority, administers the Hutt Valley Trade Waste Bylaw 2006 on behalf of both councils.

Trade waste consent charges are payable by all businesses with consents to discharge trade wastes into the Hutt Valley wastewater system. The scale of consent charges has been set to provide for the recovery of trade waste administration, monitoring and inspection costs. Some dischargers may generate sufficient wastes to also merit paying trade waste user charges.

The following table sets out the consent fee and user charges rates. The trade waste user charges may vary annually due to variations in plant operational cost indices such as gas prices or electricity.

To check on the rates applicable contact the Trade Waste Officers at:

Hutt City Council  
30 Laings Road  
Lower Hutt

Phone: 570 6666

<b>Discharge type</b>	<b>CONSENT FEES</b>	<b>CONSENT PLUS \$165 IF CONDITIONAL CONSENT IS REQUIRED</b>
Class 1 - High risk	\$1,640.00	\$1,805.00
Class 2 - Medium risk	\$825.00	\$990.00
Class 3 - Low risk	\$460.00	\$625.00
Class 4 - Minimal risk	\$225.00	\$390.00
Class 5 - Food premises (Minimal Risk with Low Flows)	\$105.00	N/A

**Note:** May include laundries, dry cleaners, restaurants, small wash pads, supermarkets with delicatessens and/or bakery, caterers, canteens, cafes and take away food premises.

Application fees	\$95.00
Re-inspection fee	\$95.00
Late payment additional fee	\$95.00
Transfer additional fee	\$47.50



## Trade waste user charges

Payment based on the volume discharged \$/m <sup>3</sup>	per m <sup>3</sup>	\$0.474
Payment based on the mass of Suspended Solids (SS) \$/Kg	per kg	\$0.979
Payment based on the Chemical Oxygen Demand (COD) \$/Kg	per kg	\$0.332

\*COD = Chemical Oxygen Demand, the measure of oxygen required for treatment.

Trade waste user charges above have been updated following the calculation methodology as agreed by Hutt City Council and Upper Hutt City Council, based on the HCC officers report dated 17 August 2000.

# Water supply

## Water shutoff fee

The actual cost of the water shut off to allow installation or disconnect for a service pipe will be charged for.	Actual cost with a minimum charge of	\$501.00
The cost will vary significantly from site to site. The customer will be provided with the approval and supervision necessary to effect the connection from the main or rider main to the toby at the boundaries.	An additional charge of \$98.00 will be levied if the details of the water shutoff are changed with less than 48 hours' notice (actual cost + \$98.00).	

## Water service fee for new development

The actual cost of the water shut off to allow installation for a service pipe and the approval and supervision necessary to effect the connection from the main or rider main to the toby at the boundaries	Actual cost with a minimum charge of	\$501.00
If the connection does not require a water shutoff, a fee for the approval and supervision necessary to effect the connection from the main or rider main to the toby at the boundaries	Actual cost with a minimum charge of	\$115.00

## Termination fee for water supply

The customer shall engage a plumber or contractor to excavate the stopcock at the customer's boundary, cap off the service pipe at the main or rider main, and reinstate the footpath, berm and carriageway.	The water shutoff fee will be applicable.	
The water shutoff fee will also be applicable.	If this work is to be done by network contractor \$687.00 will be applicable in addition to the shut off fee.	

## Connection fee (without having a shutoff)

The customer shall engage a plumber or contractor to supply, install and make the connection to the water supply to the satisfaction of council.	Actual cost with a minimum charge of	\$115.00
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## Water meters

Where a water meter is installed the following shall apply:

The customer shall engage a craftsman plumber or contractor to supply, install, maintain and replace the meter and its ancillary fittings, including the meter box.

For meters up to and including 50mm diameter the customer may arrange to have the work carried out by a craftsman plumber and for meters larger than 50mm diameter the customer shall arrange for the work to be carried out by an approved contractor.

In each case, an independent test certificate for the meter is to be provided by the customer.

A supervising fee of \$57.00 will be applicable, plus the water shutoff fee.

If wet tapping is done the shut off fee will not be applicable.

## Water meter reading

Meter readings done on request of the customer.

The customer shall request Council to read a water meter. Council engages Water Service Inspector or a meter reading contractor to read the meter on behalf of the customer.

per reading                      \$77.00

## Extraordinary supply

An extraordinary supply may be provided to non-domestic customers.

228 m<sup>3</sup> deemed to be ordinary supply.

The first 228m<sup>3</sup> supplied is ordinary supply and only consumption over 228m<sup>3</sup> is charged for as extraordinary supply.

Revision based on the current average and the proposed Long Term Plan performance target.

For the charge, the customer will receive a supply of water that meets the requirements of the Drinking Water Standards for New Zealand 2005. The water supplied will comply with the Upper Hutt City Water Bylaw.

per m<sup>3</sup>                      \$2.80

## Meter supply to non-rateable properties

For metered supply

per m<sup>3</sup>                      \$2.55

## Temporary water supply to industrial and commercial properties

The customer shall engage a craftsman plumber or contractor to connect onto the main or rider main as approved by council.	A refundable deposit of \$697.00 will be payable.
The connection shall be installed with an approved water meter, stopcock and backflow prevention if so required by Council.	The water shutoff fee will also be applicable
The customer shall be required to employ the services of a craftsman plumber or contractor to disconnect the service once the activity is discontinued.	
A disconnection deposit will be applicable. This deposit will be refundable upon the successful completion of the disconnection of the service.	
Water shutoff fees will also be applicable.	

## Fire protection fee

A fixed fee is charged for all fire protection connections from 50mm to 250mm diameter council is responsible for the maintenance of the connection up to and including the Town Supply Value (TSV).	\$234.00
This will include an annual ultrasonic check for leakage, repacking of the TSV as needed, maintenance of the connection to the TSV, replacement of the valve on an 80-100 year cycle, and repainting of the valve box every two years.	

## Water from hydrant

This service includes the consent process, the reading of the meter and the inspection of the hydrant to ensure that it has been shut off fully and periodic replacement of the cup washer as needed.	per m <sup>3</sup>	\$3.75
A consent is issued for a three month period.		
	plus a consent fee for each consent period	\$51.00



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