



Charge out rates

There are four 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, engineers, monitoring and investigating officers and technical officers.
3. Manager Consents and Regulatory, Manager Strategic Planning, Planning and Development Lead, District Planning and Growth Lead, Supervisors (District Planning, Growth and Services, Planning, Development Engineering and Monitoring) and Principal Planner. This group provides management support to the consent process and associated processes.
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.



Activity	Charge
Significant Natural Areas (SNAs) Erection of fences or other minor works within the dripline of an SNA which requires some removal of the bush Trimming/fencing of the boundary line (application to establish and fence an SNA boundary line) Indigenous vegetation disturbance within an SNA	No set base fee for non-notified applications, additional charges will apply for external and specialist inputs if required
Heritage buildings Alterations and additions to heritage buildings and items	\$1,472.00 base fee
Notable trees Work to or within the dripline of a notable tree Removal or destruction of a notable tree	\$1,472.00 base fee \$1,472.00 base fee
Waahi taonga archaeological sites or sites and areas of significance to Māori Erection of fences and associated land disturbance activities	\$779.00 base fee
Community activities Operation of a temporary event in accordance with the controlled temporary event provisions Temporary event bonds (if required)	\$417.00 set fee \$90.00 set fee
Deemed permitted activities Deemed permitted activities (boundary/marginal/temporary activity)	\$585.00 set fee
Controlled activity Single rule or effects standards	\$1,224.00 base fee
Controlled, restricted discretionary, discretionary and non-complying activities Controlled activities Restricted discretionary and discretionary activities Non-complying activities	\$1,614.00 base fee \$2,360.00 base fee \$4,363.00 base fee
National Environmental Standard All non-notified resource consent applications not provided for by other categories	\$1,614.00 base fee
Land use consents Limited notification Publicly notified	\$8,184.00 base fee \$12,991.00 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
Further RMA processes Extensions of consent lapse period (s125 RMA 1991), change or cancellation of conditions (s127 RMA 1991) Review of conditions (s128 RMA 1991) Surrender a resource consent (s138 RMA 1991) or transfer a resource consent Objections to conditions (ss357 and 357A RMA 1991) - objection hearing deposit	\$1,624.00 base fee \$1,169.00 base fee \$455.00 fixed fee \$1,224.00 base fee
Compliance monitoring File keeping, communications, meetings, research, site visit time Specialist inputs	\$235.00 per hour at cost Actual cost plus 10%
Monitoring programme fee (to be paid at time of application lodgement) Controlled activities including those with no application fee Restricted discretionary and discretionary activities, including those with no application fee and designations	\$109.00 base fee \$228.00 base fee
Certificates Certificate of Compliance Existing use certificates Sale of alcohol - new or reapproval with changes	\$1,472.00 base fee \$1,472.00 base fee \$586.00 fixed fee



Activity	Charge
Certificates - continued	
Sale of alcohol - reapproval with no changes	\$274.00 fixed fee
Overseas Investment Certificate	\$683.00 fixed fee
Designations	
Notice of requirement for a new designation (s168 or s168(a) RMA 1991)	\$8,109.00 base fee
Alteration of a designation (other than a notice under s181(3) RMA 1991)	\$8,109.00 base fee
Notice of requirement for an alteration (s181(3) RMA 1991)	\$1,472.00 base fee
Notice to withdraw requirement (s168(4) RMA 1991)	\$650.00 fixed fee
Notice to remove a designation (s182 RMA 1991)	\$650.00 fixed fee
Application for an outline plan (s176A(1) RMA 1991)	\$1,570.00 base fee
Waiver for an outline plan (s176A(2) RMA 1991)	\$650.00 fixed fee
Heritage order	
Process review indicates that dependent upon issues, the stance of submitters and process costs can range from \$7,200.00 to greater than \$18,500.00. Actual costs are very difficult to predict. There will usually be additional invoiced costs	\$10,133.00 base fee
Plan changes	
Process review indicates that the cost of most plan changes is significant. The deposit (base fee) is set at a minimal level and there will usually be additional invoiced costs	\$25,690.00 base fee
Charges for information requests	
Requests for information or research (excludes requests under Official Information and Meetings Act where NPDC policy applies)	At cost
Application scanning fees	
Lodged as hard copy	\$103.00
Lodged online	No charge
Charges for other inputs	
External inputs - these are NPDC inputs external to the Resource Consents Team	At cost
Specialist inputs - these are inputs external to NPDC such as a facilitator, mediator, commissioner, legal, technical advice on matters such as hazardous substances, noise and landscapes, including cultural advice	Actual cost plus 10%
Note: Council may on-charge for cultural advice from iwi/hapū	
Bond	
Preparation through to release or cancellation	\$646.00 fixed fee
Legal/engineering inputs	At cost
Professional fee schedule:	
Administration (includes front of house and support services)	\$177.00 per hour
Quality assurance	\$250.00 per consent
Technical charges:	
<ul style="list-style-type: none"> Manager Consents and Regulatory, Manager Strategic Planning, Planning and Development Lead, District Planning and Growth Lead, Supervisors (District Planning, Growth and Services, Planning, Development Engineering and Monitoring), Principal Planner 	\$258.00 per hour
<ul style="list-style-type: none"> Senior Planner, Intermediate Planner, Planner, Monitoring Planner, Investigating Officers, Technical Officers, Green Network Planner, Transport Planner, Landscape Architect 	\$235.00 per hour
<ul style="list-style-type: none"> Senior Engineer, Engineer 	\$260.00 per hour
<ul style="list-style-type: none"> Planning administrative support 	\$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. 	