

QLDC Council
30 June 2016

Report for Agenda Item: 12

Department: Planning and Development

Fees and Charges, Planning & Development

Purpose

To present the recommendations of the Fees and Charges Hearing Panel on the proposed increase in fees and charges for Planning and Development, having considered submissions received through the Special Consultation Procedure, and for Council to formally adopt the increased fees and charges.

Recommendation

That Council:

1. **Note** the contents of this report:
2. **Adopt** the recommendation from the Hearings Panel for the following increased fees and charges for the Planning and Development department as listed below [and as shown in Attachments A and B], effective from 1 July 2016:

Building Consent Initial Fees and Other Charges:

HOURLY RATES	\$
Building Officer	145.00
Administration	90.00

BUILDING CONSENT NO PIM (Initial Fee)	(No PIM) \$
Estimated Value of Building Work (Incl GST)	
- - 5,000	325.00
5,001 - 20,000	715.00
20,001 - 180,000 Unlined Accessory Building	1,155.00
20,001 - 180,000	1,750.00
180,001 - 500,000 Single Residential	2,850.00
180,001 - 500,000 Commercial	3,100.00
500,001 - 1,000,000 Single Residential	4,350.00
500,001 - 1,000,000 Commercial	4,800.00
Over 1,000,000 *	5,300.00
* for every \$50,000 or part thereof over \$1,000,000 an additional initial fee of \$55.00	

BUILDING CONSENT INCL PIM (Initial Fee)				(Incl PIM) \$
-	-	5,000		365.00
5,001	-	20,000		755.00
20,001	-	180,000	Unlined Accessory Building	1,180.00
20,001	-	180,000		1,775.00
180,001	-	500,000	Single Residential	2,875.00
180,001	-	500,000	Commercial	3,125.00
500,001	-	1,000,000	Single Residential	4,375.00
500,001	-	1,000,000	Commercial	4,825.00
Over		1,000,000	*	5,325.00
* for every \$50,000 or part thereof over \$1,000,000 an additional initial fee of \$55.00				

SPECIFIC BUILDING TYPE (Initial Fee)	\$
Heating Appliances	295.00
Demolition - Residential	230.00
Demolition - Commercial	335.00
Demolition - Minor	115.00

GOVERNMENT LEVIES (for all building work of value \$20,000 and over)	
Building Research Levy BRANZ	\$1.00 per \$1,000 of building work
Department of Building and Housing Levy	\$2.01 per \$1,000 of building work

BUILDING ADMINISTRATION (Initial Fee)	\$
Minor Plan Variation (No additional processing work and very simple changes)	110.00
Relodged / Split Building Consent Application (no change in value of work)	420.00
PIM only - Residential (cost is later deducted from subsequent full Building Consent Initial Fee)	230.00
PIM only - Commercial (cost is later deducted from subsequent full Building Consent Initial Fee)	390.00
PIM Amendment Assessment	70.00
Certificate of Public Use (sect 363)	235.00
Certificate of Public Use amendment (sect 363)	115.00
Change of Use Consideration (if no building work required)	80.00
Exempted Building Work consideration	110.00
Certificate of Acceptance	Full Building Initial Fee based on value of work
Relocation assessment and report	235.00
Notice to Fix (where no building consent active)	235.00
Building Across 2 allotments (sect 75)	hourly rate plus legal disbursements
Natural Hazards (sect 72 certificate)	hourly rate plus legal disbursements

Alternative Solution Approval	hourly rate
Pre-Application meetings	hourly rate
Cancellation of Building Consent	unused initial fee returned
Application to extend time for which Building Consent is valid	70.00
Monthly BC Issue information report - per annum (or \$35 per month)	360.00

RELATED APPROVALS (Fixed Fee)	\$
Building Certification - Sale of Liquor Act	140.00
Utility Services - admin fee only (new connection Water, Sewer, Stormwater, Crossing) - each	60.00
Utility Services - Approval and inspections of physical works - each	130.00

FOOTPATH BONDS	
Footpath bonds	per separate schedule

BUILDING WARRANT OF FITNESS CHARGES (Fixed Fees)	\$
Compliance Schedule (issue and register)	235.00
Amended Compliance Schedule	115.00
Annual BWOFF certificate	90.00
BWOFF audit on-site (approx 3 year intervals)	hourly rate

FENCING OF SWIMMING POOLS (Fixed Fee)	\$
Initial Pool Inspection or Application for Exemption	220.00
Annual Inspection for Exemptions granted (Additional fee required if failure, and re-inspection necessary)	130.00

NEW ZEALAND FIRE SERVICE - DESIGN REVIEW UNIT (Fixed Fee)	\$
Some plans will require assessment by the NZ Fire Service. This assessment will incur a charge from the Fire Service, based on the time required, which will be passed on to the applicant, and an administration fee of \$60 will also be charged to cover costs incurred by Queenstown Lakes District Council.	65.00

LAND INFORMATION MEMORANDUM (Fixed Fee)	\$
Residential - standard 10 working days	200.00
Commercial - Standard 10 working days	305.00
Residential - Speedy 3 working days	315.00
Commercial - Speedy 3 working days	420.00

Resource Consent & Engineering Initial Fees & Other Charges:

HOURLY RATES	\$
Senior Planner	165.00
Planner	145.00
Monitoring	145.00
Compliance	145.00
Development Contributions Officer	145.00
Engineering	165.00
Environmental Health	125.00
Administration Support	90.00

INFRASTRUCTURE AND PARKS	\$
Senior Infrastructure Engineer	165.00
Infrastructure Engineer/ Logistics	145.00
Infrastructure Other	145.00
Parks and Reserves Planning Manager	165.00
Senior Parks and Reserves Planner	165.00
Parks and Reserves Planner	145.00
Parks and Reserves Officer	145.00

MONITORING (Initial Fees)	\$
Land Use Monitoring	145.00
Earthworks Monitoring	290.00

ADMINISTRATIVE CHARGE (Fixed fee)	\$
Administrative charge per consent	225.00

PRE-APPLICATION MEETINGS (Initial Fees)	\$
Pre-Application Meeting (Minor) - first hour free, after which at the applicable hourly rate.	hourly rate
Pre-Application Meeting – complex applications requiring input from multiple Council departments	1,500.00

LAND USE CONSENTS (Initial fees)	
Breach of site standard other than earthworks (all zones except Town Centre, Business and Industrial)	825.00
Breach of site standard other than earthworks, Town Centre, Business and Industrial zones	1,025.00
Breach of zone standard (all zones except Town Centre, Business and Industrial)	1,300.00
Breach of zone standard Town Centre, Business and Industrial zones	1,950.00
Comprehensive residential development Low Density Residential zone	5,650.00
Controlled Activity	980.00

Design control minor (e.g. building in Town Centre, Business or Industrial zones or dwelling in any special zone)	980.00
Design control other (e.g. dwelling in Rural Residential zone or dwelling on a platform in Rural Lifestyle zone)	1,280.00
Earthworks minor (e.g. single dwelling or similar)	1,025.00
Earthworks other	3,125.00
Establish residential building platform in Rural General	3,850.00
Extensions or alterations to existing Rural General dwelling	1,300.00
Heritage Orders	1,950.00
Minor alterations to heritage building	515.00
New Rural General dwelling not on building platform	3,850.00
Non-residential activity in residential or special zones	3,200.00
Signs	640.00
Visitor accommodation 1-2 units Low Density Residential zone	1,025.00
Visitor accommodation multi-units Low Density Residential zone	6,400.00
Visitor accommodation 1-2 units High Density Residential zone	640.00
Visitor accommodation or residential multi-units High Density Residential zone	5,125.00
Other applications	1,025.00

SUBDIVISION CONSENTS (Initial fees)	\$
Amalgamation Certificate - fixed fee	102.00
Boundary adjustment	1,025.00
Controlled activity up to two lots	1,300.00
Controlled activity more than two lots	1,950.00
Engineering Review & Acceptances, Inspections and Road Naming (Initial Fee)	412.50
Other subdivision (e.g. Rural Residential, Rural Lifestyle)	3,200.00
Rural General subdivision	3,850.00
Registered Bond / release of Registered Bond (each)	102.00
Right of Way consent	512.00
Section 223 Certificate	140.00
Section 224(c) Certificate	250.00
Signing and Sealing other plan or certificate	102.00
Development Contribution Assessment and Estimates - residential	145.00
Development Contribution Assessment and Estimates - commercial	290.00

MULTIPLE ACTIVITIES

Where an application includes both land-use and subdivision activities or multiple activities, only the higher or highest relevant charge is payable

OTHER APPLICATIONS / PROCESSES (Initial Fees)

Notice of Requirement for a Designation	3,850.00
Alteration of Designation	640.00
Removal of Designation or Heritage Order	195.00
Certificate of Compliance	640.00
Existing Use Certificate	640.00
Extension of lapse period of a resource consent	640.00
Outline Plan Approval Section 176A	640.00
Outline Plan Waivers Section 176A(2)(c)	300.00
Overseas Investment Certificate	640.00
Surrender of consent	195.00
Trees e.g. <i>trimming or removal of protected or heritage tree</i> Residential Arrowtown Historic Management zone (with supporting Arboriculturist's report)	195.00
Variation to resource consent conditions	640.00
Traffic Management Plans	125.00
Licence to Occupy	600.00
Temporary Road Closures	500.00

OTHER APPLICATIONS / PROCESSES (Fixed Fees)

Urban Design Panel (prior to lodging resource consent)	250.00	
Urban Design Panel (post lodging resource consent)	500.00	
Corridor Access (Road Opening Permits)		
	< 20 m	187.50
	20-100 m	375.00
	100-500 m	562.50
	500-2000 m	750.00
	> 2000 m	1,875.00
Engineering Connection to Council Services (one connection)	250.00	
Engineering Connection to Council Services (for each additional connection)	120.00	

NOTIFIED AND LIMITED NOTIFIED APPLICATIONS (Initial Fees)**Limited Notification / Service (Section 95B)**

The charges fixed by council under section 36(1) include the following extra charge if limited notification of an application is required. The extra limited notification charge is also payable at the time of lodgement. However, where the need for notification / service is not apparent at the time of lodgement, the extra \$1,300 is payable as soon as it becomes apparent that limited notification is required.

1,300.00

Notified Applications (Section 95A or 95C) (Initial Fees)

The charges fixed by council under section 36(1) include the following extra charge if full notification of a resource consent or designation is required. The extra notification charge is payable at the time of lodgement or as soon as it becomes apparent that notification is required and is to proceed. Public notification will not occur before payment is made.

4,500.00

INITIAL CHARGES FOR HEARINGS (Initial Fees)

Where a hearing is required the applicant is liable to pay the costs for Commissioners attending hearings, undertaking site inspections and writing decisions as well as the cost of attendance of professional and secretarial staff.	Half Day	6,000.00
	Full Day	11,000.00

Prior to a hearing date being confirmed, an estimate of the hearing time (including site visit) will be made and the applicant will be required to pay the appropriate hearing initial fee. If the cost of the hearing and decision writing exceeds the hearing initial fee, the additional amounts will be invoiced. If actual charges are less than the initial fee, a refund will be issued.	Each additional day	9,700.00
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Prepared by:



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16/06/2016

Reviewed and Authorised by:



Tony Avery
General Manager:
Planning and Development

16/06/2016

Background

- 1 At its meeting of 28 April 2016 Council authorised a Special Consultative Procedure to publicly consult on a proposal to increase fees and charges for Planning and Development. A hearing panel of the Mayor and Councillors Lawton and Gazzard was appointed to hear and make recommendations on submissions received.
- 2 Special consultation occurred between 30 April and 31 May 2016, resulting in two opposing submissions being received.

Hearings Panel Deliberations

- 3 The Hearings Panel met on 14 June 2016 to consider the submissions received. The Panel also had the benefit of a report undertaken by Tattico summarising a review on the proposed fees and charges increase which had been commissioned by the Chief Executive and General Manager of Planning & Development. Further information was also tabled at the hearing from one of the submitters. The minutes of the hearing are appended as Attachment C.
- 4 The Hearing Panel considered the hourly rates proposed and concluded that the rates were on a par with comparable Councils and were appropriate, and that they fairly reflected the costs of providing the services subject to the fees and charges.
- 5 After considering the proposal, and the submissions and other material at the hearing, the Hearings Panel resolved to recommend to Council the adoption of the proposed increase to fees and charges as publicly notified.
- 6 The only changes recommended are to include the actual hourly rates applicable to the Infrastructure and Parks positions included in the schedule (as requested at the Council meeting when the proposal was first considered) and to add 3 additional Parks positions. This does not change any of the fees and charges or increase the scope of what would be charged for, but it does provide greater transparency and clarity. An editorial change has also been made to the introductory words of the Building Consent schedule to ensure both schedules are consistent and contain relevant information.
- 7 The Hearing Panel also asked for work to be undertaken on how the efficiency of processing activities can be reported back to the Council on a regular basis. It was noted that recent improvements to the time recording system had been instigated that would allow for a greater level of detail and analysis to be used for management purposes, and for reporting to Council, with the new system in place from 1 June 2016 as part of the monthly report from July. This will provide a basis for developing benchmarks for consents against which the Council's performance can be measured. The unit will be able to begin measuring both processing time and total elapsed time. While initial data will have little comparative information to assess effectiveness against (apart from the existing measures as adopted by MFE), this will improve over time and allow more informed performance management for different types of application. It will also

better inform the amount of time staff provide customer advice which is currently not recovered within the system.

- 8 The Hearing Panel also asked the General Manager Planning and Development to review the annual plan submissions from Federated Farmers, Remarkables Park and Willowridge Developments to double check if there were any references to the fees and charges and make sure that they were considered.

- a. Federated Farmers, in their submission on the funding review part of the annual plan, while supporting the proposed increase in public funding for the resource consent activity from 10% to 20%, opposed any increase in resource consent revenue until the completion of the District Plan review and the establishment of measures to ensure the efficiency and equity of consent application processes and costs. Their submission did not address the proposed fees and charges increase directly, but rather the increased revenue predictions contained within the proposed annual plan.

Response – Council made no change to the revenue budgets in the annual plan and the increase in fees and charges is required in part to address those revenue targets, as well as to meet the reasonable costs of providing the services to the community.

- b. Remarkables Park made no comment in their written submission to the annual plan on the proposal to increase fees and charges.
- c. Willowridge opposed the increase in fees and charges in their annual plan submission.

Response – Willowridge also made a submission in opposition to the publicly notified proposal to increase fees and charges itself and tabled further information for the Hearing Panel to consider during their deliberations. The annual plan submission raises no additional matters that were not considered by the Fees and Charges Hearing Panel in its deliberations.

Options

- 9 Option 1 - Retain the current fee schedule

Advantages:

- Does not increase costs to the industry
- Retains the fees the fees structure that many are familiar with

Disadvantages:

- Does not reflect the true costs of providing the services or inflation since the charges were last set
- A number of services that are currently provided would continue to not be able to be charged for

- Unlikely to meet the revenue targets or achieve the funding policy for the Planning and Development activities as contained in the draft 2016/17 annual plan and may result in a funding deficit for the year
- Likely to result in increased rating being required to fund the activities in the future

10 Option 2 – Increase Council fees and charges as shown in Attachments 1 and 2.

Advantages:

- Reflects the true costs of providing the services
- Provides for the charging for services currently provided but which are not able to be charged for under the present fees schedule
- Should be able to achieve the revenue targets and achievement of the funding policy outcomes as contained in the Draft 2016/17 Annual Plan

Disadvantages:

- Increases costs to the industry

11 This report recommends Option 2 for addressing the matter for the reasons outlined above.

Significance and Engagement

12 This matter is of high significance, as determined by reference to the Council's Significance and Engagement Policy because it relates to the on-charging and recovery of costs associated with providing services that are utilised by a large number of people in the Queenstown Lakes District. The item will have implications for the environment, specific sectors of the community and will have an impact on the Council's capability and capacity.

Risk

13 This matter relates to the strategic risk SR1 and SR2, which relate to current and future development needs of the community (including environmental protection), and business capability planning, as documented in the Council's risk register. This risk is classed as moderate. This matter relates to this risk because the agenda item relates to funding of the key regularly services provided by Council.

14 The recommended option considered above mitigates the risk by treating the risk – putting measures in place which directly impact the risk. Increasing fees will help ensure the current and future development needs of the community (including environmental protection), and business capability planning, are provided for.

Financial Implications

- 15 As outlined in the report to Council of 28 April 2016, increasing the fees is required in order to be able to meet the revenue and funding policy requirements contained in the Draft 2016/17 Annual Plan. While a continued focus on efficiency and productivity within the teams, coupled with an increased level of applications that are able to be charged for, will positively impact on revenue throughout the year, this is unlikely to be able to achieve the targets.
- 16 The fees schedule currently does not allow for the recovery of the true cost of providing the services.

Council Policies, Strategies and Bylaws

- 17 The following Council policies, strategies and bylaws were considered
- Operative District Plan
- 18 The recommended option is consistent with the principles set out in the named policy/policies in the sense that the Council will have significant revenue to ensure the delivery of regularly services arising out of the Local Government Act, Resource Management Act and other legislative requirements.
- 19 This matter is not included in the 10-Year Plan/Annual Plan.
- The review of fees and charges has been undertaken, together with a review of workforce requirements across the Planning & Development Department, over the last three months and the results were not available in time to be considered as part of the Draft 2016/17 Annual Plan process.

Local Government Act 2002 Purpose Provisions

- 20 The recommended option:
- Will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by helping to meet the true cost of providing core services to a level consistent with the Council's funding polity split between private and public good;
 - Is consistent with the Council's plans and policies; and
 - Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or transfer the ownership or control of a strategic asset to or from the Council.

Consultation: Community Views and Preferences

- 21 The persons who are affected by or interested in this matter are any potential applicants for building consents, resource consents, resource management engineering approvals and related activities, the industry involved in undertaking, managing or delivering on building or development projects, as well as the wider public who benefit from the delivery of these services.

22 The Council last increased its fees in 2009. There has been no consultation undertaken around this proposed increase in fees to date.

23 A full Special Consultative Procedure was undertaken pursuant to the Local Government Act 2002, the Resource Management Act 1991 and the Building Act 2004, whereby persons were invited to submit on the proposal.

24 Council has considered all submissions received.

Attachments

A Building Consent Initial Fees and Other Charges

B Resource Consent and Engineering Initial Fees and Other Charges

C Minutes of hearing held on 14 June 2016

ATTACHMENT A
Building Consent Initial Fees & Other Charges



Proposed Building Consent Initial Fees and Other Charges

Charges for processing building consents and undertaking related activities have been set by the Queenstown Lakes District Council in accordance with section 240 of the Building Act 2004. Council has a fixed formula for charges as provided by section 240. The initial fees and charges are set out below.

The applicant is also required to pay an additional charge to cover the actual and reasonable cost of items such as printing, advertising, postage, and additional reports that may be required in the processing of their application.

At the time of lodging an application the applicant is required to pay the applicable initial fee set out below. They will then be invoiced monthly for other amounts payable under the fixed formula and for any additional charges payable.

The following schedule is for charges under the Building Act 2004 and is effective from 1st July 2016.

- All charges and initial fees are inclusive of GST and are payable on application.
- The initial fees are minimum charges based on the expected reasonable costs relative to the estimate value of work. Further costs will be invoiced on a time basis and are payable before further work is completed.
- The Estimated Value of Building Work is defined in section 10 of the Goods and Services Act 1985, which includes the cost of building materials, labour, design costs, siteworks, but excludes furnishings, carpets and appliances.
- The use of external consultants where required will be charged on a full recovery basis. Disbursements will be charged on a full recovery basis.

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Administration	90.00

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Footpath bonds	per separate schedule

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Some plans will require assessment by the NZ Fire Service. This assessment will incur a charge from the Fire Service, based on the time required, which will be passed on to the applicant, and an administration fee of \$60 will also be charged to cover costs incurred by Queenstown Lakes District Council.	65.00

LAND INFORMATION MEMORANDUM (Fixed Fee)	\$
Residential - standard 10 working days	200.00
Commercial - Standard 10 working days	305.00
Residential - Speedy 3 working days	315.00
Commercial - Speedy 3 working days	420.00

ATTACHMENT B
Resource Consent and Engineering Fees and Other Charges



Resource Consent and Engineering Fees and Other Charges

Charges for processing resource consents and undertaking related activities have been set by the Queenstown Lakes District Council in accordance with section 36(1) of the Resource Management Act 1991. Council has fixed a formula for charges as provided by section 36(1). The charges are comprised of an administrative fee of \$225.00 including GST per consent, plus an amount calculated as the reasonable time spent processing the application by the staff involved at the hourly rates scheduled below. The initial fees and charges are set out below.

In accordance with section 36(3) the applicant is also required to pay an additional charge to cover the actual and reasonable cost of items such as printing, advertising, postage, additional reports and commissioners that may be required in the processing of their application.

At the time of lodging an application the applicant is required to pay the applicable initial fee set out below. They will then be invoiced monthly for other amounts payable under the fixed formula and for any additional charges payable under section 36(3).

Applications will not be received and processing will not continue while charges remain unpaid or overdue.

The following schedule of initial fees and charges is effective from 1st July 2016.

- All charges and initial fees are inclusive of GST and are payable on application.
- The initial fees are minimum charges based on the expected reasonable costs relative to the work. Further costs will be invoiced on a time basis and are payable before further work is completed.
- The use of external consultants where required will be charged on a full recovery basis. Disbursements will be charged on a full recovery basis.

HOURLY RATES	\$
Senior Planner	165.00
Planner	145.00
Monitoring	145.00
Compliance	145.00
Development Contributions Officer	145.00
Engineering	165.00
Environmental Health	125.00
Administration Support	90.00

INFRASTRUCTURE AND PARKS	\$
Senior Infrastructure Engineer	165.00
Infrastructure Engineer/ Logistics	145.00
Infrastructure Other	145.00
Parks & Reserves Planning Manager	165.00
Senior Parks & Reserves Planner	165.00
Parks & Reserves Planner	145.00
Parks & Reserves Officer	145.00



MONITORING (Initial Fees)	\$
Land Use Monitoring	145.00
Earthworks Monitoring	290.00

ADMINISTRATIVE CHARGE (Fixed fee)	\$
Administrative charge per consent	225.00

PRE-APPLICATION MEETINGS (Initial Fees)	\$
Pre-Application Meeting (Minor) - first hour free, after which at the applicable hourly rate.	hourly rate
Pre-Application Meeting – complex applications requiring input from multiple Council departments	1,500.00

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Breach of zone standard Town Centre, Business and Industrial zones	1,950.00
Comprehensive residential development Low Density Residential zone	5,650.00
Controlled Activity	980.00
Design control minor (e.g. building in Town Centre, Business or Industrial zones or dwelling in any special zone)	980.00
Design control other (e.g. dwelling in Rural Residential zone or dwelling on a platform in Rural Lifestyle zone)	1,280.00
Earthworks minor (e.g. single dwelling or similar)	1,025.00
Earthworks other	3,125.00
Establish residential building platform in Rural General	3,850.00
Extensions or alterations to existing Rural General dwelling	1,300.00
Heritage Orders	1,950.00
Minor alterations to heritage building	515.00
New Rural General dwelling not on building platform	3,850.00
Non-residential activity in residential or special zones	3,200.00



Signs	640.00
Visitor accommodation 1-2 units Low Density Residential zone	1,025.00
Visitor accommodation multi-units Low Density Residential zone	6,400.00
Visitor accommodation 1-2 units High Density Residential zone	640.00
Visitor accommodation or residential multi-units High Density Residential zone	5,125.00
Other applications	1,025.00

SUBDIVISION CONSENTS (Initial fees)	\$
Amalgamation Certificate - fixed fee	102.00
Boundary adjustment	1,025.00
Controlled activity up to two lots	1,300.00
Controlled activity more than two lots	1,950.00
Engineering Review & Acceptances, Inspections and Road Naming	412.50
Other subdivision (e.g. Rural Residential, Rural Lifestyle)	3,200.00
Rural General subdivision	3,850.00
Registered Bond / release of Registered Bond (each)	102.00
Right of Way consent	512.00
Section 223 Certificate	140.00
Section 224(c) Certificate	250.00
Signing and Sealing other plan or certificate	102.00
Development Contribution Assessment and Estimates - residential	145.00
Development Contribution Assessment and Estimates - commercial	290.00

MULTIPLE ACTIVITIES

Where an application includes both land-use and subdivision activities or multiple activities, only the higher or highest relevant charge is payable

OTHER APPLICATIONS / PROCESSES (Initial Fees)

Notice of Requirement for a Designation	3,850.00
Alteration of Designation	640.00
Removal of Designation or Heritage Order	195.00



Certificate of Compliance	640.00
Existing Use Certificate	640.00
Extension of lapse period of a resource consent	640.00
Outline Plan Approval Section 176A	640.00
Outline Plan Waivers Section 176A(2)(c)	300.00
Overseas Investment Certificate	640.00
Surrender of consent	195.00
Trees e.g. <i>trimming or removal of protected or heritage tree</i> Residential Arrowtown Historic Management zone (with supporting Arboriculturist's report)	195.00
Variation to resource consent conditions	640.00
Traffic Management Plans	125.00
Licence to Occupy	600.00
Temporary Road Closures	500.00

OTHER APPLICATIONS / PROCESSES (Fixed Fees)

Urban Design Panel (prior to lodging resource consent)	250.00	
Urban Design Panel (post lodging resource consent)	500.00	
Corridor Access (Road Opening Permits)		
	< 20 m	187.50
	20-100 m	375.00
	100-500 m	562.50
	500-2000 m	750.00
	> 2000 m	1,875.00
Engineering Connection to Council Services (one connection)	250.00	
Engineering Connection to Council Services (for each additional connection)	120.00	

NOTIFIED AND LIMITED NOTIFIED APPLICATIONS (Initial Fees)

Limited Notification / Service (Section 95B)	
The charges fixed by council under section 36(1) include the following extra charge if limited notification of an application is required. The extra limited notification charge is also payable at the time of lodgement. However, where the need for notification / service is not apparent at the time of lodgement, the extra \$1,300 is payable as soon as it becomes apparent that limited notification is required.	1,300.00
Notified Applications (Section 95A or 95C) (Initial Fees)	4,500.00
The charges fixed by council under section 36(1) include the following extra charge if full notification of a resource consent or designation is required. The extra notification charge is payable at the time of lodgement or as soon as it becomes apparent that notification is required and is to proceed. Public notification will not occur before payment is made.	



INITIAL CHARGES FOR HEARINGS (Initial Fees)

Where a hearing is required the applicant is liable to pay the costs for Commissioners attending hearings, undertaking site inspections and writing decisions as well as the cost of attendance of professional and secretarial staff.	Half Day	6,000.00
	Full Day	11,000.00
Prior to a hearing date being confirmed, an estimate of the hearing time (including site visit) will be made and the applicant will be required to pay the appropriate hearing initial fee. If the cost of the hearing and decision writing exceeds the hearing initial fee, the additional amounts will be invoiced. If actual charges are less than the initial fee, a refund will be issued.	Each additional day	9,700.00

ATTACHMENT C

Minutes of hearing held on 14 June 2016

**Review of Fees and Charges 2016
Deliberations
14 June 2016**

Minutes of deliberations on the Review of Fees and Charges 2016 held on Tuesday 14 June 2016 in Council Chambers, 10 Gorge Road, Queenstown commencing at 9.07am.

Present

Mayor van Uden, Councillors Gazzard and Lawton.

In Attendance

Ms Gaynor Webb (Financial Advisory Manager), Mr Tony Avery (General Manager Planning and Development), Mr Quin McIntyre (Team Leader Resource Consents Wanaka), Mr David Wallace (Manager Resource Management Engineering) and Ms Shelley Dawson (Senior Governance Advisor).

There were no submitters speaking so the meeting moved into deliberations.

Mr Avery noted that they had received further information from the submitter Willowridge Developments and this had been forwarded to the panel. The panel had also been given a document of chargeable and non-chargeable time reporting. Ms Webb explained non-chargeable work included public enquiries PIM checking etc. The percentage left after combining chargeable and no-chargeable hours was called “non-productive” work and included things such as training and internal meetings.

There was a discussion around PIM checking, who was doing the checks and whether it was charged back to the individual PIM. The Mayor suggested that if there was a cost attributable to an individual PIM then the cost should not be absorbed but charged to a particular consent. Mr Wallace noted this could be investigated.

There was discussion on monitoring and how it was determined that what was charged to a consent was fair. Mr Avery commented that they had improved the time reporting system and data. This would give them better visibility around where staff were spending time and this would be linked to staff KPI's and performance reviews.

The Mayor commented that the hourly rate being proposed had good arguments behind it and was in line with other Councils. She noted her discomfort around the hours charged to a consent. The Mayor suggested outlining what the reasons were for the change, the steps being put in place to get more transparency and an idea of what would be put in front of the elected members to give them surety that the efficiency of the consenting team was being monitored.

Ms Webb suggested they should be able to analyse the time spent on each type of consent and any outliers could be investigated. The Mayor suggested that elected

members would not need to see the detail of the outliers but confirmation that they had been identified and were being dealt with.

Councillor Lawton questioned if there was communication with applicants around the quality of their applications. Mr McIntyre noted that staff did, but currently did not include information around the costs. He also added that often the consultants or professionals making the application did not provide the owners details so they may not know that the application was below standard or missing information. The Mayor suggested amending the form so that owner contact details had to be provided and they could be cc'd any information sent in regards to their application.

Willowridge Developments suggestion of a fixed fee was discussed. It was noted that a fixed fee would not increase efficiency and there would be no incentive for the standard of applications to be improved. The panel agreed that they did not recommend a fixed fee.

The invoice example provided by Willowridge Developments was discussed and it was noted that this was a large development that had complicating factors and it was not a typical straightforward application. There had been a lot of communication back and forward and work with the applicant to get the best outcome for them and the community.

Mr Avery commented that he had suggestions to drive more efficiency and transparency including monitoring the lapsed time in the processing time. They could compare lapsed time, processing time and the hours spent by staff to get an internal measure. Another suggestion was to sit down and have conversations with consultants about the number of information requests required for their applications. Mr Quin noted that they were using less consultants and they needed to make sure that they were delivering on time as well.

The Mayor asked for work to be done on regular reporting to Councillors so that they could monitor changes and be comfortable that charges were being based on fair and reasonable times. She suggested a communication strategy around applications having to meet a better standard which would reduce costs to the applicants.

There was a query around the administration fee and it was explained that the fee provided for 2.5 hours of administration time. Mr McIntyre commented that they were looking at some planner work that could be done by administration staff, giving planners more time and reducing the cost of the work.

Councillor Gazzard noted that he agreed with the proposed changes and suggested work needed to be done to improve the level of applications coming in. He questioned the "general" charge on the Willowridge invoice and Mr McIntyre noted that this was no longer happening.

Councillor Lawton agreed with the efficiency measures and was happy with the proposed changes.

Ms Webb returned to explaining the chargeable/non-chargeable work sheet provided and the variances were discussed. The Mayor suggested looking at the non-

productive time to get more understanding on this and there should be some narration or reporting to elected members. Mr Avery suggested getting a definition of productive time and perhaps a different word to describe non-productive time. He noted that there was now a focus on efficiency of operations in the department.

There was discussion around the low number of submissions received and whether there had been confusion between this consultation and the Annual Plan consultation. It was suggested that Mr Avery look at the Annual Plan submissions from Federated Farmers, Remarkables Park and Willowridge Developments to double check if there were any references to the fees and charges and make sure that they were considered.

The panel recommended the adoption of the fees schedule (as in Attachment 1 of the report document).

The meeting concluded at 10.46am.