



Charge out rates

There are four Consents Team (Consenting and Development Control) charge out rates:

1. Planning administrative support, including application database input and distribution, record keeping and notified application processing support.
2. Technical consent processing services, includes technical expert advice on consent applications. This rate includes all planners, development engineers, monitoring and investigating officers and technical officers.
3. Manager Consents and Regulatory, Planning and Development Lead, Supervisors (Planning, Development Engineering and Monitoring) and Principal Planner. This group provides management support to the consent process.
4. An administration charge for front of house and business support services. The hourly charge out rates include the use of vehicles, phone calls, internet charges, use of equipment, stationery, incidental business support and incidental photocopying.

Other charges

1. **External inputs.** These are NPDC technical inputs external to the Consents Team staff and contractors. These include, for example, infrastructure engineers and landscape architects.
2. **Specialist inputs.** These are inputs of skills and expertise external to NPDC needed to address application issues such as legal, archaeological, cultural, hazard assessment, engineering, arboreal, landscape assessment, specialised resource management advice and the use of hearings commissioners. Contractors fulfilling the roles normally handled by the Consents Team are not specialist inputs. Cultural advice may be charged when advice is provided by hapū.

Fee types

There are three fee types:

1. **Fixed fee.** This fee covers all costs for a process, product or aspect of an application. The amount is fixed – no additional costs will be charged by NPDC in regard to the application up to the stage the document or consent is issued. All fixed charges are payable in full in advance. The Council will not commence processing the application to which the charge relates until it has been paid.
2. **Set base fee.** This is an all-inclusive fee covering the administration and technical processing work by the Consents Team which covers receiving, processing and issuing the document or consent. Additional charges will apply for external and specialist inputs if required.

3. Base fee. The base fee is non-refundable except in accordance with the refund criteria. This fee is a deposit only and does not always cover all of the costs of processing an application. Where processing costs exceed the specified deposit the additional costs will be invoiced separately.

This fee will cover the receipt and issue of the application and initial monitoring together with up to a specified number of hours of the Consents Team's technical inputs that typically remain after these costs are deducted.

The base fee is a deposit and in most circumstances it is likely to be exceeded. This will include processing time and where there are external (to the Consent Teams) or specialist inputs, pre-hearing or other meetings, significant mail outs or photocopying, amendments or additional information requests. Invoices will be generated where fees paid are exceeded.

Environment Protection Agency (EPA) Fast Track consents

EPA Fast Track legislation enables councils to recover costs for their input. All NPDC officer time spent on applications will be charged on the hourly rates stipulated in the Schedule of Fees and Charges based on roles.

Payment of fees

- Application fees are to be paid at the time of lodgement unless alternative payment arrangements have been formally approved.
- Additional fees will be required to be paid before the continuation of processing where an application belongs within a higher fee category.
- Where an application falls within more than one fee category, the higher fee category will apply.
- Processing costs exceeding the fee paid will be invoiced. Invoicing may be periodic or at the completion of processing.
- The required base fee must be paid before any processing of the application will commence except where alternative payment arrangements have been formally agreed to.

Refunds

Where applications are withdrawn a refund will be considered. Refunds will exclude all charges incurred up to the date of withdrawal of application.



Fees and charges - Subdivision consents and associated processes

Activity	Charge
Consent processing - non-notified	
Boundary adjustment	\$937.00 base fee
Cross lease amendment	\$937.00 base fee
Other non-notified subdivision consents	
1. Controlled. A controlled subdivision consent refers to those resource consents for subdivision that are a controlled activity under the District Plan.	\$1,624.00 base fee
2. Restricted Discretionary and Discretionary. A discretionary consent refers to those resource consents for subdivision that are a discretionary activity under the District Plan. This will include all discretionary subdivision triggered by overlay rules and all discretionary subdivision under that category of "subdivision of land" parameter within each environment area.	\$2,338.00 base fee
3. Non-complying. Non-complying consent refers to those resource consents for subdivision that are a non-complying activity under the District Plan.	\$2,880.00 base fee
4. Combined land use and subdivision. This category refers to resource consents for a comprehensive development where the land use (for up to two rules only) and subdivision are an integrated package.	\$2,880.00 base fee
Consent processing - limited notification	
Limited notification subdivision consents	\$8,184.00 base fee
Consent processing - public notification	
Publicly notified subdivision consents	\$12,991.00 base fee
Other consent related processes	
Extension to consent lapse period, change or cancellation of conditions	\$1,624.00 base fee
Review of conditions (s128 Resource Management Act 1991 (RMA 1991))	\$1,169.00 base fee
Approval (s226 RMA 1991)	\$931.00 base fee
Building line restriction cancellation (s327A Local Government Act 1974 (LGA 1974))	\$931.00 base fee
Right-of-way (s348 LGA 1974) approval includes certification	\$931.00 base fee
Pre-application process	
Initial pre-application meeting, site visit and follow up advice following meeting. This does not include external experts or time spent. Subsequent pre-application advice that is charged will be advised before charging commences.	No charge for internal NPDC inputs or for Project Team process for initial meeting. Following advice, including further pre-application meetings and site visits, \$235.00 per hour
Post approval processes	
Plan approval s223 RMA 1991 certificates:	
• Up to eight lots	\$359.00 base fee
• Greater than eight lots	\$533.00 base fee
Records system fee - payable with request for s223 RMA 1991 approval:	
• Subdivision with two to eight lots (per lot)	\$37.00 fixed fee per lot
• Subdivision with greater than eight lots (per lot)	\$34.00 fixed fee per lot
Infrastructure approvals, including engineering, landscape architect, cultural and ecological expert inputs:	
• Major engineering approval for new public infrastructure works and enabling works	\$1,949.00 base fee
• Minor engineering works and rights-of-way, new stormwater connections and activities over public stormwater pipes	\$647.00 base fee
Road naming (roads and rights-of-way)	\$586.00 fixed fee
Inspection of engineering infrastructure works and monitoring associated with subdivision consent	At cost based on engineer hourly charge
Completion of conditions certificate (s224(c) RMA 1991):	
• No engineering conditions	\$314.00 base fee
• Engineering conditions included, servicing allotments, but not vesting infrastructure	\$534.00 base fee
• Engineering conditions where land/work vesting in NPDC on deposit of plan and inspections have been carried out under NZS4404:2004 S.I.5.5. Completion inspection will be charged at the engineer hourly rate for all participants. Repeated works completion inspection/approval due to non compliance will be charged at engineer hourly rate for all participants.	\$1,840.00 base fee



Activity	Charge
Post approval processes - continued All other certificates (s221, s222, s224(f), s230, s232, s238, s240, s241, s243 RMA 1991, s32(2)(a) Unit Titles Act 2010, s348 LGA 1974) Cancellation/variation of all other certificates (s234, s240, s241, s243 RMA) Objection to conditions (s357 RMA 1991) - objection hearing deposit Bond: <ul style="list-style-type: none"> Preparation through to release or cancellation Legal/engineering inputs 	\$250.00 base fee \$354.00 base fee \$1,224.00 fixed fee \$646.00 fixed fee At cost
Charges for advice or information Requests for advice or information (excludes requests under Official Information and Meetings Act where NPDC policy applies). Charges will normally apply after the first half hour of work on any topic.	At cost
Application scanning fees Lodged as hard copy Lodged online	\$103.00 No charge
Charges for other inputs Online lodgement and processing External inputs - these are NPDC inputs external to the Resource Consents Team Use of specialist or external resources for facilitation, mediation, hearings, consultation, legal advice or referral, specialised or expert advice, or peer review for consents or monitoring processes, including cultural advice Note: Council may on-charge for cultural advice from iwi/hapū	\$150.00 per consent At cost Actual cost plus 10%
Professional fee schedule Administration (includes front of house and support services) Quality assurance Technical charges: <ul style="list-style-type: none"> Manager Consents and Regulatory, Planning and Development Lead, Supervisors (Planning, Development Engineering and Monitoring), Principal Planner Senior Planner, Intermediate Planner, Planner, Monitoring Planner, Investigating Officers, Technical Officers, Green Network Planner, Transport Planner, Landscape Architect Senior Development Engineer, Development Engineer Planning administrative support 	\$177.00 per hour \$250.00 per consent \$258.00 per hour \$235.00 per hour \$260.00 per hour \$204.00 per hour
Development Contributions (refer to the Development and Financial Contributions Policy and Development contributions page on NPDC's website) A development contribution is a levy collected under the Local Government Act, 2002 (LGA 2002) to ensure any development that creates additional demand on council infrastructure contributes to the additional costs created. Who is required to make development contributions: <ul style="list-style-type: none"> Those undertaking certain activities may be required to make a development contribution if the effects of a development (including cumulative effects) require the Council to incur capital expenditure to provide new or additional assets, or to increase the capacity of existing assets. Those undertaking certain activities may also be required to make development contributions for capital expenditure the Council has already incurred in anticipation of future development. 	