

Fees and charges

Ngā taipitopito utu

SUPPORTING THE LONG TERM PLAN 2018-28
CONSULTATION DOCUMENT



DRAFT
FOR CONSULTATION

Review of Fees and Charges

Overview of Fees and Charges document

This document outlines the proposed fees and charges for the 2018-21 year, unless otherwise stated (note that dog fees for example can only be set on an annual basis). User fees and charges are one of the ways that Council can pass on some of the costs directly to those who use our services and facilities. In this way, fees and charges reduce the amount of funding that is collected by rates.

A number of our Fees and charges are required to be set and or reviewed through a process that involves public consultation. The review process is not legislatively tied to the Long Term Plan process but is out of practicality aligned with budgeting timeframes.

Alongside the information set out in this proposal, further discussion is underway with Air Chathams regarding the Airport fees. These follow a separate process where any changes to scheduled flight fees must be approved by the Ministry of Transport/Minister.

General Fees and Charges approved for consultation: 1 February 2018

Dog Control Fees and Charges approved for consultation: 22 February 2018

Proposed commencement: 1 July 2018

Proposed review date: Annually

Overview of proposed changes to Fees and Charges

- The draft Fees and Charges document outlines the proposed changes compared to the previous fee or charge so that you can easily compare the difference side by side. Fees include GST unless otherwise stated.
- Many small changes are proposed to reflect new budgets in the Long term Plan and/or inflation.
- Some of the bigger changes are outlined below:
 - Planning, Regulatory and Corporate Services
 - 10.1 (b) – Written notice of deemed permitted boundary activity (S87BA) now \$200 (was \$400)
 - 10.6.4 (a) and (b) Whakatāne District plan text \$130 or maps \$145 (was \$200, not differentiated between the two)
 - 17.1 – equipment seizure fee now \$150 (previously return of seized equipment was charged as actual cost of time and mileage involved)
 - Community Services
 - 21.1.1 (f) – New Whakatāne Aquatic Centre inflatables pass \$2
 - 21.1.1 (g) – New Whakatāne Aquatic Centre inflatable exclusive use for function (subject to lane availability) \$80 per hour

- 21.2.2 – New class and fee at Murupara Pool, aqua aerobics, \$2 per class
- 25.2.1 (h) – Casual reserve or sportsground users (non-commercial fee) for Whakatāne Rugby Park now \$150 (was \$50 – new fee aligns with Soccer Ground fee)
- 29.1 (c) – Cemeteries: Plot purchase for babies and stillborn now \$200 (was \$527 for babies)
- 29.2.1 (c) and 29.2.2 (c) – Cemeteries: Weekday interment fees for graves of babies and stillborn \$200 (was \$390), Saturdays and public holidays for babies and stillborn now \$250 (was \$500)
- Infrastructure Services
 - 5.2.5 – Loads of concrete to the transfer station was 37.00 per tonne. This has increased to \$72.00 per tonne reflecting an increase in actual processing costs due to a reduction in demand for the reuse of this product.

We'd like to hear from you

Make a submission:

Before making a submission we recommend you read through the relevant section of this document thoroughly to ensure you have all the information available.

- ▶ **Post or deliver submissions to:**

Whakatāne District Council	Murupara Service Centre
Commerce Street	Pine Drive
Private Bag 1002	Murupara
Whakatāne	
- ▶ **Submit online:** www.whakatane.govt.nz/haveyoursay
- ▶ **Email submissions:** submissions@whakatane.govt.nz

Key Dates

Submission close:

23 April 2018

Hearings:

14 – 16 May 2018 (for those who would like to present their submission to the Council)

Deliberations:

14-22 May 2018 (Council meets to discuss any changes to the policies and proposals based on submissions)

Adoption:

28 June 2018

Implementation:

Each individual policy and proposal will have an implementation date (when it goes live). For most of the matters in this consultation pack, the implementation date is from 1 July 2018.

Need more information?

If you have any questions about the policies and proposals contained in this pack, or about the process of making a submission, our website is a great place to start. You can also feel free to get in touch with one of your elected Council members or staff here at the Council.

- ▶ Website: www.whakatane.govt.nz
- ▶ Email enquiries: info@whakatane.govt.nz
- ▶ Phone enquiries: (07) 306 0500 (ask for the Strategic Policy Team)

Note: The information in this document has been drafted to reflect the proposed content of the Long Term Plan 2018-28. It will continue to be refined to reflect feedback into - and decisions resulting from - the formal consultation process.

Dog Control Fees and Charges 2018/2019

The council must publically notify the community of the dog control fees in a local newspaper during the month before a new dog registration year begins. This is before the commencement of the 2018-28 Long Term Plan.

The Dog Control Act 1996 allows council to set reasonable fees for the registration and control of dogs. Dog control are set for the registration year. The proposed fees below relate to the 2018/2019 registration year.

Submissions are welcome on the proposed dog control fees. The hearing and adoption process will occur separately and prior to the adoption of the Long Term Plan 2018-28.

1. Dog Control and Registration Fees:	Proposed 2018/19 Fees and Charges
1.1 All dog owners – Fee if paid on or before 1 August 2018:	
a) De-sexed	\$50.00
b) Entire	\$75.00
Fee if paid after 1 August 2018:	
a) De-sexed	\$75.00
b) Entire	\$112.50
1.2 Certified Disability Assist Dogs (Companion Dogs, Hearing Dogs, Guide Dogs)	Free
1.3 Dogs kept for specific tasks by Government Agencies for law enforcement, security, biosecurity or civil defence purposes	Free
1.4 Working Dog; and Dogs owned by incorporated hunt clubs	
a) Fee if paid on or before 1 August 2018:	\$50.00 per dog
b) Fee if paid after 1 August 2018:	\$75.00 per dog
1.5 Dogs less than 12 months of age Note: Dogs less than three months of age do not need to be registered	Pro-rata the annual applicable rate (July to June)
2. Impounding Fees (per dog):	
2.1. First impounding	\$60.00
2.2. Second impounding	\$90.00
2.3. Third and subsequent impounding	\$120.00
2.4. Sustenance cost/day	\$7.50
2.5. Additional fees for dogs impounded between 5:00 pm and 8:00 am	Charged at cost
2.6. Microchip transponder implant fee for impounded dogs	\$24.50
3. Other Fees:	
3.1. Destruction of dog	\$30.00
3.2. Replacement of registration tags	\$2.00
3.3. Microchip transponder implant fee (on request of owner)	\$15.00

All other fees and charges are documented from page 3 of this document. All other fees relate to a three-year term, 2018-21.

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A. Infrastructure Department - Tūāpapa

1. WATER SUPPLY – SERVICE CONNECTION, EXTENSION AND DISCONNECTION CHARGES		
1.1. General Charges		
1.1.1.	Final meter reading:	
	a) Whakatāne and Ōhope Urban	\$40.00
	b) All other areas	\$55.00
1.1.2.	Flow restrictor removal:	
	c) Whakatāne and Ōhope Urban	\$95.00
	d) All other areas	\$125.00
1.1.3.	Meter test (refundable if meter is faulty)	\$165.00
1.1.4.	Annual permit to draw water from fire hydrant	\$65.00 plus usage charge \$1.55 per m ³
1.1.5.	One-off permit to draw water from fire hydrant	\$35.00 plus usage charge 1.55 per m ³
1.1.6.	Share of extension of water main: Wherever connections are required and there is no existing main, the reticulation pipe can be extended at the Council's discretion. A 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 based on an engineering assessment of benefit.	
1.1.7.	Disconnections:	
	a) Temporary disconnection	\$90.00
	b) Reconnection after temporary disconnection	\$90.00
	c) Permanent disconnection	\$160.00
	d) Reconnection to water supply (following permanent disconnection)	\$175.00
1.1.8.	Operations Business Unit's charge out rate	\$75.00 per hour
1.1.9.	The Council's professional fee rate for investigations, studies, inspections, advice etc.	\$165.00 <u>\$172.50</u> per hour
All Schemes - Excluding Plains Water Scheme (see 1.3)		
Scheme	Description of the connection	Connection fee*
1.2.1. All metered domestic supply excluding Plains Water Scheme	20mm connection	\$680.00
	Existing connection (meter only)	\$165.00
	Existing connection (meter and manifold)	\$285.00
1.2.2. All metered supply other than domestic connections excluding Plains Water Scheme	20mm connection	\$1,070.00
1.2.3. All District non-metered domestic connections	20mm connection	\$580.00
1.2.4. All District non-metered supply other than domestic connections	20mm connection	\$945.00
1.2.5.	Cost of further required extension – Clause 1.1.6 applicable for 1.2.1– 1.2.5	
*Notes:	<ol style="list-style-type: none"> 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, the values of the scheme and based on actual expenditure to provide the connection. If thrusting under the road is required, an extra \$1,600.00 shall be charged to the connection fee in all schemes, except in the Plains Water Scheme. 	
1.3. Plains Water Scheme		
1.3.1.	Connection to Plains Water Scheme	\$1,885.00**

- **Notes:**
1. All connections require engineering approval including an approved water plan outlining design criteria to ensure there is no contamination from the farm supply to the domestic/cowshed supply. A fact sheet is available from the Council outlining various examples of how this can be demonstrated.
 2. The daily water entitlement for farm connections is calculated at 0.553 m³/hectare
 3. Maximum water entitlement for domestic supply and small blocks (<2.7 hectares) is 1.5m³/day and for cow sheds 2m³/day.
 4. Connections to the Awakeri Extension will be subject to available capacity.
 5. Cost of further required extension – Clause 1.1.6 applicable.
 6. No additional thrusting charges will apply.

2. SEWERAGE SCHEMES – SEWER CONNECTION	
2.1.	Sewerage Schemes
2.1.1.	New connection inspection fee. \$165.00
2.1.2.	Extra inspection fee for non-compliant new sewer connections. \$105.00
2.1.3.	CCTV camera inspection of the pipes requested by the customer. \$190.00 per hour
2.1.4.	Disconnection inspection fee. \$80.00
2.1.5.	Operation Business Unit's charge out rate \$75.00 per hour
2.1.6.	The Council's professional fee rate for investigations, studies, inspections, advice, etc. \$160.00 <u>\$172.50</u> per hour

- Notes:**
1. Septic tank effluent shall not be discharged directly into the reticulation or to the ponds.
 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, the value of the scheme and based on actual expenditure to provide the connection.
 3. Wherever connections are required and there is no existing main, the reticulation pipe can be extended at the Council's discretion. A 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 based on an engineering assessment of benefit.

3. STORMWATER SCHEMES	
3.1.	Stormwater schemes
3.1.1.	New connection inspection fee. \$165.00
3.1.2.	Extra inspection fee for non-compliant new stormwater connections. \$105.00
3.1.3.	CCTV camera inspections of the pipes requested by the customer. \$190.00 per hour
3.1.4.	Disconnection inspection fee. \$80.00
3.1.5.	Operations Business Unit's charge out rate \$75.00 per hour
3.1.6.	The Council's professional fee rate for investigations, studies, inspections, advice, etc. \$160.00 <u>\$172.50</u> per hour

4. TRADEWASTE	
4.1.	Tradewaste charges
4.1.1.	Trade waste charges will be calculated according to Appendix one of the Trade Waste Bylaw. Copies are available on the Council's website; www.whakatane.govt.nz or by contacting the Council on (07) 306 0500. An additional administrative fee of \$130.00 per year will apply to each entity liable for paying conditional discharge fees.

5. WHAKATĀNE TRANSFER STATION	
5.1.	General refuse:
5.1.1.	Refuse bag Maximum 15kg (60 litre bag max) \$4.00 each
5.1.2.	Car or station wagon load \$33.00
5.1.3.	Ute, <u>Van, or small (single axle) trailer (up to 200Kg) load</u> \$48.00
5.1.4.	All other loads over weigh-bridge \$242.00/tonne

5.2.	Greenwaste		
5.2.1.	Car or station wagon load		\$10.00
5.2.2.	<u>Ute, Van, Single axle trailer</u> Ute or small (single axle) trailer load		\$18.00
5.2.3.	<u>Large tandem (twin axle) trailer load</u>		\$23.00
5.2.4.	<u>All loads over weigh-bridge</u> Bulk greenwaste		\$57.00/tonne
5.2.5.	Concrete (steel free only)		
5.2.6.	<u>Concrete, masonry or rock (clean and dirt-free)</u> All loads over weigh-bridge		\$372.00/tonne
5.3.	Tyres		
5.3.1.	Individual tyres		
	Type of vehicle	Weight of tyre	Tyres on Rims
			Tyres only
	a) Farm bike, motorcycle	Under 6.5kgs	\$6.00 each
	b) Passenger car <u>and 4X4</u>	6.5kg – 9.5kg	\$102.00 each
	c) <u>4x4 light utility</u>	More than 9.5kgs	\$13.00 each
	d) Truck tyres	More than 28kgs	\$325.00 each
	e) <u>Long-haul vehicle</u>	50kgs – 80kgs	\$65.00 each
	f) Agricultural	<u>Up to 100kgs</u>	\$85.00 each
5.4.	Recyclable and reusable items		
5.4.1.	<u>Recyclable items (gGlass, aluminium and tin cans, cardboard, <u>paper, clean</u> plastics (<u>grades 1 to 7, no motor oil or chemical containers</u>), etc.)</u>		Free
5.4.2.	<u>Reusable/saleable items (lawnmowers, windows, doors, bicycles, etc.)</u>		Free
5.5.	Weigh bridge charges		
5.5.1.	Tare weight usage charge		\$10.00 per weigh in
Note:	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. The Council reserves the right to decline acceptance of any item at <u>the Murupara Council's</u> transfer stations <u>and the Council Recycling Park</u> . Such items shall be removed by, and/or at the expense of the submitter.		
6.	ADDITIONAL KERBSIDE SERVICES AND BINS		
6.1.	Additional kerbside services		
6.1.1.	The annual fee for each additional service is based on the targeted rural/commercial property rate for refuse disposal as outlined in the Funding Impact Statement. The fee for additional services part year is pro-rated on a per month basis.		
6.2.	Additional bins		
6.2.1.	Residents and property owners are responsible for the kerbside bins and crates in their possession. The Council reserves the right to charge for any bins that are damaged, lost or stolen. Fees for replacement bins are payable directly to the Council's kerbside collection contractor. Payment can be made at the transfer station upon collection of the bin or an invoice will be issued if the bin is delivered.		
6.2.2.	Charge for additional recycling crate		\$18.00
6.2.3.	Charge for additional 80 litre bin		\$80.00
6.2.4.	Charge for additional 140 litre bin		\$85.00
6.2.5.	Charge for additional 240 litre bin		\$90.00
7.	ROADING		
7.1.	Road stopping applications		
7.1.1.	Application processing fee		Actual cost
Note:	Council charges are for the processing of the road stopping application only. The applicant shall pay other costs directly attributable to the road stopping, including – but not limited to – survey, legal, valuation, and advertising costs.		
7.2.	Permits for working on the road (Corridor Access Requests)		

Note:	Advertising costs associated with applications to use or close the road are not included in the fees below and shall be met by the applicant at actual cost.	
7.2.1.	Excavation Application Fees	
7.2.1.1.	Minor Works As defined in National Code of Practice for Utility Operators' Access to Transport Corridors (Includes Traffic Management Plan review, Works Completion Inspection and Maintenance Completion Inspection)	\$ 265.00 each
7.2.1.2.	Major Works As defined in National Code of Practice for Utility Operators' Access to Transport Corridors (Includes Pre-commencement Inspection, Traffic Management Plan review, 1x Progress Inspection, 1x Works Completion Inspection and Maintenance Completion Inspection)	\$700.00 each
7.2.1.3.	Project Works As defined in National Code of Practice for Utility Operators' Access to Transport Corridors (Includes Pre-commencement Inspection, Traffic Management Plan review, 3x Progress Inspection, 1x Works Completion Inspection and Maintenance Completion Inspection)	\$1100.00 each
7.2.1.4.	3 Month Generic CAR for Minor Works Thrust up to 20m; excavate around pillar, pedestal or pole; excavate to locate services; excavate at customer's boundary (Includes Generic Traffic Management Plan review, Works Completion Inspections and Maintenance Completion Inspections)	\$960.00
7.2.2.	Non-Excavation Application Fees	
7.2.2.1.	Maintenance and Construction Works – One-off Activities (Includes Traffic Management Plan review and Works Completion Inspection)	\$ 265.00 each
7.2.2.2.	Maintenance and Construction Works – Annual Permits (Includes Generic Traffic Management Plan review - 12 months or to 30 June, whichever comes first)	\$500.00 each
7.2.2.3.	Parades and Events (Includes Traffic Management Plan review)	\$265.00 each
7.2.3.	Emergency Works	
7.2.3.1.	Retrospective corridor access request	Included in 7.2.1 or 7.2.2.1 as appropriate
7.2.4.	Traffic Management Plans	
7.2.4.1.	Review of Standard Traffic Management Plan As defined through the Code of Practice for temporary traffic management: Part 8 of the Traffic Control Devices Manual	Included in 7.2.1; 7.2.1.2; 7.2.1.3 and 7.2.2.1
7.2.4.2.	Review of Generic Traffic Management Plan As defined through the Code of practice for temporary traffic management: Part 8 of the Traffic Control Devices Manual	Included in 7.2.1.4 and 7.2.2.2
7.2.5.	Additional Corridor Access Request Inspections	
7.2.5.1.	Additional Inspections (Progress, Works Completion)	\$135.00 each
7.2.6.	Non Compliance	
7.2.6.1.	Unapproved Works (Activities being undertaken without an approved Works Approval Permit or Traffic Management Plan)	\$395.00 each
7.2.6.2.	Issue of a non-conformance / stop work order	\$200.00 each
7.2.7.	Temporary Road Closures	
7.2.7.1.	Application Fee (In addition to costs in 7.2.1, 7.2.2 and 7.2.3)	\$135.00 each

7.2.8.	Public Notices	
7.2.8.1.	Public notification as required <i>(I.e. road closures, affected property access)</i>	All costs to be met by the applicant
7.2.9.	Damage to Road and Structures	
7.2.9.1.	Repairs to road and structures	All costs to be met by the applicant to reinstate road and/or structures to required standard
7.3.	Over Weight and Over Dimension Permits	
7.3.1.	Application processing costs	\$260.00 each
7.3.2.	Bridge Loading Analysis <i>(If required in addition to 7.4.1)</i>	\$260.00 each
7.3.3.	Bridge Supervision <i>(If required)</i>	Actual cost
7.3.4.	High Productivity Motor Vehicle Permits <i>(Not required for routes already permitted for HPMV's)</i>	\$260.00
7.4.	Licence to Occupy Road Reserve	
7.4.1.	Rural Fence Encroachment - Site visit and application processing costs	\$400.00 each
7.4.2.	Minor Private Pipeline across Road Reserve - Site visit and application processing costs For underground water pipes etc. installed across the road <i>(Corridor access charges also apply (see section 7.2), and other associated costs (legal fees etc.) shall be met by the applicant)</i>	\$400.00 each
7.4.3.	Major Private Pipeline across Road Reserve - Site visit and application processing costs For industrial (whey, geothermal etc.) pipes installed within the road reserve <i>(Corridor access charges also apply (see section 7.2), and other associated costs (legal fees etc.) shall be met by the applicant)</i>	\$400.00 each
7.4.4.	Structures within the Road Reserve (Stock Underpasses etc.) <i>(Includes site visits, engineering report, legal fees and application processing fee. Corridor access charges also apply (see section 7.2))</i>	Actual cost
7.5.	Road Damage Recovery	
7.5.1.	Charges for events or activities that damage roading assets, including costs to clean up excrement or detritus spilled onto the road.	Actual cost
7.6.	Street Flags and Banners	
7.6.1.	Installation and removal to be undertaken by a Council approved contractor. Costs shall be met by the applicant.	
7.7.	Local Facility & Road Name Sign Requests	
7.7.1.	Sign Blade sign (including installation)	\$215.00
7.7.2.	Post and Socket (including installation)	\$245.00
8.	PORT	
8.1.	Visitor mooring rental	
8.1.1.	Casual rental/week or part thereof	\$100.00
8.2.	Hardstand rent:	
8.2.1.	Hardstand rent/day (maximum ten days)	\$55.00
8.2.2.	Penalty rate/day (after ten days)	\$85.00
8.2.3.	Refuse or clean up charges	Actual Cost
8.3.	Casual berthage fees	
8.3.1.	Casual berthage/day or part thereof	\$70.00

Note:	All users to be subject to a casual berth charge when occupying Council-owned wharves, piers or jetties.	
8.4.	Licensed berthage fees	
8.4.1.	Uniform annual fee for vessels up to 10 metres and first 10 metres of all vessels.	\$4,250.00
8.4.2.	Per metre of length/annum for length in excess of 10 metres	\$348.00
8.4.3.	Discount for multiple berth	15%
8.4.4.	Port utility fee annual charge	\$210.00
8.5.	Wharf – event charge	
8.5.1.	Non- commercial	\$85.00
8.5.2.	Commercial	\$165.00

B. Planning, Regulatory and Corporate Services Department - Te Tari Whakarite Rauemi me ngā Ratonga Rangapū

9.	NOTES	
9.1.	Information for all Planning, Regulatory and Corporate Services Department Charges	
9.1.1.	<p>a) Other Authority and Agencies' Charges are the fees as set by the relevant authority or agency.</p> <p>b) Where consultants or other experts are used to carry out Planning duties, the actual and reasonable cost incurred will be charged to an applicant.</p> <p>c) An additional administrative charge of ten percent of the fee will also be charged.</p>	
9.1.2.	Staff will, upon request; endeavour to provide an estimate of costs associated with a particular request/ application.	
9.2.	Planning	
9.2.1.	Resource Consent Fees:	
	<p>a) The amount stated is a fixed charge 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</p> <p>b) The actual and reasonable costs incurred by the Council will be charged for all applications. Therefore, a charge additional to the fixed charge deposit paid, may be made once the application has been determined. Actual and reasonable costs will also be charged for applications that are withdrawn</p> <p>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 (e.g. 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 \$7085.00 and \$150.00<u>\$175.00</u> per hour</p> <p>d) Additional charges will be made for sums in excess of \$20.50 (inclusive of GST) of the Council's costs. In all cases, an itemised statement of the Council's costs will be provided</p> <p>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:</p> <p>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</p> <p>ii) The charge does not accurately take into account the "cost of democracy" associated with the application or the service</p> <p>iii) The charge does not accurately reflect the actual and reasonable costs incurred in respect of the activity to which the charge relates</p> <p>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</p>	

9.2.2. **Monitoring Fee:**

A 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 estimated actual cost for the Monitoring Officer and/or other specialist Council Officers or their representative to inspect the site for compliance with consent conditions. Where the estimated charge does not accurately reflect the actual and reasonable costs incurred in the monitoring of the resource consent to which the charge relates, that additional charge will be recovered from the consent holder.

9.3. **Building fees**

9.3.1. ~~A deposit for building consent applications is payable at the time an application is lodged, based on the 'value of work' (see section 24.2.2).
The final fee for a building consent will be based on actual and reasonable costs. The charge out rate for Council officers is between \$80.00 and \$160.00/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.
The difference between the deposit and final fee will be either charged or refunded to the applicant.~~

9.4. **Development Contributions Fee**

9.4.1. The Council's Development Contributions Policy sets out the financial contributions that will be required when development occurs

9.5. **Other fees**

9.5.1. 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.

10. **RESOURCE MANAGEMENT (subject to the Resource Management Act 1991)**

Note: Reference to sections below refer to the Resource Management Act 1991

		Fixed Charge (additional fees may apply)
10.1.	a) Certificates of compliance/existing use certificates (s139) (initial deposit)	\$400.00
	b) Written notice of Deemed Permitted Boundary Activity (S87BA)	\$200.00
	c) Written notice of Deemed Permitted Marginal or Temporary Activity (S87BB)	\$400.00
10.2.	Resource Consents (see note 9.2.1) (fixed charge)	
10.2.1.	Land use	
	a) Notified / Limited Notified	\$4,000.00
	b) Non-notified (including Fast track consents)	\$1,500.00
	c) In the Residential and Urban Living zones, for non-compliance with bulk and location standards where no service or notification is required (i.e. distance to boundaries and site coverage)	\$1,600 (fixed fee)
	d) Change or cancellation of conditions (s127)	\$250.00
	e) Extension of approval period (s125)	\$100.00
	f) Review of consent conditions (s128)	\$250.00
	g) Cost of commissioning reports	Actual costs incurred in preparing report and staff time
	h) Preparation of bond documents	\$300.00 + legal costs incurred in preparing bond documents
10.2.2.	Subdivision	
	a) Notified / Limited Notified	\$4,000.00
	b) Non-notified	\$1,500.00

c) Subdivision consents (up to 3 additional lots), that do not require commissioned technical reports, public notification or service.	\$2,000 (fixed fee)
d) Boundary Adjustment	\$500.00
e) Minor Amendments to Cross-lease plans (additions and alterations)	\$200.00
f) Right-of-way Approval pursuant to Local Government Act 1974	\$200.00
g) Cost of Commissioning Reports	Actual cost incurred in preparing report + 10% of the cost for administration of that work.
h) Extension of Approval Period (s125)	\$200.00
i) Approval of Survey Plan (s223)	\$100.00
j) Change or cancellation of conditions (s127)	\$200.00
k) Change or cancellation of consent notice (s221)	\$200.00 + legal costs incurred
l) Signing s224(c) Certificate	\$250.00 (actual cost to be charged as an additional fee)
m) Signing s224(f) Certificate	\$50.00
n) Inspections to confirm compliance with conditions s224(c) or S224(f)	Actual cost
o) Certificates pursuant to Section 226(e)	\$200.00
p) Revocation of easement (s243(e))	\$200.00
q) Other certificates/ documents including the preparation of consent notices (see note 9.2.1)	\$200.00 per certificate/ document plus legal costs incurred in preparing or checking documents
r) Preparation of Bond Documents	\$300.00 + legal costs incurred in preparing bond documents
10.2.3. Other	
a) Application to review development contribution (initial deposit)	\$400.00
b) Independent Commissioner requested for an objection under S357AB(1) (f) & (g)	Actual cost
10.2.4. Monitoring fee (see note 22.2.2)	
Standard charge for administering, monitoring and supervising of land use resource consents for:	
a) Notified resource consent	Range: \$160.00 - \$1000.00
b) Non notified resource consent	Range: \$160.00 - \$1000.00
Note 1	Determined as either 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.
Note 2	Notwithstanding the above, where there is good and reasonable cause for un-programmed 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.
Note 3	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) a single charge;
	b) separate charges for each inspection;
	c) an annual charge;
	d) where ongoing monitoring is required.
10.3. Plan changes/ designations/ heritage orders	
Note:	See note 9.2.1
10.3.1. Request and processing of:	
a) Plan change	\$3,070.00
b) Designation	\$1,535.00
c) Heritage order	\$1,535.00

10.4.	Alteration of Designation/heritage order	
10.4.1.	Notified	\$767.00
10.4.2.	Non-notified	\$512.00
10.4.3.	Removal of designation/ heritage order	\$230.00
10.4.4.	Outline plan of work	\$256.00
10.5.	Requests for information	
Note:	See note 9.2.1	
10.5.1.	Land Information Memorandum	
	a) Residential Property / Rural Property used predominantly for farming or rural purposes.	\$225.00
	b) Business / Rural Property used for a commercial or industrial use.	\$335.00
	c) Time spent researching and compiling information in respect of planning queries, plans or resource consents	Actual cost
10.6.	Miscellaneous charges	
10.6.1.	Pre-application meetings	Actual cost
10.6.2.	Plan checking and inspection of engineering works associated with resource consent applications, District Plan provisions etc.	Actual cost
10.6.3.	All other certificates/documents, e.g. liquor licences	\$150.00
10.6.4.	Copies of District Plans (including maps):	
	a) Whakatāne District Plan (hardcopy)	Text \$200 130.00 Maps \$145.00
	b) Whakatāne District Plan (Data stick)	\$50.00
10.7.	Hearings	Actual cost
11.	BUILDING (subject to the Building Act 2004)	
<u>11.1.</u>	Building consent application fees	
<u>11.1.1.</u>	<u>A deposit for building consent applications is payable at the time an application is lodged, based on the 'value of work' (see section 11.3). The final fee for a building consent will be based on actual and reasonable costs. The charge-out rate for Council officers is between \$80.00 and \$175.00/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. The difference between the deposit and final fee will be either charged or refunded to the applicant.</u>	
<u>11.1.2.</u>	Project Information Memoranda	
<u>11.2.1.</u>	<u>Project Information Memoranda</u>	<u>\$300.00</u>
<u>11.2.2.</u>	<u>Engineering</u>	<u>Actual cost</u>
<u>11.2.11.3.</u>	Building Consent	
<u>11.2.11.3.</u>	Online Service Provider Levy (applies in addition to fees under 24.2.2 and 24.2.8)	
	a) Up to \$10,000	\$55.00
	b) Greater than \$10,001	\$100.00
<u>11.2.2.11.3.</u>	Deposits for building consent application (plus Online Service Provider Levy):	
	Value of work:	Deposit:
	a) Less than \$10,000	\$500
	b) \$10,001 - \$25,000	\$750
	c) \$25,001 - \$50,000	\$1,200
	d) \$50,001 - \$100,000	\$1,500
	e) \$100,001 - \$250,000	\$2,000
	f) \$250,001 - \$500,000	\$5,000
	g) Greater than \$500,001	\$8,000

11.2.3.—	Plan and specification certification and inspection	
	a) Council	Actual cost
	b) Other agencies	Actual cost
11.2.4.11.3.	Application for extension of time to complete consent	\$130.00
11.2.5.11.3.	Solid fuel heater – set cost (including one inspection)	\$265.00
11.2.6.11.3.	Minor works (will apply to consents for which processing time is less than 15 minutes, and require one inspection, e.g. replacement of hot water cylinders, replacement of disposal fields from on-site effluent treatment systems)	\$250 150.00 (plus Online Service Provider Levy)
11.2.7.11.3.	Solar water heaters	Free
11.2.8.11.3.	Fencing of swimming pool inspection requirements	Actual cost \$75 (minimum charge per inspection \$90.00) includes one inspection only, extra inspections are charged)
11.2.9.11.3.	Additional inspections	Actual cost (minimum charge \$140.00) \$150.00
11.3.11.4.	Code compliance	
11.3.1.11.4.	Certificate	\$100.00
11.3.2.—	Inspection	Actual cost (minimum charge \$140.00)
11.4.11.5.	Compliance schedule	
11.4.1.11.5.	Application for compliance schedule	\$100.00
11.4.2.11.5.	Application to amend compliance schedule	\$100.00 \$120.00
11.5.11.6.	Building Warrant of Fitness	
11.5.1.11.6.	Annual Building Warrant of Fitness renewal fee	\$140.00 \$100.00
11.6.11.7.	Certificate of Acceptance	
11.6.1.11.7.	Application fee (excludes urgent work)	Actual cost (minimum charge \$1,000.00)
11.6.2.11.7.	Application to amend the Durability provision of a building consent	\$165.00
11.6.3.11.7.	Certificate	\$150.00
11.6.4.11.7.	Evaluation of plans and specifications and inspection of building work	Actual cost
11.7.11.8.	Certificate of public use	
11.7.1.11.8.	Application fee	\$350.00
11.7.2.11.8.	Certificate	\$100.00
11.8.11.9.	Other	
11.8.1.11.9.	Building Consent Authority Levy	
	a) Over \$20,000 in value	\$5.50 per \$1,000
	b) For every additional \$1,000 over \$1,000,000	\$2.75 per \$1,000
	c) For every \$1,000 over \$5,000,000	\$1.38 per \$1,000
11.8.2.11.9.	Review/inspection work for alcohol licensing	Actual cost (minimum charge \$200.00)
11.8.3.11.9.	Any other inspection performed by the Council	Actual cost (minimum charge \$140.00) \$150.00

11.8.4.11.9.	Inspections and review work requiring specific expertise (i.e. by agencies other than Council on Council's behalf)	Actual cost plus 10% administration fee
11.8.5.11.9.	Housing removal bond	\$1,000.00
11.8.6.11.9.	Registration/revocation of registration of section 36 <u>or</u> 37 Building Act 1991 or section 72 <u>or</u> 75 Building Act 2004 notification	\$235.00
11.8.7.11.9.	Application for exemption	\$225.00
11.8.8.11.9.	Commercial information requests on building consents	
	a) 1 copy per month	\$180.00 per annum
	b) 1 copy per fortnight	\$325.00 per annum
	c) 1 copy per week	\$620.00 per annum
	d) 1 individual copy	\$20.00
11.8.9.11.9.	Information requests on compliance schedules:	
	a) Cost/category	\$35.00
	b) All categories (18)	\$225.00
11.8.10.11.9.	Information requests on independent qualified persons:	
	a) Cost/category	\$35.00
	b) Cost for all categories	\$225.00
11.8.11.11.9.	Time spent searching and compiling information in respect of building consents and inspectorial enquiries	Actual cost
12.	ANIMAL CONTROL	
Note:	The fees charged will be either those charged by any contractor employed by the Council or Council Officers. The charge-out rate for Council staff is calculated on time spent and is set at \$70.00 per hour.	
12.1.	Stock	
12.1.1.	<i>Impounding per day per animal</i>	
	a) Cattle, horses, deer	\$15.00
	b) All other livestock	\$10.00
12.1.2.	<i>Sustenance per day</i>	
	a) Cattle, horses, deer	\$3.50
	b) All other livestock	\$1.50
12.1.3.	Call-out fee	Charged at cost
12.1.4.	Advertising fee	Actual cost plus 10% administration fee
12.1.5.	Droving fee minimum fee	\$25.00 plus actual costs
12.1.6.	Transport	Actual cost
12.1.7.	Horse float	\$60.00
12.1.8.	Stock crossing permit application fee	\$250.00
13.	GENERAL LICENCE, REGISTRATION, VERIFICATION AND AUDIT FEES	
13.1.	Notes for General licence, registration, verification and audit fees	
13.1.1.	In the case of national grading of food based activities under the Food Act 2014 and/or new regulations, recovering associated actual and reasonable costs will be charged out at a rate of \$125.00 per hour.	

13.1.2.	Camping Grounds – temporary use. This category of license has been developed for organisations who have obtained resource consent or similar permission for camping of several nights’ duration at any one time on property other than established camping grounds. Temporary use camp ground licenses shall be obtained by the organisers of meetings or similar gatherings and be on a per night stayed basis. Licence approval shall be conditional upon the use of fully self-contained motor homes or similar vehicles by campers. Fully self-contained motor homes or similar will have sufficient water and waste capacity and other essentials necessary for the adequate and safe convenience of its passengers without posing health risk or giving rise to health nuisance or potential for same.	
13.1.3.	Mobile Trading – The definition of ‘mobile trading’ in Whakatāne District Council’s Mobile Trading Bylaw (2007) includes sale of goods, wares or merchandise by hawkers or peddlers on foot, which was previously subject to a separate licence and fee. Categorising mobile trading licenses into two types (sections 26.6.10 and 26.6.11) ensures that fees are proportional to the scale of the activities that fall within this definition. The sale of goods, wares or merchandise from a cart, vehicle, caravan, or similar - whether or not self-propelled - requires a higher license fee, reflecting the higher scale of this activity. The licence for the hawkers activity requires a lower fee.	
13.2.	Application for Registration – Food Act 2014 (Single Site)	
13.2.1.	Food Control Plan – New	\$250.00
13.2.2.	Food Control Plan – Renewal	\$200.00
13.2.3.	National Programme – New	\$160.00
13.2.4.	National Programme - Renewal	\$125.00
13.3.	Application for Registration – Food Act 2014 (Multiple Sites)	
Note:	For cases in which multi-site operations use a mix of risk-based measures (i.e. both Food Control Plans and National Plans), the application for registration fee will be set by Council taking into account section 26.3 as well as the operation under consideration.	
13.3.1.	Food Control Plan – New (2-5 sites)	\$500.00
13.3.2.	Food Control Plan – New (6 or more sites)	\$750.00
13.3.3.	Food Control Plan – Renewal (2-5 sites)	\$400.00
13.3.4.	Food Control Plan – Renewal (6 or more sites)	\$605.00
13.3.5.	National Programme – New (2-5 sites)	\$325.00
13.3.6.	National Programme – New (6 or more sites)	\$490.00
13.3.7.	National Programme – Renewal (2-5 sites)	\$250.00
13.3.8.	National Programme – Renewal (6 or more sites)	\$370.00
13.4.	Verification - Food Act 2014	
13.4.1.	Food Control Plan <u>or National Programme</u> - New	\$630.00
13.4.2.	Food Control Plan <u>or National Programme</u> - <u>Subsequent Renewal</u>	\$460.00
13.4.3.	Voluntary Implementation Plan/ Food Control Plan (until 2019)	\$510.00
13.4.4.	Verification of multiple site registrations will incur additional costs at the rate of \$125/hour where the time spent exceeds 6.5 hrs in the case of new verifications and after 5.0 hours in the case of subsequent verifications.	
13.5.	Other fees relating to Food Act 2014 and Health Act 1956	
13.5.1.	Verification follow-up or Corrective Action Report	\$125.00 per hour (estimated two hours per report)
13.5.1.	Cancelled audit (less than 24 hours notice given)	\$50.00
13.5.2.	Fee for any work relating to Food Act 2014 or Health Act 1956 not outlined above	\$125.00 per hour
13.6.	General licence and registration fees not related to Food Act 2014 (including under bylaws)	
13.6.1.	Applications, complete with payment as set out below, for registration renewal made before the expiry date shall pay the following fees. In the event of lapsed or expired registration, the occupier of the premises shall pay the relevant fee as set out below together with an additional \$50.00 penalty fee. This penalty provision shall not apply to Camping – Temporary use, Mobile Traders and Hawkers.	
13.6.2.	Food premises (except for Simple food premises or Food premises – ancillary use)	\$410.00
13.6.3.	Simple food premises	\$145.00
13.6.4.	Food premises – ancillary use	\$190.00

13.6.5.	Camping grounds	\$385.00
13.6.6.	Camping – temporary use	\$6.50 per night
13.6.7.	Funeral directors premises	\$225.00
13.6.8.	Hairdressers premises	\$225.00
13.6.9.	Offensive trades	\$225.00
13.6.10.	Mobile traders licence (refer to note 26.1.3)	\$185.00
13.6.11.	Hawkers licence (refer to note 26.1.3)	\$35.00
13.6.12.	Transfer of licence	\$65.00
13.7.	Amusement devices	
13.7.1.	One device (set by legislation)	\$11.50
13.7.2.	Each additional device (set by legislation)	\$2.30

14.	GAMBLING VENUE CONSENT FEE	
14.1.	Application fee	
14.1.1.	Existing venues	\$445.00
14.1.2.	New venues	\$540.00
14.1.3.	Hearing costs	\$180.00 per hour
14.2.	Monitoring fee	
14.2.1.	Annual Charge	\$34.00 per machine
15.	GENERAL LICENCE AND PERMIT FEES	
Note:	Fees will be calculated on actual time spent by the appropriate officer charged at their relevant hourly rate.	
15.1.	General	
15.1.1.	Fee payable to recover any sign or goods impounded from public place	\$41.00
15.1.2.	Fees for recovery of vehicle impounded pursuant to s356 Local Government Act 1974	Actual cost of recovering vehicle
15.1.3.	Storage of impounded vehicle	\$12.00 per day
15.1.4.	Fee for re-inspection where a notice has not been complied with	\$32.50 per visit
15.1.5.	Inspection fee for any matter not specifically provided for in this schedule	Charged at cost
15.2.	Fee for consent to operate stall	
15.2.1.	Charitable or non-commercial organisation	
	a) Food stalls	Free
	b) Non-food stalls	Free
15.2.2.	Commercial	
	a) Food stalls	Actual cost per event (minimum charge \$60.00)
	b) Non-food stalls	\$20.00 per event
16.	SALE AND SUPPLY OF ALCOHOL LICENCES	
Note:	Fees payable for applications relating to the sale and supply of alcohol are prescribed in the Sale and Supply of Alcohol (Fees) Regulations 2013 and summarised below. For on, off, club and special licence applications, the fees are based on a cost/risk rating that is prescribed in the regulations.	
16.1.	On-Licences, Off-Licences, Club Licences	
16.1.1.	Very Low – Fees category for premises	
	a) Application Fee	\$368.00
	b) Annual Fee	\$161.00
16.1.2.	Low– Fees category for premises	
	a) Application Fee	\$609.50
	b) Annual Fee	\$391.00
16.1.3.	Medium– Fees category for premises	
	a) Application Fee	\$816.50
	b) Annual Fee	\$632.50
16.1.4.	High– Fees category for premises	
	a) Application Fee	\$1023.50
	b) Annual Fee	\$1035.00

16.1.5.	Very High– Fees category for premises	
	c) Application Fee	\$1,207.50
	d) Annual Fee	\$1,437.50
16.2.	Special Licences	
16.2.1.	Class 1	\$575.00
16.2.2.	Class 2	\$207.00
16.2.3.	Class 3	\$63.25
16.3.	Managers Certificates	
16.3.1.	New applications	\$316.25
16.3.2.	Renewal applications	\$316.25
16.4.	Other Fees	
16.4.1.	Temporary Authority	\$296.70
16.4.2.	Temporary Licence	\$296.70
16.4.3.	Extract from Register	\$57.50
17.	NOISE CONTROL	
17.1.	Return of seized equipment <u>Equipment seizure fee</u>	Actual cost of time and mileage involved. <u>\$150.00</u>
17.2.	Attendance at noise complaints	Actual and reasonable costs for justified complaints.
17.3.	Noisy alarm deactivation	Actual and reasonable costs recovered.
18.	ACCESS TO SITE FILE RECORDS/PROPERTY RECORDS	
18.1.	Access to site file records/property records	
18.1.1.	Digital copy of property file on CD	\$15.00
19.	GIS (GEOGRAPHIC INFORMATION SYSTEMS)	
19.1.	Geospatial Data (Digital)	
	Where available	The cost of media plus staff time
19.2.	Geospatial Maps/Plots/Images (Hardcopy)	
	A4	\$8.00 plus staff time
	A3	\$12.00 plus staff time
	A2	\$19.00 plus staff time
	A1	\$30.00 plus staff time
	A0	\$48.00 plus staff time
19.3.	Aerial Imagery	
	Where available	The cost of media plus staff time
19.4.	LIDAR Data	
	Where available	The cost of media plus staff time
20.	DISTANCE-BASED NUMBERING (RAPID NUMBERS)	
	Replacement Rural Number Plates	\$20.00 (includes numbers & letters)

C. Community Services Department - Te Tari Ratonga Hapori

21.	SWIMMING POOLS	
21.1.	Whakatāne Aquatic and Fitness Centre	

21.1.1.	Single admission	
	a) Child/Current full time s Student/Senior Citizen/Beneficiary	\$2.50 <u>\$3.00</u>
	b) Adult	\$4.50 <u>\$5.00</u>
	c) Children under five years	\$1.00
	<u>d) Family day pass (two adults plus up to three children)</u>	<u>\$13.00</u>
		<u>(extra child \$2.00)</u>
	e) Family day pass (two adults plus up to three children) <u>Inflatable pass</u>	-\$13.00 <u>\$2.00</u>
		<u>(extra child \$1.50)</u>
	<u>f) Inflatable (function/exclusive use subject to lane availability)</u>	<u>\$80.00 per hour</u>
	e)g) Hydro slide	\$4.50
	<u>h) Single child admission plus hydro slide combo (weekends, public holidays and school holidays only)</u>	<u>\$5.00</u>
	<u>f)j) Hydro slide (function/exclusive use outside normal operating hours)</u>	\$4.50 per hour per person (minimum 15 people) plus additional lifeguard fee if required.
21.1.2.	10-swim passes (plus one free)	
	a) Child/Current full time Student/Senior Citizen/Beneficiary	\$25.00
	b) Adult	\$45.00
21.1.3.	30-swim passes (plus three free)	
	a) Child/Current full time Student/Senior Citizen/Beneficiary	\$75.00
	b) Adult	\$135.00
21.1.4.	Season tickets	
	a) Individual seasonal ticket	-\$375.00 <u>\$400.00</u>
21.1.5.	Other	
Note:	Any hireage which requires additional lifeguards will incur an additional charge of \$28.35.00 per lifeguard per hour.	
	a) School use (per student)	\$1.80 <u>\$2.00</u> per swim
	b) Community rate - Carnivals/competitions (either the inside or outside pool)	\$200.00 per ½ day
	c) Community rate - Sole use of lane	\$30.00 <u>\$35.00</u> per lane per hour
	d) Community rate - Each additional lane	\$10.00 per lane per hour
	e) Commercial use – sole use of lane	\$60.00 per hour + single admission
	f) Commercial use - Each additional lane	\$20.00 per lane per hour
	g) Dive Schools – use of lane	\$40.00 per hour + single admission
	h) Sport BOP Holiday Programme	\$1.80 per child
	i) Hire spa pool (therapeutic use only): one spa available for public use	\$40.00 per hour
21.1.6.	Fitness Centre: For current membership pricing, please call the Whakatāne Aquatic and Fitness Centre on 07 308 4192 or visit www.whakatane.govt.nz	
21.1.7.	Learn to Swim: For current learn to swim pricing, please call the Whakatāne Aquatic and Fitness Centre on 07 308 4192 or visit www.whakatane.govt.nz	
21.2.	Murupara Swimming Pool	
21.2.1.	Single admission adult/child	Free
<u>21.2.2.</u>	<u>Aqua aerobics</u>	<u>\$2.00 per session</u>
<u>21.2.2-21.2.</u>	Dedicated use	
	a) School use (per student)	\$1.00 per swim
	b) Carnivals (whole complex – per event)	\$120.00
	c) Commercial use (whole complex)	\$60.00 per hour

22.	WHAKATĀNE AND DISTRICT LIBRARIES	
22.1.	Library charges	
22.1.1.	Membership for local residents	Free
22.1.2.	Visitor card (limit of 5 items)	\$11.00/month plus \$40.00 refundable bond on items
22.1.3.	Replacement borrower's card	\$3.00
22.1.4.	Rental items	As priced
22.1.5.	Overdue charges for each subsequent day until item is checked in	\$0.30
22.1.6.	Rental Items - Overdue charges for each subsequent day until rental item is checked in	\$0.50
22.1.7.	Reservation fee/item	\$2.50
22.1.8.	Interlibrary loan fee for items from reciprocal libraries Plus add on costs charged by non-reciprocal libraries	\$7.00 Actual cost
22.1.9.	Sale of deleted stock	As priced
23.	TE KŌPUTU A TE WHANGA A TOI (LIBRARY AND EXHIBITION CENTRE)	
23.1.	Exhibitions	
23.1.1.	Admission to general exhibitions	Admission by donation
23.1.2.	Admission to touring exhibitions	As priced
23.1.3.	Commission for sale of art works and items on consignment	30% (excluding GST)
23.2.	Meeting rooms and galleries	
23.2.1.	Bay Trust Room	\$30.00 per session (9.00am-12.30pm or 1.00pm-4.30pm)
23.2.2.	Eastern Bay Energy Trust Room	\$30.00 per session (9.00am-12.30pm or 1.00pm-4.30pm)
23.2.3.	Little Orchard Activity Room	\$75.00 per session (9.00am-12.30pm or 1.00pm-4.30pm)
23.2.4.	Sheaff Gallery	\$400.00 (up to four hours hireage from 5.15pm)
23.2.5.	Opus Gallery	\$600.00 (up to four hours hireage from 5.15pm)
23.2.6.	Museum exhibition area	By application
Notes:	<ol style="list-style-type: none"> 1. A discount for non-profit community organisations may apply for all facility hireage 2. Other charges may be applicable 3. All hireage subject to restrictions and conditions 	
24.	WHAKATĀNE MUSEUM AND RESEARCH CENTRE	
24.1.	Digital images on CD or USB flash drive	
24.1.1.	Scanning, colour photographs, reproduction and lamination fees on application	1 st image: \$20.00 (including CD, excluding USB flash drive) 2 or more images: \$15.00 each (same CD, including CD, excluding USB flash drive)
24.2.	Microfilm printouts	
24.2.1.	Microfilm printouts	\$1.00 per sheet (A4 only)
24.3.	Online resource printouts	
24.3.1.	Per sheet (A4) digital resources from public terminals	\$0.20
24.4.	Reproduction of photographs	
24.4.1.	6" x 4"	\$5.00
24.4.2.	8" x 6"	\$8.50
24.4.3.	8" x 10"	\$9.50
24.4.4.	12" x 10"	\$18.50
24.4.5.	15" x 12"	\$28.50
24.4.6.	Urgent (less than 10 working days)	Add 100% for urgent fee

Note: Where no datasheet or digital file exists, a fee of \$2.50 will be charged. This will be refunded if an order for that image is placed. This file remains the property of the Whakatāne District Museum and Gallery.

24.4.7. Postage per order for postage and packing Actual cost

24.5. Publication fee

24.5.1. 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 scale of fees are:

- | | |
|--|------------------------------------|
| a) local history and education publications; | \$15.00 per image or reproduction |
| b) commercial publications | \$100.00 per image or reproduction |

Notes: 1. A copy of all publications featuring the images from the Museum Collection is to be deposited free of charge by the author into the HD London Research Library
2. These fees are on top of any charges for scanning and photographic reproduction

24.6. Research fee

24.6.1. Use of the facilities for local users will be free of charge. Free

24.6.2. There will be no charge for the first half hour for research requests; subsequent rate of \$25.00 per half hour will be levied, with a minimum chargeable period of half an hour and up to a maximum nominated by the customer. This charge is in addition to any charges for the photographic reproduction, photocopies and publication charges, which will be set at the normal rates.

24.7. Photocopying fees

24.7.1. General photocopying fees will be charged in accordance with Section 35

24.7.2. Long runs of single original files or papers On application

24.7.3. Large files (150 pages or more) or miscellaneous papers \$70.00 per hour for staff time (or part thereof) and photocopying charges set out above

25. RESERVE RENTAL

25.1. Regular reserve or sportsground users (charges for seasonal ground use)

Notes: **Regular seasonal sportsground users:**

1. 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 for the applicable summer or winter season.
2. For regular sportsground users where no gate entry is charged, the rental shall be based on 12.5% of the annual budgeted sportsground maintenance cost.
3. For regular sportsground users where a gate entry is charged, the rental shall be based on 50% of the budgeted sportsground annual maintenance cost.

25.1.1. Whakatāne

Reserve	Name of organisation	Fee type	Fee (season)
a) Eve Rimmer Sports Field	Whakatāne Rugby Sub-union	Ground rent	\$160.00
	Mataatua Rugby League Club	Ground rent	\$460.00
b) Red Conway Park	Marist Rugby and Sport	Ground rent	\$1,070.00
c) Rex Morpeth Park	Whakatāne Town Football Association	Ground rent	\$2,120.00
	Eastern BOP Cricket Association	Ground rent	\$1,630.00
	Whakatāne Touch Association	Ground rent	\$1,580.00
d) Athletic Domain	Whakatāne Athletic and Harriers Club	Ground rent	\$540.00
e) Rugby Park	Eastern Bay of Plenty Rugby Sub-Union	Ground rent	\$1,825.00

25.1.2. Rangitāiki

Reserve	Name of organisation	Fee type	Fee (season)
a) Edgecumbe Domain	Edgecumbe Rugby and Sport	Ground rent	\$1,655.00
b) Awakeri Sports Fields	Edgecumbe Plains Rangers Soccer (Apr-Sep)	Ground rent	\$630.00

c) Eivers Park (Te Teko)	Te Teko Rugby Club	Ground rent	\$555.00
d) Dunderdale Park (Te Teko)	Te Teko Rugby Club	Ground rent	\$800.00
e) Richmond Park (Matatā)	Matatā Rugby Club	Ground rent	\$1,825.00
f) Matatā Recreation Reserve	Matatā Tennis Club	Ground rent	\$175.00
g) Awakeri Sports Fields	Awakeri Junior Soccer Club	Ground rent	\$245.00
	Twilight Cricket	Ground rent	\$167.00

25.1.3.

Ōhope

Reserve	Name of organisation	Fee type	Fee (season)
a) Bluett Park	Ōhope Junior Soccer Club	Ground rent	\$490.00
b)	Ōhope Tennis Club	Ground rent	\$273.00
b/c) Wharekura Reserve	Ōhope Twilight Cricket	Ground rent	\$167.00
	Ōhope Tennis Club	Ground rent	\$273.00
c/d) Port Ōhope Recreational Reserve	EBOP Triathlon & Multisport Club	Ground rent	\$153.00
d/e) West End Reserve	Salt Spray Surf School	Ground rent	\$287.00
e/f) Otao Reserve	SUP (Port Ōhope General Store and Café)	Ground rent	\$287.00

25.1.4.

Tāneatua

Reserve	Name of organisation	Fee type	Fee (season)
a) Tāneatua Domain and Recreational Reserve	Tāneatua Rugby Football Club Inc.	Ground rent	\$826.00
b) Mitchell Park (Tāneatua)	Twilight Cricket Synthetic Cricket	Ground rent Wicket	\$542.00
c) Waimana Domain	Waimana Rugby Club	Ground rent	\$530.00

25.1.5.

Murupara

Reserve	Fee
a) Galatea Domain and Recreational Reserve	Administered by the Galatea Reserves Management Committee

25.2.

Casual reserve or sportsground users (charges per day unless specified)

Note: For all commercial operators, a 100% surcharge will be added to the non-commercial fee (applies to **Error! Reference source not found.**– **Error! Reference source not found.**(a)).

Urban Reserves/ Sportsgrounds (Whakatāne, Rangitāiki and Ōhope)

Non-commercial fee (single use)

25.2.1.

Whakatāne

a) Rex Morpeth Park	\$358.00
b) Athletics Domain	\$75.00
c) Cricket Wicket No.1	\$125.00
d) Cricket Wicket No.2	\$43.00
e) RMP Training ground No.1	\$75.00
f) RMP Training ground No.2	\$75.00
g) Soccer Grounds	-\$125.00 \$150.00
h) Rugby Park	-\$50.00 \$150.00
i) Warren Park	\$150.00
j) Eve Rimmer Sportsground	\$150.00

25.2.2.	Rangitāiki		
	a) Edgecumbe Domain		\$150.00
	b) Awakeri Sportfield		\$75.00
	c) Richmond Park (Matatā)		\$150.00
25.2.3.	Ōhope		
	a) Bluett Park		\$150.00
	Rural Reserves/ Sportsgrounds		Non-commercial fee (single use)
25.2.4.	Murupara		
	a) Murupara Tennis/Netball Court		\$5.00 per hour
	b) Wingate Park		\$74.00 \$75.00
25.2.5.	Tāneatua		
	a) Mitchell Park (Tāneatua)		\$150.00
25.2.6.	Other Reserves		
	a) Maraetōtara and Mahy Reserves		\$74.00 \$75.00
	b) All other reserves not listed (e.g. Rose Gardens, Camellia Park, Sullivan Lake, Wairere Waterfall etc.)		\$55.00
25.3.	Service charges		
25.3.1.	Utilities (e.g. power and water)		\$50.00
25.3.2.	Administration and inspection fee per reserve booking		\$35.00
25.4.	Pikowai Camping Area		
	a) Per camp site per night (minimum charge based on 2 adults/2 children in all)		\$16.00
	b) Additional adult		\$6.00 per night
	c) Additional child		\$2.00 per night
25.4.1.	Restricted reserve access		\$150.00 refundable deposit
25.5.	Exclusive use reserve leases for clubrooms and pavilions		
25.5.1.	Reserve land allocated for permanent clubroom or building	Rent	\$400/annum plus utilities
25.5.2.	Reserve land allocated for permanent clubroom or building where a liquor license is held	Rent	\$800/annum plus utilities
26.	WHAKATĀNE WAR MEMORIAL COMPLEX HIRE		
26.1.	Bond - Little Theatre, Reception Lounge, Stadium or Multiple Facilities		
	a) Local residents and regular users (low risk events)		\$220.00 \$225.00 each
	a) Non-local users and high risk events		\$550.00 \$560.00 each

26.2.	Surcharges		
26.2.1.	The following surcharges will be added for non-local or commercial operators. This surcharge will be added to the "local" charge where applicable or unless otherwise stipulated (only one of charge (a) or (b) will apply).		
	a) Non-local		50%
	b) Commercial		100%
Note:	The total charges 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.		
26.3.	Little Theatre		Local
26.3.1.	General use (including rehearsal room)		
	a) With no charge for admittance		\$90.00 per day or \$55.00 (up to 4 hours)
	b) With admittance charge	\$180.00	<u>\$185.00</u> per day or \$105.00 (up to 4 hours)
26.4.	Rehearsal Room		Local
26.4.1.	Available for hire as a separate facility when the Little Theatre and stage area is not previously booked.		\$15.00 per hour
26.5.	Foyer and Foyer bar		Local
Notes:	<p>1. The Foyer area provides access to both the Little Theatre and the Reception Lounge. If exclusive use of the Foyer is required, the Theatre and the Reception Lounge must be booked.</p> <p>2. Where the Foyer is used as an entrance or overflow area in conjunction with the Little Theatre and/or Reception Lounge there is no separate charge.</p>		
26.6.	Reception Lounge		Local
26.6.1.	Social events, functions, meetings, seminars (including kitchen)		
	a) Half day	\$180.00	<u>\$185.00</u>
	b) Full day	\$340.00	<u>\$345.00</u>
	c) Hourly rate		\$50.00 per hour
26.6.2.	Sporting use and local meetings		
	a) Full day		\$150.00
	b) Hourly rate		\$20.00 per hour
26.7.	Stadium		
Note:	For commercial and/or high risk events, the below fees plus 100% will apply.		
26.7.1.	Sporting use		Local
	a) Monday to Thursday 5:00pm to 10:00pm		\$35.00 per hour
	b) All other times		
	i) Adult club play or practice		\$15.00 per hour
	ii) Junior Club play or practice		\$10.00 per hour
	c) School use or local tournaments per day		\$150.00 per day
26.7.2.	Other uses		
	Social Functions, meetings, conferences, seminars, workshops, expos, youth events		
	a) Full day	\$300.00	<u>\$305.00</u>
	b) Half day	\$180.00	<u>\$185.00</u>
	c) Hourly rate		\$50.00

26.8.	Multiple facilities charges	
26.8.1.	When two or more sections of the War Memorial Complex are hired for large events on a combination basis, the charges set down will be reduced by 20%.	
26.8.2.	The total charges will be inclusive of air conditioning and heating. Cleaning charges will be additional if applicable.	
26.9.	Cleaning	
26.9.1.	Hirers may clean the facility themselves to avoid extra cleaning costs, so long as the hall has been restored to the condition originally set. This will be monitored by the hall Custodian. If the cleaning standard has not been met, the Custodian may advise the hirer to return and complete the task. Otherwise, the hirer will be charged \$50.00 per hour as well as any additional costs for cleaning the facility to the required standard.	
27.	PUBLIC HALL HIRE (Edgumbe War Memorial Hall & Ōhope Hall)	
27.1.	Surcharges	
	The following surcharges will be added for non-local or commercial operators. This surcharge will be added to the "local" charge where applicable or unless otherwise stipulated. Only one of charge (a) or (b) will apply.	
	a) Non-local	50%
	b) Commercial	100%
27.2.	Bond fee	
	a) Social Function (high risk events)	\$550.00 \$560.00
	b) Other Functions (low risk events)	\$200.00 \$205.00
27.3.	Social events and functions	
	a) Full day	\$320.00 \$325.00
	b) Half day	\$180.00 \$185.00
	c) Hourly rate	\$50.00
27.4.	Sporting use and local meetings	
	a) Ōhope Hall	\$20.00 per hour
	b) Edgumbe Hall	\$12.00 per hour
27.5.	Edgumbe Community Library	
	Lions Reading Room	\$15.00 per hour
28.	RURAL HALL HIRE (Awakeri, Manawahe, Otakiri, Tāneatua, Te Teko, Waimana-Nukuhou), Whakatāne Youth Centre and Murupara Sports Pavilion	
28.1.	Bond fee	
	Rural Halls and Whakatāne Youth Centre	\$100.00
	Murupara Sports Pavilion	\$250.00
28.2.	Rates	
	a) Full day	\$80.00
	b) Half day	\$50.00
	c) Hourly rate	\$15.00
29.	CEMETERIES	
Note:	All memorials are at plot holder's expense. Plot fees include maintenance of the plot. Sections Error! Reference source not found. to Error! Reference source not found. refer to all cemeteries except Awakaponga.	
29.1.	Purchase of plot	
	a) Adults	\$1,975.00 \$1,995.00
	b) Children (up to 12 years)	\$1,055.00 \$1,100.00
	c) Babies (Over 20 weeks gestation or weighing more than 400 grams and up to 2 years)and stillborn	\$527.00 \$200.00
	d) RSA – returned service men and women	No charge

	e) Ashes plot	\$300.00
29.2.	Interment fees for graves	
29.2.1.	Weekdays (9:00am to 3:30pm)	
	a) Adults (including RSA)	\$700.00
	b) Children under 12 years and babies/stillborn	\$390.00
	<u>c) Babies and stillborn</u>	<u>\$200.00</u>
	e)d _____ Second interment in grave (including RSA)	\$700.00
29.2.2.	Saturdays & Public Holidays (9:00am to 3:30pm)	
	a) Adults (including RSA)	\$975.00
	b) Children under 12 years and babies/stillborn	\$500.00
	<u>c) Babies and stillborn</u>	<u>\$250.00</u>
	e)d _____ Second interment in grave (including RSA)	\$975.00
29.3.	Ash interment and disinterment fees	
29.3.1.	Weekdays (9:00am to 3:30pm)	
	a) Ash interment, disinterment or additional interment in grave or an ash plot other than in the RSA section	\$250.00
	b) RSA ash interment or disinterment	\$220.00
29.3.2.	Saturdays & Public Holidays (9:00am to 3:30pm)	
	a) Ash interment, disinterment or additional interment in grave or an ash plot other than in the RSA section	\$380.00
29.4.	Disinterment	
29.4.1.	Disinterment fee	\$3,900.00
29.4.2.	Re-interment and purchase of plot	As per interment fees
29.5.	Additional charges	
29.5.1.	Any work undertaken by the Sexton and Sexton's Assistant, outside of normal operating hours (charging to begin at 4:00pm all days).	\$55.00 per person per hour (or part hour)
29.6.	Awakaponga Cemetery	
29.6.1.	Adult burial plot	
	a) Single depth	\$1,253.00
	b) Double depth	\$1,421.00
29.6.2.	Children under 12 years, baby's and stillborn burial plot	\$500.00
29.6.3.	Interment fee in grave (all above categories)	\$670.00
29.6.4.	Ashes interment	
	a) Existing grave	\$125.00
	b) Ashes plot	\$250.00
30.	CREMATORIUM	
30.1.	Crematorium fees	
30.1.1.	Weekdays (9:00am to 4:30pm)	
	a) Adult cremation	\$550.00 <u>\$560.00</u>
	b) Child cremation 5-12 years	\$230.00
	c) Child cremation under 5 years	\$115.00
	d) Chapel – Full service (Maximum 1 hour – 3:30pm last booking)	\$130.00 <u>\$135.00</u>

	e) Chapel – Committal (Maximum 30 minutes – 4:00pm last booking)	\$75.00
30.1.2.	Saturdays and Public Holidays (9:00 – 4:30pm)	
	a) Adult cremation	\$770.00 \$785.00
	b) Child cremation 5-12 years	\$465.00 \$470.00
	c) Child cremation under 5 years	\$350.00 \$355.00
	d) Chapel – Full Service (Maximum 1 Hour – 3:30pm last booking)	\$130.00 \$135.00
	e) Chapel – Committal (Maximum 30 minutes – 4:00pm last booking)	\$75.00
30.2.	Additional Charges	
30.2.1.	Any work undertaken by the Sexton and Sexton’s Assistant, outside of normal operating hours (charging to begin at 5:00pm all days).	\$55.00 per person per hour (or part hour)
31.	PROPERTY DOCUMENTATION CHARGES	
31.1.	Leases and licences of Council land	
31.1.1.	Administration fee for new lease or licence application	\$300.00
31.1.2.	Administration fee for renewal of lease or licence	\$120.00
31.1.3.	Administration fee for assignment, subletting or variation of lease	\$200.00
31.1.4.	Administration fee for Landlord’s consent application	\$150.00
31.2.	Financial transactions	
31.2.1.	Processing release Rural Housing Loans, mortgage consents, etc.	\$200.00
31.3.	Applications involving Council owned properties	
31.3.1.	Administration fee for boundary adjustments, reserve revocations	\$310.00

D. Strategy and Economic Development Department - Te Tari Rautaki me te Ōhanga

32.	WHAKATĀNE AIRPORT	
32.1.	Scheduled Service 6,000kg and over Maximum Combined Take-off Weight (MCTOW)	
32.1.1.	Passenger charges – per arriving and departing passenger	\$3,504.00
32.2.	Scheduled Service 5,999kg and under (MCTOW)	
32.2.1.	MCTOW (kilograms)	
	a) 0-682	\$5.00
	b) 683-1,999	\$12.00
	c) 2,000-3,499	\$20.00
	d) 3,500-4,999	\$45.00
	e) 5,000-5,999	\$65.00
32.2.2.	Terminal Use Fee	By negotiation if required
32.3.	Annual landing charges for locally based recreational aircraft (paid annually in advance)	
32.3.1.	All aircraft types	\$200.00
32.4.	Annual landing charges for locally based commercial aircraft (paid quarterly in advance)	
32.4.1.	MCTOW: Maximum Combined Take-off Weight (kilograms)	
	a) 0-682 kg All aircraft types	\$200.00
	b) Over 682 kg All aircraft types	\$700.00
33.	i-SITE	

The i-SITE offers a number of advertising and display services. Prices are set through individual agreements, through the i-SITE.

E. General - Ngā utu whānui

34. PRINTING AND PHOTOCOPYING CHARGES

34.1. General printing and photocopying charges

<i>Paper size</i>	<i>Black and white</i>	<i>Colour</i>
A4 size	\$0.20 each	\$0.60 each
A3 size	\$0.30 each	\$0.70 each
A2 size	\$5.00 each	Not available
A1 size	\$10.00 each	Not available
A0 size	\$20.050 each	Not available

35. ACCESS TO OFFICIAL INFORMATION

35.1. 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 photocopies or printed pages to be provided. Non-standard sized photocopy or printed paper such as that used for reproducing maps and plans will be charged out as per the charges set down in this fees and charges schedule.
- 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 in electronic form, 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; and
 - (ii) in locating (physically) and extracting the information from the place where it is held; and
 - (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.

35.2. Staff time

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:

- a) \$385.00 per half hour or part thereof
- b) 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 redact protected information is not chargeable, the physical editing is part of making the information available and is subject to charges.

35.3. Photocopying

Photocopying or printing shall be charged out as per charges set down in section 34 if in excess of 20 pages.

35.4. Other costs

All other costs incurred shall be fixed at an amount which recovers up to the actual costs involved, including:

- a) the provision of documents in electronic form
- 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 A4 size

35.5.	Remission of charges
	<p>The liability to pay any charge may be modified or waived at the discretion of the Chief Executive. Such decisions shall be made on a case by case basis taking into consideration the following:</p> <p>a) whether payment might cause the applicant hardship</p> <p>b) whether remission or reduction of the charge would facilitate good relations with the public or assist the Council in its work</p> <p>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:</p> <p style="padding-left: 40px;">(i) Is the use of the information by the requester likely to make a significant contribution to the operations and activities of the Council?</p> <p style="padding-left: 40px;">(ii) Has the Council requested submissions from the public on a particular subject and is the information necessary to enable informed comment?</p> <p style="padding-left: 40px;">(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?</p> <p style="padding-left: 40px;">(iv) Is the information already in the public domain in either the same or similar form which the requester could acquire without substantial cost?</p> <p style="padding-left: 40px;">(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?</p> <p style="padding-left: 40px;">(vi) Is the information primarily in the commercial interest of the requester rather than the public interest?</p>
35.6.	Deposit
35.6.1.	A \$50.00 deposit may be required where the charge is likely to exceed \$100.00 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.
35.6.2.	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.
35.6.3.	The unused portion of any deposit will be refunded to the applicant together with a statement detailing how the balance was expended.
35.7.	Ombudsman Investigations
35.7.1.	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.
35.7.2.	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.
35.7.3.	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.
35.8.	Cost control
35.8.1.	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.
35.8.2.	The Council may refer the request to another organisation if the request relates more closely to the functions of another Council or government department.

36. MISCELLANEOUS FEES		
36.1.	Any requests for information from all Council departments not otherwise specified	At cost
36.2.	Authenticated copies	\$60.00
36.3.	Other certificates or approvals	\$140.00
36.4.	Certificates of Title	\$20.00
36.5.	Survey plans	\$15.00

37. STAFF TIME

Unless otherwise specified, all staff will be charged out at the following rates

- a) \$70 to ~~\$150.00~~\$175.00 per hour or part thereof, with a minimum half hour charge, and
- b) The charge out rate referred to above will be set in accordance with the seniority or grading of the staff member required to deal with the request.