



Fees and Charges Schedule

(All GST inclusive)

For the period 1 July 2007 - 30 June 2008



Volume Two
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2007/08



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ENVIRONMENT AND POLICY DEPARTMENT

1.0 NOTES

1.1 Information for all Environment and Policy Department Charges

1.1.1 All fees quoted are GST inclusive.

1.1.2 Other Authority and Agencies' Charges are the fees as set by the relevant authority or agency.

Where consultants or other experts are used to carry out Environment and Policy duties, the actual and reasonable cost incurred will be charged to an applicant.

An additional administrative charge of ten percent of the fee will also be charged.

1.1.3 Staff will, upon request, endeavour to provide an estimate of costs associated with a particular request/application.

1.2 Planning

1.2.1 Resource Consent Fees

(a) The amount stated is a deposit, payable at the time of lodging an application or when making any other request for Council to perform any other function under the Resource Management Act 1991. The above deposits are charges fixed under Section 36(1) Resource Management Act and are payable in full at the time of lodging the application.

(b) The actual and reasonable costs incurred by the Council will be charged for all applications. Therefore, a charge additional to the deposit paid, or a refund, may be made once the application has been determined. Actual and reasonable costs will also be charged for applications that are withdrawn.

(c) Actual and reasonable costs will include costs incurred by Council in respect of staff salaries and wages (including travel time, and on-costed to cover overheads), internal analytical costs, record keeping/storage (eg photocopying), external analytical costs or consultant costs, vehicle usage costs and any other direct costs or disbursements (including postage, advertising costs, etc), plus GST. The charge out rate for Council Officers is between \$75.00 to \$150.00/hour.

(d) Additional charges or refunds will be made for sums in excess of \$20 (inclusive of GST) of the Council's costs. In all cases, an itemised statement of the Council's costs will be provided.



- (e) Council may, in any particular case, remit the whole or any part of any charge of a kind referred to in this section which would otherwise be payable, for any of the following reasons:
 - (i) The charge does not accurately reflect the benefit to the community from the activity or service, as distinct from the benefit to the applicant.
 - (ii) The charge does not accurately take into account the “cost of democracy” associated with the application or the service.
 - (iii) The charge does not accurately reflect the actual and reasonable costs incurred in respect of the activity to which the charge relates.
 - (iv) The charge for monitoring a resource consent does not accurately reflect the anticipated number of inspections required over the life of the consent to ensure compliance with conditions of the consent, or the likely effects of that activity on the environment.

1.2.2 Monitoring Fee

A fixed charge based on the estimated number of inspections for a development or an annual charge will be payable to Council for the monitoring and supervision of resource consents and monitoring the state of the environment. The fee will reflect the actual cost for the Monitoring Officer and/or other specialist Council Officers or their representative to inspect the site for compliance with consent conditions.

1.3 Building Fees

1.3.1 The fee is non-refundable deposit payable at the time an application is lodged. Additional charges are calculated on time spent. The charge-out rate for Council officers is between \$75.00 to \$150.00/hour. All other actual and reasonable costs incurred in the processing of building consents will be recovered, including for example, specialists' advice and insurance premiums.

1.3.2 (a) The Restricted Project Information Memorandum fee applies to all projects that are either not greater than \$10,000 in value, or alternatively, not greater than 30 m² in area. Other projects that may qualify for a Restricted Project Information Memorandum are fences, retaining walls, swimming pools and most accessory buildings (garages, haybarns, etc.).

(b) The Small Project Information Memorandum fee applies to projects such as small internal alterations, heaters, plumbing and drainage work.

1.3.3 A bond is payable prior to a building consent being issued for the removal of a dwelling or other building from a property. It will be refunded upon application when Council is satisfied that all conditions of the building consent have been met.



1.4 Annual Licence and Registration Fees

1.4.1 The fees charged will be calculated at a fixed charge which includes up to two inspections. Further inspections will be charged at actual cost. The charge-out rate for Council officers is between \$75.00 to \$150.00/hour.

1.4.2 Simple Food Premises - Simple foods consist of pre-packaged food that is of low risk to public health, eg, biscuits, confectionery, and frozen confections. Pre-packaged food that requires heating (eg, readily perishable food) is not classified as 'low risk food'.

1.4.3 Food Premises – ancillary use. This category has been developed to cater specifically to registered premises that are used for the preparation of food for sale by more than one party. The intention is for the primary occupier to pay the registered premises fee and the secondary occupier to pay an ancillary fee. Secondary occupiers typically include those that prepare food for sale at markets on a regular basis.

1.5 Development Contributions Fee

A Development Contributions Policy has been included in volume 2; Policies, of the Ten-year Council Community Plan. This policy sets out the financial contributions that will be required when development occurs.

1.6 Other Fees

For any certificate, authority, approval, consent, or service given, or inspection made by the council under the Local Government Act or any other enactment in any case where that provision or enactment contains no provision authorising the Council to charge a fee, and does not provide that the certificate, authority, approval, consent, service, or inspection is to be given or made free of charge, the fee will be based on the charge out rate for the officer concerned, as identified above.

Notwithstanding, any such fee may be refunded, remitted, or waived in such situations as the Council may determine.



2.0 ANIMAL CONTROL

The fees charged will be either those charged by any contractor employed by Council or Council Officers. The charge-out rate for Council staff is calculated on time spent and is set at \$55.00/hour.

Description	Fee
Dogs	
Dog Control and Registration Fees:	
All dog owners (If paid prior to 5pm 3 August 2007) Discount fee applies	
- De-sexed	\$40.00
- Entire	\$50.00
Full Fee (paid after 3 August 2007)	
- De-sexed	\$60.00
- Entire	\$75.00
Certified Companion Dogs, Hearing Dogs, Guide Dogs	\$5.00
Dogs owned by incorporated hunt clubs (per dog)	\$35.00
Impounding Fees:	
First impounding	\$57.00
Second impounding	\$85.00
Third and subsequent impounding	\$113.00
Sustenance cost/day	\$7.50
Additional fees for dogs impounded between 4.30 pm and 8.00 am	Charged at cost
Microchip transponder implant fee	\$24.50
Other Fees:	
Destruction of dog	\$30.00
Replacement of registration tags	\$2.00
Stock	
Impounding Fees:	
Impounding/day/animal:	
- Cattle, horses, deer	\$13.00
- All other livestock	\$6.00
Sustenance cost/day:	
- Horses, cattle, deer	\$3.50
- All other livestock	\$1.50
Call-out fee	Charged at cost
Advertising fee	Actual cost plus 10% admin fee
Droving fee - minimum fee	\$25.00 plus actual costs
Transport	Actual cost
Horse float	\$56.00

**3.0 ANNUAL LICENCE AND REGISTRATION FEES**

(See Note 1.4)

Description	Fee
Licence and Registration Fees	
Food premises (except for Simple Food Premises)	\$310.00
Simple Food Premises	\$120.00
Food premises – ancillary use	\$160.00
Other premises required to be inspected pursuant to Reg 83(3) of Food Hygiene Regulations 1974	\$200.00
Billiard parlours	\$140.00
Camping grounds	\$250.00
Funeral Directors premises	\$150.00
Hairdressers premises	\$150.00
Offensive Trades	\$150.00
Licensed Premises:	
- Hotels, taverns, tourist houses	\$310.00
- Premises with Off-Licence and Club Licence	\$200.00
- Reports on premises for liquor licences	At cost
Request for health inspection prior to transfer or any other reason	At cost
Transfer of licence	\$50.00
Hawkers	\$22.50
Amusement Device:	
- one device	\$11.25
- each additional device	\$2.25
Itinerant Traders/Mobile Traders:	
- Licence	\$112.50
- Lease	\$200/month/portion of an approved site, with a minimum charge for one calendar month
Beekeepers	\$95.00



4.0 BUILDING

Description	Fee
Project Information Memoranda:	
Full	\$200.00
Small (See Note 1.3.2(b))	\$10.00
Restricted (See Note 1.3.2(a))	\$90.00
Planning	Actual cost
Engineering	Actual cost
Building Consent: (See Note 1.3)	
Application	\$270.00
Plan and Specification certification and inspection - Council	Actual cost
Other Agencies	Actual cost
Solid fuel heater—set cost (including PIM and one Inspection)	\$200.00
Minor works (will apply to consents for which processing time is less than 15 minutes, and require one inspection, eg replacement of hot water cylinders and minor alterations)	\$150.00
Additional inspections	Actual cost
Code Compliance:	
Certificate	\$75.00
Inspection	Actual cost
Compliance Schedule:	
Application for compliance schedule	\$50.00
Application to amend compliance schedule	\$50.00
Approval and issue of amended compliance schedule	Actual cost
Building Warrant of Fitness:	
Audit fee (triennial)	Actual cost
Additional Inspection(s) to ensure compliance	Actual cost
Certificate of Acceptance:	
Application Fees	\$270.00
Certificate	\$75.00
Evaluation of plans and specifications and inspection of building work	Actual cost plus \$250 where building work undertaken without a building consent.
Certificate of Public Use:	
Application Fee	\$270.00
Certificate	\$200.00



Description	Fee	
Other:		
Building consent authority charge	\$1.00 per \$1000 of (or part thereof) building work valued at \$20,000 or greater	
Inspections requested by client but project not ready for inspectors	Actual cost	
Inspection Reports - relocated buildings deposit	\$70.00	
Swimming pool fencing inspections	Actual cost	
Any other inspection performed by Council	Actual cost	
Inspections requiring specific expertise (ie, by agencies other than Council on Council's behalf)	Actual cost	
Housing Removal Bond	\$1,000.00	
Registration/revocation of registration of Section 36 Building Act 1991 or Section 72 Building Act 2004 notification	\$200.00	
Registration/revocation of registration of Section 37 Building Act 1991 or Section 72 Building Act 2004 notification	\$200.00	
Provision of information:		
Commercial information requests on building consents:	- 1 copy/month	\$150.00 /annum
	- 1 copy/fortnight	\$300.00 /annum
	- 1 copy/week	\$600.00 /annum
	- 1 individual copy	\$15.00
Information requests on compliance schedules	- Cost/category	\$15.00
	- All categories (18)	\$150.00
Information requests on independent qualified persons	- Cost/category	\$15.00
	- Cost for all categories	\$150.00
Time spent searching and compiling information in respect of building consents and inspectorial enquiries	Actual cost	



5.0 GAMBLING

Description	Fee
Application Fee:	
Existing venues	\$395.00
New venues	\$475.00
Hearing Costs	\$160.00/ hour
Monitoring Fee:	
Annual Charge	\$30.00/ machine

6.0 GENERAL LICENCE AND PERMIT FEES

Description	Fee
The fees charged will be calculated on time spent. The charge-out rate for Council officers is \$65.00/ hour.	
Fee payable to recover any sign or goods impounded from a public place	\$40.00
Fees for recovery of vehicle impounded pursuant to S356 Local Government Act 1974	Actual cost of recovering vehicle
Storage of impounded vehicle	\$12.00 /day
Fee for reinspection where a notice has not been complied with	\$31.50 /visit
Inspection fee for any matter not specifically provided for in this schedule	Charged at cost
Fee to erect banners:	
- Charitable organisation	\$10.00 /week
- Commercial	\$50.00 /week
Fee for consent to operate stall:	
- Charitable organisations	
(a) food stalls	\$10.00 /event
(b) non-food stalls	\$10.00 /event
- Commercial	
(a) food stalls	\$30.00 /event
(b) non-food stalls	\$20.00 /event

**7.0 LIQUOR LICENCES**

Description	Fee
On-Licence:	
Application for On-Licence	\$776.00
Variation or Cancellation of Conditions of On-Licence	\$776.00
Renewal of On-Licence	\$776.00
On-Licence (BYO) - (Section 28 - Sale of Liquor Act 1989)	\$132.00
Variation or Cancellation of On-Licence (BYO)	\$132.00
Renewal of On-Licence (BYO)	\$132.00
Temporary Authority	\$132.00
Off-Licence:	
Application for Off-Licence	\$776.00
Variation or Cancellation of Conditions of Off-Licence	\$776.00
Renewal of Off-Licence	\$776.00
Off-Licence (Caterer or Auctioneers) - (Sections 51 and 52 - Sale of Liquor Act 1989)	\$132.00
Variation or Cancellation of Conditions of Off-Licence (Caterer or Auctioneer)	\$132.00
Renewal of Off-Licence (Caterer or Auctioneer)	\$132.00
Club Licence	\$776.00
Variation or Cancellation of Conditions of Club Licence	\$776.00
Renewal of Club Licence	\$776.00
Special Licence	\$63.25
Manager's Certificate	\$132.00
Renewal of Manager's Certificate	\$132.00
Other:	
Certificate confirming the proposed use of the premises meets the requirements of the Resource Management Act 1991 and of the New Zealand building code	\$300.00

8.0 NOISE CONTROL

Description	Fee
Return of seized equipment	Actual cost of time and mileage involved
Attendance at noise complaints	Actual and reasonable costs for justified complaints



9.0 RESOURCE MANAGEMENT (subject to Resource Management Act 1991)

References to sections below refer to the Resource Management Act 1991

Description	Initial Deposit
Certificates Of Compliance/Existing Use Certificate (S139) (Initial deposit)	\$250.00
Resource Consents: (See Note 1.2.1) (Initial deposit)	
Land Use:	
Notified	\$750.00
Non-notified	\$750.00
Change or Cancellation of Conditions (S127)	\$250.00
Extension of Approval Period (S125)	\$135.00
Review of Consent Conditions (S128)	\$250.00
Cost of Commissioning Reports	Actual costs incurred in preparing report + 10% of the cost for administration of that work
Preparation of Bond Documents	\$300.00 + legal costs incurred in preparing bond documents
Subdivision:	
1 - 20 lots	\$750.00
21+ lots	\$1,500.00
Boundary Adjustment	\$500.00
Minor Amendments to Cross-lease plans(Additions and Alterations)	\$225.00
Esplanade Reserve Reduction or Waiver (exclusive of DOC fee)	\$225.00 + DOC fee
Right-of-way Approval pursuant to Local Government Act 1974	\$225.00
Cost of Commissioning Reports	Actual cost incurred in preparing report + 10% of the cost for administration of that work
Extension of Approval Period (S125)	\$225.00
Approval of Survey Plan (S223)	\$112.50
Change or cancellation of condition (S127)	\$250.00



Description	Initial Deposit
Signing S224(c) Certificate	\$112.50 (actual cost to be charged as an additional fee)
Signing S224(f) Certificate	\$56.25
Inspections to confirm compliance with conditions S224(c) or S224(f)	Actual cost
Certificates pursuant to Section 226(e)	\$225.00
Revocation of easement (S243(e))	\$200.00
Other certificates/documents including the preparation of consent notices (see note 1.2.1)	\$112.50 per certificate/document plus legal costs incurred in preparing or checking documents
Preparation of Bond Documents	\$300.00 + legal costs incurred in preparing bond documents
Other:	
Application to review development contribution	\$250.00
Monitoring Fee (see Note 1.2.2) Standard charge for administering, monitoring and supervising of land use resource consents for:	
- Notified resource consent Range:	\$150.00 - \$500.00
- Non notified resource consent Range:	\$100.00 - \$500.00
Either fixed as a single charge or as an annual charge where ongoing monitoring is required. The amount is based on the estimated number of inspections required during the course of the development.	
Notwithstanding the above, where there is good and reasonable cause for unprogrammed monitoring and additional site inspections, then the costs of that will be a charge on the consent holder. Such costs are recovered on an actual and reasonable basis, as defined in the General Conditions and Notes of this Schedule.	Actual and reasonable costs
Notwithstanding all the above, a higher monitoring charge may be applied as a condition of consent for significant applications, for the actual monitoring time undertaken as: - a single charge; - separate charges for each inspection; - an annual charge; where ongoing monitoring is required.	Actual and reasonable costs



Description	Initial Deposit
Plan Changes/Designations/Heritage Orders (See Note 1.2.1)	
Request and Processing of:	
Plan Change	\$1,500.00
Designation	\$1,500.00
Heritage Order	\$1,500.00
Alteration of Designation/Heritage Order:	
Notified	\$750.00
Non-notified	\$500.00
Removal of Designation/Heritage Order	\$225.00
Outline Plan of Work	\$250.00
Requests For Information: (See Note 1.2.1)	
Land Information Memorandum	\$250.00
Time spent researching and compiling information in respect of planning queries, plans or resource consents	Actual cost
Miscellaneous Charges:	
Plan checking and inspection of engineering works associated with resource consent applications, District Plan provisions, etc	Actual cost
All other certificates/documents, eg, liquor licences	\$135.00
Copies of District Plans (including maps):	
- Proposed Whakatane District Plan, including variations (hardcopy)	\$112.50
- Proposed Whakatane District Plan (CD)	\$35.00
- Transitional Whakatane District Plan	\$112.50

10.0 VISITOR INFORMATION OFFICE

Description	Fee
Brochure holding fee	\$112.50
A4 booklet page	\$34.00
Website advertisement	\$84.50 plus design fee



WORKS AND SERVICES DEPARTMENT

1.0 WATER SUPPLY - SERVICE CONNECTION, EXTENSION AND DISCONNECTION CHARGES

Description		Fee
Schedule 1.1: General Charges		
1.1.1	Final reading of meter Whakatane Urban All other areas	\$30.00 \$45.00
1.1.2	Additional reading of meter	\$45.00
1.1.3	Reconnection to water supply (following temporary disconnection)	\$85.00
1.1.4	Meter Test (refundable if meter is faulty)	\$140.00
1.1.5	Permit to draw water fire hydrant	\$40 plus 75 cents/ m3 over 20m3
1.1.6	Share of Extension	
	Wherever connections are required and there is no existing main, cost contribution is required to meet the actual cost of extending the main to the new connection point. The contribution will be 100% of the actual cost if there is no benefit to the remainder of the supply area: otherwise, shared contribution cost will be calculated on an engineering assessment of benefit.	
1.1.7	Disconnections	
	Temporary Disconnection	\$60.00
	Permanent Disconnection	\$120.00

Schedule 1.2: All Schemes excluding Plains					
	Scheme	Description of the connection	Capital Contribution*	Connection Fee	Total Fee
1.2.1	All metered supply excluding Whakatane extension, Plains and Ruatoki	20mm connection	\$0	\$550.00	\$550.00
		Existing connection (meter only)	\$0	\$155.00	\$155.00
1.2.2	Whakatane Extension Metered Supply	20mm connection	\$850.00	\$550.00	\$1,365.00
1.2.3	Ruatoki Metered Supply	20mm connection	\$2,100.00	\$550.00	\$2,615.00
1.2.4	All District Non-Metered Connections	20mm connection	\$0	\$480.00	\$480.00

Cost of further required extension – Close 1.1 (f) applicable for 1.2.1 – 1.2.4.

* Note: Capital contributions for extraordinary connection applications (in particular for connections outside the established original scheme areas) shall be determined on a case by case basis calculated from the supply allocation and the value of the scheme.



Schedule 1.3: Plains Scheme	
1.3.1	(a) All connections require engineering approval.
	(b) Separate connections required for domestic, cowshed and farm supplies.
	(c) The daily entitlement is calculated at 0.55 m ³ /hectare.
	(d) Minimum entitlement for domestic supply and small blocks (<2.7 hectares) is 1.5 m ³ /day and for cowsheds, 2 m ³ /day.
	(e) In cases where subdivisions of farm with existing entitlement result in smaller blocks less than 2.7 hectares, then additional capital contribution is required to be paid for those smaller blocks. The amount will be $(2 / 1.5 - 0.55 \times \text{area}) \times \760 .
	(f) Cost of further required extension – Clause 1.1.6 applicable.
1.3.2	Braemar Original Scheme including Te Teko
	(a) Clause 1.3.1 (a) to (f) are applicable.
	(b) All new farm and domestic connections within original Braemar and in Te Teko that had not had an entitlement paid at the commencement of the scheme are required to pay capital contribution of \$760/m ³ /day.

Description of the connection	Capital Contribution		Connection Fee
	For headworks and networks	Further required extension	
20mm Domestic connection	Refer 1.3.2 (a) to (c)	Clause 1.1.6	\$750.00
20mm/25mm Farm/cowshed connection	Refer 1.3.2 (a) to (c)	Clause 1.1.6	\$1,050.00

1.3.3	Plains and Awakeri Extension
	(a) Clause 1.3.1 (a) to (f) are applicable.
	(b) Capital Contribution (for headworks and networks) – All existing extensions is \$1,650/m ³ .



Description of the connection	Capital Contribution		Connection Fee
	For headworks and networks	Further required extension	
20mm Domestic connection	\$2,475.00	Clause 1.1.6	\$750.00
20mm Cowshed connection	\$3,300.00	Clause 1.1.6	\$1,050.00
20mm/25mm Farm connection	\$1,650/m3	Clause 1.1.6	\$1,050.00

2.0 SEWERAGE SCHEMES - SEWER CONNECTION

Description	Fee
Schedule 2.1 - Sewage Schemes	
New connection inspection fee	\$120.00
Disconnection inspection fee	\$50.00
Note 1:	Septic tank effluent shall be processed through the nominated contractor's processing plant. No discharge directly to the ponds will be accepted.
Note 2:	Capital contributions for extraordinary connection applications (in particular for connections outside the established original scheme areas) shall be determined on a case by case basis calculated from the waste generation and the value of the scheme.



3.0 LANDFILL AND RECYCLING PARK CHARGES

Description	Fee
General Refuse:	
- Car and station wagon	\$10.00
- Ute and small (single axle) trailer	\$17.00
Greenwaste:	
- Car and station wagon	\$4.00
- Ute and small (single axle) trailer	\$7.00
Concrete masonry, rock, clean and dirt-free	\$5.00 per load
Hazardous substances (e.g. batteries)	\$5.00 per visit
Car bodies	
- Unstripped	\$40.00
- Stripped	\$30.00
Recyclable items (glass, aluminium cans, cardboard, plastics, etc)	Free
Reusable/saleable items (lawnmowers, windows, doors, bicycles, etc)	Free
Note: All prices inclusive GST	

For items deemed by the Council or its agents to be outside those provided in the above list of waste categories, charges will be set by negotiation. Note: the Council reserves the right to decline acceptance of any item at the Murupara transfer station, the Whakatane Recycling Park and the Whakatane Landfill. Such items shall be removed by, and/or at the expense of the submitter.

4.0 TRADE WASTE CHARGES

Description	Fee
Charges based on categories shown	
Consentable premises	\$202.00
Consentable - risk	\$143.00
Registered	Nil
Unsewered	Nil



5.0 HARBOUR CHARGES

Description	Fee
Harbour Launch Hire	
Per engine hour	\$155.00
Stand-by hour	\$50.00
Port Ohope Slipway	
Haulage - up to 25 tonnes deadweight	\$130.00
Rent/day or part thereof	\$22.00
Penalty rate (after ten days or part thereof)	\$30.00
Visitor Mooring Rental	
Casual rental/week or part thereof	\$16.00
Hardstand Rent	
Hardstand rent/day	\$25.00
Penalty rate (after ten days or part thereof)	\$37.50
Barge Hire - James Fox	
Hire rate/day	\$160.00
Hire rate/half day	\$95.00
Dinghy Hire	
Hire rate/day or part thereof	\$25.00
Casual Berthage Fees for Whakatane and Port Ohope	
Casual berthage/day or part thereof All users to be subject to a casual berth charge when occupying Council-owned wharves, piers or jetties.	\$30.40
Licensed Berthage Fees for Whakatane and Port Ohope. Uniform annual fee for vessels up to 10 metres and first 10 metres of all vessels	\$2,341.00
Per metre of length/annum for length in excess of 10 m	\$192.00
Discount for multiple berth	15%
Harbour Utility Fee Annual Charge	\$110.00
Dredge – William Waugh	by negotiation depending on equipment required
Wharf - Event Charge	
- Non Commercial	\$50.00
- Commercial	\$100.00



6.0 WHAKATANE AIRPORT - LANDING CHARGES

Description	Fee	
Scheduled Flights (Terminal Users)		
MCTOW: Maximum Combined Take-off Weight (kilograms)		
5,000-5,999	\$50.00	
6,000-10,000	\$57.00	
Non-Scheduled Flights (General Aviation)		
MCTOW: Maximum Combined Take-off Weight (kilograms)		
0-682 Microlights and single engine helicopters	Invoice	\$6.00
	Cash	\$4.00
683-1,999	Invoice	\$13.00
	Cash	\$9.00
2,000-3,499	Invoice	\$20.00
	Cash	\$17.00
3,500-4,999	Invoice	\$40.00
5,000-5,999	Invoice	\$55.00
6,000-9,999	Invoice	\$61.00
10,000 and greater	Invoice	\$135.00
Annual Charges for Locally Based Aircraft (Paid quarterly in advance)		
MCTOW: Maximum Combined Take-off Weight (kilograms)		
0-682 Microlights and single engine helicopters	\$135.00	
683-2000 twin engine helicopters and agricultural aircraft	\$500.00	
Note: Touch-and-go landings will be classed as a single landing subject to prior notification.		

¹ Out of District Interments standard fee plus 100%



7.0 SWIMMING POOLS

Description		Fee
Whakatane District Aquatic Centre		
Single Admissions	Child/Current full time Student/ Senior Citizen/Beneficiary	\$1.70
	Adult	\$3.40
	Children under five years	\$0.60
	Hydro Slide	\$3.80 per 3 hour session
	Hydro Slide (Function/exclusive use outside normal operating hours)	\$3.20 per hour per person (min of 15 people)
10-Swim Passes	Child/Current full time Student/ Senior Citizen/Beneficiary	\$14.40
	Adult	\$31.00
30-Swim Passes	Child/Current full time Student/ Senior Citizen/Beneficiary	\$38.00
	Adult	\$82.50
Season Tickets	Individual Seasonal Ticket	\$258.00
	Family Day Pass (two adults plus two children)	\$8.60 (extra child \$1.20)
Other	School use (per student)	\$1.00 per swim
	Carnivals/Competitions (either the inside or outside pool)	\$120.00 per ½ day
		\$225.00 per full day
	Shared use of lanes	\$5.60 per lane per ½ hour
	Sole use of lane	\$23.00 per lane per hour
	Each additional lane	\$5.00 per lane hour
	Sole use of lane	\$11.70 per lane per ½ hour
	Padi Dive School	\$28.60 per lane per hour
	Commercial use - Sole use of lane	\$45.00 per hour
	Commercial use - Shared use of lane	\$34.00 per hour
	Sport BOP Holiday Programme	\$1.00 per child
	Hire spa pool (therapeutic use only): 1 spa available for public use	\$24.40 per hour
	Barbecue hire	\$6.00 per 2 hours + \$10.00 refundable deposit



Description		Fee
Murupara Swimming Pool		
Single Admissions	Child/Current full time Student/ Senior Citizen/Beneficiary	\$1.20
	Adult	\$2.60
	Children under five years	\$0.60
10-Swim Passes	Child/Current full time Student/ Senior Citizen/Beneficiary	\$10.20
	Adult	\$22.10
30-Swim Passes	Child/Current full time Student/ Senior Citizen/Beneficiary	\$27.00
	Adult	\$58.50
Season Tickets	Individual Seasonal Ticket	\$258.00
	Family Day Pass (two adults plus two children)	\$8.60 (extra child \$1.20)
Other	School use (per student)	\$0.60 per swim
	Carnivals	\$105.00
	Commercial use - (whole complex)	\$50.00 per hour
	Clubs	\$28.00 per hour

8.0 CEMETERIES

Description	Fee
NB: All memorials are at plot-holder's expense	
Purchase of Plot	
Adults	\$1,610.00
Children (up to 12 years)	\$860.00
Babies (Over 20 weeks' gestation or weighing more than 400 grams and up to two years)	\$430.00
Stillborns (Under 20 weeks' gestation or weighing less than 400 grams)	\$162.00
RSA	No Charge
Ashes Plot	\$154.00
Interment Fees for Graves¹	
Weekdays between 9:00 am and 3:30 pm	
Adults (including RSA)	\$453.50
Children under 12 and babies over 20 weeks' gestation	\$253.50
Stillborn (Under 20 weeks' gestation or weighing less 400g)	\$246.00
Second Interment in grave (including RSA)	\$453.50
Saturdays between 9:00 am and 12:00 noon	
Adults (including RSA)	\$630.50
Children under 12 and babies over 20 weeks' gestation	\$330.50
Stillborn (Under 20 weeks' gestation or weighing less 400g)	\$330.50

¹ Out of District Interments standard fee plus 100%



Description	Fee
Second Interment in grave (including RSA)	\$630.50
Saturdays between 12:00 noon and 3:30 pm and on Public Holidays	
Adults (including RSA)	\$1,268.50
Children under 12 and babies over 20 weeks' gestation	\$660.00
Stillborn (Under 20 weeks' gestation or weighing less 400g)	\$660.00
Second Interment in grave (including RSA)	\$1,268.50
Ash Interment Fees¹	
Monday to Friday between 9:00 am and 3:30 pm	
Ash Interment in grave or additional interment in an ash plot other than in the RSA section	\$167.50
RSA Ash Interment	\$153.70
Saturdays between 9.00 am and 12:00 pm	
Ash Interment in grave or additional interment in an ash plot other than in the RSA section	\$400.00
RSA Ash Interment	\$307.50
Saturdays between 12:00 noon and 3.30 pm and on Public Holidays	
Ash Interment in grave or additional interment in an ash plot other than in the RSA section	\$800.00
RSA Ash Interment	\$615.00
Disinterment	
Re-interment and Purchase of Plot Fees as detailed on page 22	\$2,383.00
Additional Charges	
\$51.20 per man per hour, or part thereof for any work undertaken by the Sexton and Sexton's Assistant, outside of normal operating hours. (Charging to begin at 4:00 pm all days.)	
Crematorium Fees	
Cremation	\$380.00
Chapel	\$175.00
Awakaponga Cemetery¹	
Adult burial fee: Single depth	\$1153.00
Double depth	\$1307.00
Child's burial plot (up to the age of 12)	\$461.20
Baby's burial plot	\$461.25
Stillborn burial plot	\$461.25
Interment fee in grave (all above categories)	\$615.00
Ashes interment: Existing grave	\$115.30
Ashes plot	\$230.60

¹ Out of District Interments standard fee plus 100%



9.0 RESERVE RENTALS

Regular Sportsground Users

Sportsground rentals are based on a percentage of the sportsground maintenance cost (although other factors are considered). The actual rentals are as per the schedule below:

Note:

- Regular sportsground users where no gate entry is charged, the rental shall be based on 12.5% of the annual budgeted sportsground maintenance cost.
- Regular sportsground users where a gate entry is charged, the rental shall be based on 50% of the budgeted sportsground annual maintenance cost.

Reserve	Name of the Organisation	Fee Type	Fee
Whakatane			
Eve Rimmer Sportsfield	Eastern Bay Broncos	Ground Rent	\$485.00
Red Conway Park	Marist Rugby & Sport	Ground Rent	\$958.00
Rex Morpeth Park	Whakatane Town Football Association	Ground Rent	\$1,460.00
	Eastern BOP Cricket Association	Ground Rent	\$1,460.00
Athletic Domain	Whakatane Athletic & Harriers Club	Ground Rent	\$485.00
Rugby Park	Whakatane Rugby Sub Union	Ground Rent	\$1,638.00
Warren Park	Central BOP Hockey Club	Ground Rent	\$960.00
	Whakatane Touch Association	Ground Rent	\$960.00
Edgecumbe CB			
Rangitaiki Reserve (Edgecumbe Domain)	Edgecumbe Hockey Association	Ground Rent	\$600.00
	Edgecumbe Rugby & Sport	Ground Rent	\$1,483.00
	Edgecumbe Rangers Soccer (Apr-Sept)	Ground Rent	\$517.00
Ohope CB			
Bluett Park	Ohope Junior Soccer Club	Ground Rent	\$440.00
	Ohope Touch Chartered Club	Ground Rent	\$440.00
	Ohope Cricket	Ground Rent	\$149.00
	Twilight Cricket	Ground Rent	\$149.00
Wharekura Reserve	Ohope Tennis Club	Ground Rent	\$239.00
Taneatua CB			
Taneatua Domain and Recreational Reserve	Taneatua Rugby Football Club Inc	Ground Rent	\$741.00



Reserve	Name of the Organisation	Fee Type	Fee
Murupara CB			
Wingate Park	Te Urewera Sports Ass. Netball Court	Ground Rent	\$63.00
Rural Reserves			
Mitchell Park (Taneatua)	Twilight Cricket	Ground Rent	\$484.00
Eivers Park (Te Teko)	Te Teko Residents Association	Ground Rent	\$497.00
Richmond Park (Matata)	Matata Rugby Football Club	Ground Rent	\$958.00
Matata Recreation Reserve	Matata Tennis Club	Ground Rent	\$155.00
Galatea Domain and Recreational Reserve	Administered by the Galatea Reserves Management Committee		
Awakeri Sports	Central BOP Hockey Association	Ground Rent	\$484.00
	Awakeri Soccer Club	Ground Rent	\$74.00
	Twilight Cricket	Ground Rent	\$149.00
Waimana Domain	Waimana Tennis Club-Court	Ground Rent	\$175.00
	Waimana Rugby Sports	Ground Rent	\$443.00
Notes: Rents to Te Teko Sports Clubs will be collected by the Te Teko Residents Association. (Te Teko Clubs also contribute to the pavilion rent)			

Casual Park Users Charges (per day)

Reserve	Non-Commercial	Commercial
Whakatane		
Rex Morpeth Park	\$323.50	\$649.00
Athletics Domain	\$66.00	\$134.00
Cricket Wicket No. 1	\$108.00	\$206.00
Cricket Wicket No. 2	\$38.00	\$77.00
RMP Training Ground No. 1	\$66.00	\$134.00
RMP Training Ground No. 2	\$38.00	\$77.00
Soccer Grounds	\$156.50	\$303.00
Rugby Park	\$135.00	\$271.00
Warren Park	\$130.00	\$260.00
Eve Rimmer Sportsground	\$108.00	\$206.00
Mataatua Reserve	\$108.00	\$206.00
Camellia Park	\$42.00	\$80.00
Sullivan Lake	\$42.00	\$80.00
Rose Gardens	\$42.00	\$80.00
Wairere Waterfalls	\$42.00	\$80.00
Edgecumbe CB		
Edgecumbe Domain	\$170.00	\$335.00



Reserve	Non-Commercial	Commercial
Hockey	\$108.00	\$206.00
Rugby	\$66.00	\$125.50
Ohope CB		
Bluett Park	\$108.00	\$206.00
Mahy Reserve	\$66.00	\$133.00
Maraetotara Reserve	\$66.00	\$133.00
Murupara CB		
Murupara Tennis/Netball Court	\$2.40/hour	\$5.40/hour
Wingate Park Full Day	\$21.00	\$37.00
Wingate Park 1/2 Day	\$10.60	\$21.00
Wingate Park Touch Module	\$128.00	-
Rural Reserves		
Mitchell Park (Taneatua)	\$108.00	\$206.00
Awakeri Sportsfield	\$66.00	\$133.00
Richmond Park (Matata)	\$108.00	\$206.00
All other reserves	\$42.00	\$80.00
Administration and Inspection fee per Reserve booking	\$27.00	\$27.00
Service Charges		
Weddings - Park Booking Fee	\$37.00	(one off charge - no individual reserve hire fees apply)
Electrical Terminal Usage	\$37.00	
Water Charge	\$32.00	
Pikowai Camping Area	\$12.00/night per camp site (2 adults/2 children in all)	
Restricted Reserve Access	(\$150.00 refundable deposit)	

**10.0 LIBRARY**

Description	Fee
Library Charges	
Adult Library User Service Fee. Fee for a twelve month period from the month of payment	\$5.00
Rental items	\$2.00 \$1.00
Overdue Charges for each subsequent day until item is checked in	\$0.20
Reservation Fee/Item	\$2.00
Inter-library Loan Processing Fee	\$2.00
Plus costs charged by lending institutions	Actual cost
Replacement borrower's card	\$5.00
Mending charges	Vary with time and materials used
Lost books	as appropriate \$10.00 plus replacement cost
Internet per half-hour	\$5.00

11.0 MUSEUM

Description	Fee
Museum Charges	
Admission	By donation
Reproduction of photographs - Black & White	
6" x 4" (150 mm x 100 mm)	\$15.00
8" X 6" (200 mm x 150 mm)	\$18.00
8" X 10" (200 mm x 250 mm)	\$24.00
12" X 10" (300 mm x 250 mm)	\$33.00
15" x 12" (380 mm x 300 mm)	\$40.00
Add:	
- 100% for URGENT fee	
- \$2.00/ order postage and packaging	
Scanning, colour photograph reproduction and lamination	fees on application
Microfilm Printer per copy	\$1.00



Research Charges

There will be no charge for the first half hour for research requests not made in person; thereafter a charge of \$20 (including GST) /hour will be levied, with a minimum chargeable period of one hour and up to a maximum nominated by the customer. This charge is in addition to any charges for photograph reproduction, photocopies and publication charges which will be at the normal rates.

The Curator and Archivist have the discretion to decide what constitutes a minor research enquiry that can be answered within normal working hours, at no charge.

Publication fees

Publication fees will apply for every image reproduced from the collections and published in any way in the public domain (including reports, websites, exhibitions etc). The Manager has the discretion to decide what publication requests will be processed with no publication fees.

The scale of fees is: local history and education publications \$10.00 per image or reproduction; commercial publications \$100.00 per image or reproduction. These fees are on top of any charges for scanning and photographic reproduction.

Museum and Gallery Commission sales

All work for sale during exhibitions in the Museum and Gallery will have a 30% commission fee added.

12.0 PUBLIC HALLS

Description		Fee
Edgecumbe War Memorial Hall		
Main Hall		
Cabarets, Weddings, Seminars, etc	All day and evening	\$196.00
	Day or evening	\$153.50
	Kitchen Facility(crockery by arrangement)	\$71.00
	Casual Meetings	\$50.00/meeting \$24.40/hour
	Non Profit Organisations	\$8.00/hour
	Other Users	\$10.00/hour
Reception Lounge	All day and evening	\$196.00
	Day or evening	\$153.50
	Kitchen Facility(crockery by arrangement)	\$71.00
	Casual Meetings	\$50.00/meeting \$24.40/hour
	Non Profit Organisations	\$8.00/hour
	Other Users	\$10.00/hour
Main Hall and Reception Lounge (Combined)	All day and evening	\$254.50
	Day or evening	\$206.00
	Kitchen Facility (crockery by arrangement)	\$71.00
St John's Room	Casual Meetings	\$39.00/meeting \$21.60/hour
	Non Profit Organisations	\$8.00/hour



Description		Fee
Bonds (Do not apply to use of hall for casual meetings)	Local Groups	
	Non-Profit Making	\$200.00
	Commercial and Profit Making	\$500.00
	Outside Groups	
	Non-Profit Making	\$200.00
	Commercial and Profit Making	\$500.00
Edgecumbe Community Library		
Lions Reading Room		\$13.50/hour \$8.00/half hour
Non Profit Organisations		\$8.00/hour
Murupara Town Hall		
Weddings, Balls and Socials	9am - 1am	\$180.00
	9am - 6pm	\$71.00
	6pm - 1am	\$125.00
	Decorating before a function	\$54.60
Dances, Socials etc	Personal profit	\$270.30
	Commercial Ventures and Groups (subject to Council approval)	\$270.30
Sports Bodies	Club Nights	\$27.60
	Tournaments	\$54.60/day
	Practices	\$9.50/hour
Others	Meetings	\$17.50
	Social Functions (day)	\$46.40
	Concerts and Church nights	\$46.40
	Charitable Organisations	\$10.30
Bond	Social functions (alcohol)	\$500.00
	Other functions	\$200.00
Heater Charges	Day plus evening (eg. 21st/weddings)	\$68.30
	Day Bookings (Tournaments & Seminars)	\$46.20
	Bookings more than 3 hours	\$28.40
	Bookings up to 3 hours	\$17.10
Tables and Chairs	Table Hire (per three days)	\$4.30
	Chairs (per three days)	\$1.30
Murupara Sports Pavilion (No alcohol permitted)		
Pavilion		\$7.70/hour \$44.30/day
Bond		\$200.00
Heater Charges		\$1.70/hour
Ohope Hall		
Scouts and Cubs		\$202.00/annum
Local Sports/Recreation/Church Groups		\$16.50/hour



Description		Fee
Ohope Indoor Bowling Club (indoor bowling season)		\$27.00/night
Meetings and Casual Use by Local School/Playcentre/Service Clubs	Hall	\$10.00/hour
	All Day	\$80.30/day
Weddings	Day and Evening	\$216.00
	Day only	\$165.00
Cabaret/Balls		\$216.00
Concerts and Commercial Enterprises		\$330.00
Craft market - Day only		\$240.00
Set-up Fees (prior to 6.00pm for evening use)		\$16.50/hour
Bond	Commercial Enterprises	\$500.00
	Non-Commercial	\$200.00
Awakeri War Memorial Hall		
Bowls		\$13.40/night
YFC		\$165.00/year
Dances/Weddings/Functions, etc		\$82.40
Other evening uses		\$27.00/night
Other day use		\$15.00/day
Manawahe Hall		
Private - whole day		\$56.50
Private - night only		\$25.80
Supper room only		\$15.50
Social functions		\$56.50
Bond		\$35.00
Otakiri Hall		
Meetings	Evening (2½ to 4 hours)	\$10.80
	Day	\$28.80
Socials	Supper Room	\$54.60
	Main Hall and Supper Room	\$76.20
School		\$540.00/annum
Bond		\$100.00
Taneatua School and Community Hall		
All social functions		\$165.00
Sports Bodies	Regular users	\$11.10/night
	Non-regular users	\$22.30/night
Meetings		\$27.60/night
Day functions		\$44.30/day
Community meetings		No charge



Description		Fee
Bond		\$100.00
Te Teko War Memorial Hall		
Function (day or night)		\$87.50
Country and Western Club		\$55.50/night
Meetings	First hour	\$22.20
	Per hour thereafter	\$11.10
Waimana-Nukuhou War Memorial Hall		
Meetings	Half day meeting	\$7.70
	Full day meeting	\$13.50
	Plus use of kitchen	\$7.70
	Plus use of bar	\$7.70
Social functions:	Use of hall	\$34.00
	Plus use of kitchen	\$7.70
	Plus use of bar	\$7.70
Bond		\$35.00
Whakatane War Memorial Complex		
Security Deposits		
Local residents and regular users (low risk events)	Little Theatre	\$220.00
	Reception Lounge	\$220.00
	Stadium	\$220.00
	Multiple Facilities	\$220.00
Non-local users and local users (high risk events)	Little Theatre	\$550.00
	Reception Lounge	\$550.00
	Stadium	\$550.00
	Multiple Facilities	\$550.00

	Local Residents and Local Community Organisations	Non-Local, Non Profit Organisations and Non-Local Persons	All Commercial Operators
Little Theatre			
Use for a week or more	\$67.40/day	\$122.00 /day	\$350.00/ day
Use for less than a week:			
With no charge for admittance	\$67.40/day or \$40.10/half day	\$122.00/day or \$74.10/half day	
With admittance charge	\$138.00/day or \$81.40/half day	\$247.00/day or \$148.00/half day	\$495.00/ day or \$247.00/ half day
Theatre Lighting - Equipment Charges			
Standard Charge (includes first use)	\$44.50	\$44.50	\$71.00
Each further use	\$16.50	\$16.50	\$41.20
Lamp Hireage	\$0.80	\$0.80	\$0.80



	Local Residents and Local Community Organisations	Non-Local, Non Profit Organisations and Non-Local Persons	All Commercial Operators
Surcharge for power used for over 36 lamps	\$0.25	\$0.25	\$0.25
Air-conditioning and heating - available by prior arrangement with the Custodian			
Theatre	\$20.00/hour	\$20.00/hour	\$20.00/ hour
Rehearsal and Dressing Room	\$6.00/hour	\$6.00/hour	\$6.00/ hour
Cleaning Fees	\$45.60/hour	\$45.60/hour	\$45.60/ hour
Rehearsal Room			
Available for hire as a separate facility when the Little Theatre and stage area is not previously booked	\$27.60/ function \$10.00/ hour	\$45.60/ function \$15.50/ hour	\$61.80/function \$19.00/hour
Foyer and Foyer Bar:			
Under normal circumstances the Foyer area provides access to the Little Theatre and the Reception Lounge. However it is available for hire as a separate function room, or as an addition to the Reception Lounge with the Foyer Bar also in use. This is possible when there is no performance or continuous use scheduled for the Little Theatre. If exclusive use of the foyer is required the theatre and the reception lounge must be booked.			
Where the foyer is used as an entrance or overflow area in conjunction with the Little Theatre and/or Reception Lounge.	no separate charge	no separate charge	no separate charge
Where the foyer is used as a specific function or display area it will be charged out at the rates as set out below:			
Meetings and Social Functions	\$67.40/ function \$18.50/ hour	\$122.00/ function \$31.00/ hour	\$148.00/ function \$38.00/hour
Continuous Daily Usage	\$96.00/day	\$128.00 /day	\$175.00/day
Cleaning Fees	\$45.60/ hour	\$45.60/ hour	\$45.60/hour
Reception Lounge			
Meetings Workshops, Seminars, Conferences, etc			
Casual Use			
3 hours and up to 10 hours	\$148.00 /function	\$185.00 /function	
Less than 3 hours use	\$50.00/hour (includes preparation)	\$64.00/hour (includes preparation)	
Regular weekly/fortnightly/ monthly bookings including the kitchen of 4 hours or less.	\$55.00/ function		
Regular weekly/fortnightly/ monthly users - including the kitchen, of more than 4 fours	\$87.50/ function		



	Local Residents and Local Community Organisations	Non-Local, Non Profit Organisations and Non-Local Persons	All Commercial Operators
Kitchen -			
Refreshments - no cutlery/ crockery	\$28.60/ function or day	\$28.60/ function	\$28.60/function
Full Facilities	\$64.00/function or day	\$64.00/function	\$64.00/function
Social Functions			
Weddings, Dances, Anniversaries, Parties, etc	\$202.00/ function	\$244.00/ function	\$297.00/day \$165.00/half day or \$65.70/hour (less than three hours use including preparation and cleaning up)
Kitchen -			
- Refreshments	\$27.80/function	\$27.80/function	
- Full Facilities	\$64.00/day	\$64.00/day	
- Preparation Charge	\$15.50/hour	\$15.50/hour	
Any other Continuous Daily Use (24 hours) (does not include kitchen)	\$190.00/day	\$206.00/day	\$251.00/day
Air conditioning and Heating	\$20.00/hour	\$20.00/hour	\$20.00/hour
Cleaning Fees	\$45.60/hour	\$45.60/hour	\$45.60/hour
Sound system	\$55.10/day	\$55.10/day	\$55.10/day
Stadium			
Sporting Usage			
Monday to Thursday 5:00 pm to 10:00 pm	\$21.60/hour		
All other times Club play or practice	\$14.50/hour		
Junior Club play or practice	\$6.20/hour		
School use or local tournaments	\$100.00/ tournament		
Provincial, Regional or National Tournaments	\$202.00/ tournament		
Meetings, Conferences, Seminars, Workshops (includes preparation charge) (Day = 10 am to 5 pm or 5 pm to midnight)	\$234.00/day or \$116.00/half day or \$34.00/hour (for less than three hours)	\$370.00/day or \$180.00/half day or \$55.00/hour (for less than three hours)	\$494.00/day or \$239.00/half day or \$82.00/hour (for less than three hours)
Hourly charge outside of the prescribed times	\$19.60/hour	\$19.60/hour	\$31.00/hour
Continuous Daily Usage (24 hour day)	\$291.50/day	\$451.00/day	\$600.00/day
Social Functions	\$340.00/function	\$424.00/function	
Preparation Charge	\$15.50/hour	\$15.50/hour	
Fundraising Fairs	\$138.00/function	\$202.00/function	



	Local Residents and Local Community Organisations	Non-Local, Non Profit Organisations and Non-Local Persons	All Commercial Operators
Note: Any organisation making use of this facility which clears the area no later than 2.00 pm on the day of use	\$67.10/function	\$106.00/function	
Ventilation and heating by prior arrangement with Custodian	\$20.00/hour	\$20.00/hour	\$20.00/hour
Cleaning Fees	\$45.60/hour	\$45.60/hour	\$45.60/hour
Sound System	\$55.10/day	\$55.10/day	\$55.10/day

Multiple Facilities Charges

When two or more sections of the Centre are hired for large events on a combination basis, the charges set down will be reduced by 20%.

The total charged will be inclusive of air conditioning, heating and theatre lighting (where appropriate) but exclusive of preparation and clean up charges which will be levied as set down for the appropriate section if applicable.

Youth Centre \$13.50/hour

**13.0 PROPERTY DOCUMENTATION CHARGES**

Description	Fee
Leases and Licences of Council Land:	
Administration fee for new lease or licence application	\$268.00
Administration fee for renewal of lease or licence	\$134.00
Process fee for lease/licence transfer, subletting	\$185.00
Road Stopping Applications:	
Administration fee and	\$268.00
Initial deposit for valuation	\$530.00
Additional payment for covering direct processing costs	\$1,850.00
Note: The policy and practice is for the applicant to pay all survey, legal, valuation and advertising costs directly attributable to the road stopping. If the actual costs exceed the deposit of \$500.00, plus the payment of \$1,750.00, the applicant will pay the additional cost.	
Financial Transactions:	
Processing release Rural Housing Loans, mortgage consents, etc	\$180.00
Applications involving Council owned Properties:	
Administration fee for boundary adjustments, reserve revocations	\$268.00
Road Occupation Agreements:	
- Selling or displaying goods for sale on street (up to 12m2)	\$358.00/ annum
- Tables and chairs used in conjunction with café/restaurant	\$178.00/table/ annum

14.0 PENSIONER HOUSING

	Fee
Whakatane	
Single at Alice Stone	\$100.00/week
Double at Alice Stone	\$108.00/week
Single at all other units	\$96.00/week
Double at all other units	\$104.00/week
Murupara	
Single	\$40.00/week
Double	\$48.00/week
Hardie Flats	\$52/week



CORPORATE SERVICES DEPARTMENT

1.0 PHOTOCOPYING CHARGES

A4 size		
Black and White	Single	\$0.25 each
	Double	\$0.35 each
Colour	Single	\$0.35 each
	Double	\$0.45 each
A3 Size		
Black and White	Single	\$0.45 each
	Double	\$0.60 each
Colour	Single	\$0.50 each
	Double	\$0.70 each

2.0 ACCESS TO SITE FILE RECORDS/PROPERTY RECORDS

Property Files	
Search fee for property files (including one A4 copy of floor plan and one A4 copy of drainage plan)	\$10 per property file, plus \$10 for subdivision files for property (subdivision files optional)
Photocopy of property file (hardcopy)	\$40 plus actual time cost to photocopy file
Digital copy of property file on CD - allow 2 days - only applies if scanned files exist	\$50
Annual fee for access to unlimited number of property files	\$400 plus actual time cost to photocopy (in excess of one page per file)

3.0 ADMINISTRATION SECTION

Requests for information (officer's time) \$76.00/hour

4.0 ACCESS TO OFFICIAL INFORMATION

Fixing the Amount of Charge

The amount of charge for requests of official information will be determined by:

- (a) the aggregate amount of staff time exceeding one hour spent in actioning the request. This will include search and retrieval of information, the provision of transcripts and the supervision of access.
- (b) the number of A4 sized photocopy or printed pages to be provided exceeding 20. Non standard sized photocopy or printed paper such as that used for reproducing maps and plans will be charged on an actual and reasonable basis.



- c) for any other cost, the amount actually incurred in responding to the request. This will cover the provision of copies of video, audio and film tapes, the provision of documents on computer disc, the retrieval of information off-site, or other situations where a direct charge is incurred.
- (d) Where repeated requests from the same source are made in respect of a common subject over intervals of up to eight weeks, requests after the first should be aggregated for charging purposes.
- (e) The charge shall represent a reasonable fee for access given. It may include time spent:
 - (i) in searching an index to establish the location of the information;
 - (ii) in locating (physically) and extracting the information from the place where it is held;
 - (iii) in reading or reviewing the information; and
 - (iv) in supervising the access to the information.
- (f) The charge shall not include any allowance for:
 - (i) extra time spent locating and retrieving information when it is not where it ought to be; or
 - (ii) time spent deciding whether or not access should be allowed and in what form. Note however that the actual, physical editing of protected information is chargeable.
- (g) Where the free threshold is only exceeded by a small margin it is a matter of discretion whether any fee shall be paid and if so, how much.

4.2 Staff Time

- (a) Time spent by staff searching for relevant material, abstracting and collating, copying, transcribing and supervising access where the total time involved is in excess of one hour shall be charged out as follows, after the first hour:
 - (i) an initial charge of \$38.00 (except for the Chief Executive, Directors, Manager Finance, and Manager Development and Compliance, whose charge rate is \$50.00) for the first chargeable half hour or part thereof; and
 - (ii) then \$38.00 (except for the Chief Executive, Directors, Manager Finance and Manager Development and Compliance, whose charge rate is \$50.00) for each additional half hour or part thereof
- (b) The rate of charge applies irrespective of the seniority or grading of the staff member who deals with the request, except where staff with specialist expertise who are not on salary are required to process the request, in which case a higher rate not above their actual rate of pay may be charged.
- (c) Time spent by staff in deciding whether or not to approve access and in what form to provide information shall not be charged. While the decision to delete protected information is not chargeable, the physical editing is part of making the information available and is subject to charges.



4.3 Photocopying

Photocopying or printing on standard A4 paper where the total number of pages is in excess of 20 pages shall be charged out as per photocopying charges set down in the fees and charges schedule.

4.4 Other Costs

All other costs incurred shall be fixed at an amount which recovers up to the actual costs involved. This would include:

- (a) the provision of documents on computer discs
- (b) the retrieval of information off-site
- (c) reproducing a film, video or audio recording
- (d) arranging for the applicant to hear or view an audio or visual recording
- (e) providing a copy of any map, plan or other document larger than foolscap size

All charges are GST inclusive.

4.5 Remission of Charges

The liability to pay any charge may be modified or waived at the discretion of the Chief Executive. Such decisions shall have regard to the circumstances of each request and consideration shall be given to the following:

- (a) whether payment might cause the applicant hardship
- (b) whether remission or reduction of the charge would facilitate good relations with the public or assist the Council in its work
- (c) whether remission or reduction of the charge would be in the public interest because it is likely to contribute significantly to public understanding of, or effective participation in, the operations or activities of the Council, and the disclosure of the information is not primarily in the commercial interest of the requester.

In order to determine the level of public interest the following questions could be asked:

- (i) Is the use of the information by the requester likely to make a significant contribution to the operations and activities of the Council?
- (ii) Has the Council requested submissions from the public on a particular subject and is the information necessary to enable informed comment?
- (iii) Is the use of information likely to contribute significantly to the understanding of the subject by the public at large as opposed to the individual understanding of the requester or a narrow segment of interested people?
- (iv) Is the information already in the public domain in either the same or similar form which the requester could acquire without substantial cost?
- (v) Is the public at large the primary beneficiary of the expenditure of public funds necessary to release the information or is it for the requester or a narrow segment of interested persons?
- (vi) Is the information primarily in the commercial interest of the requester rather than the public interest?



4.6 Deposit

A deposit may be required where the charge is likely to exceed \$76 or where some assurance of payment is required to avoid waste of resources. A deposit may only be requested after a decision has been made to make the information available.

The applicant shall be notified of the amount of deposit required, the method of calculating the charge and the likely final amount to be paid. Work on the request may be suspended pending receipt of the deposit.

The unused portion of any deposit will be refunded to the applicant together with a statement detailing how the balance was expended.

4.7 Ombudsman Investigations

Applicants will be advised at the time they are informed of charges to be paid, that in terms of section 28(1)(b) of the Official Information Act 1982, the Ombudsman may investigate and review any decision on the charge to be paid in respect of a request for access to official information.

A record will be kept of all costs incurred. Whenever a liability to pay is incurred the applicant will be notified of the method of calculating the charge and this fact noted on the record.

Any Ombudsman discharging statutory functions of investigation under the Ombudsmen Act 1975 in terms of the Local Government Official Information and Meetings Act 1987, is not subject to any charging regime.

4.8 Cost Control

In order to reduce the amount of staff time and resources incurred in dealing with requests the Council may ask for requests for official information to be in writing in order to narrow down the scope of the request and avoid confusion as to what is being requested.

The Council will transfer the request to another organisation if the request relates more closely to the functions of another Council or government department.

5.0 CIVIC CENTRE

Daytime Use	
Committee Rooms	50.00/half day
	100.00/day
Council Chambers	\$75.00/half day
	\$150.00/day
Tea/coffee plus Service Charge	\$1.15/head
	\$50.00
<i>Only organisations that have a direct link with Council will be eligible to use the facilities.</i>	



6.0 MURUPARA SERVICE CENTRE

Board Meeting Room \$10.00/day

7.0 GEOGRAPHIC INFORMATION SERVICES CHARGES

A4/A3 Plots – Hardcopy photo Prints and Images	
Staff time	\$55.00 per hour
GIS Data Maps/Images	
Black and White	
A4	\$7
A2	\$20 plus staff time at \$55.00 per hour
A1	\$35 plus staff time at \$55.00 per hour
A0	\$45.00 plus staff time at \$55.00 per hour
Colour	
A4	\$10.00
A2	\$25 plus staff time at \$55.00 per hour
A1	\$45 plus staff time at \$55.00 per hour
A0	\$55.00 plus staff time at \$55.00 per hour

8.0 MISCELLANEOUS FEES

Any requests for information from all Council Departments not otherwise specified	At cost
Authenticated copies	\$60.00
Other certificates or approvals	\$140.00
Certificates of Title	\$20.00
Survey Plans	\$15.00