

Points to consider regarding your resource consent application invoice and associated fees

Are your fees GST inclusive?

All charges and initial fees are inclusive of GST and are payable on submission of the application to Council.

Figures on your tax invoice are GST exclusive and GST is calculated on the subtotal.

Do I need to pay my initial fee for my application to be accepted?

As advised on our application forms and QLDC's Fee Schedule, your application will not be accepted for processing until we have received payment of the initial fee (or until we have identified your payment if it was incorrectly referenced).

What is a monitoring fee?

Once Council has granted a resource consent, we will carry out a site inspection to make sure the development or activity has been, or is being undertaken in accordance with the approved resource consent decision and conditions. A monitoring fee is required to cover the cost of these inspections.

When will I receive my invoice?

The initial application fee invoice is issued when your application is lodged, and invoices for additional processing time will be issued on a monthly basis until the processing of your resource consent application has been completed.

Please be advised, statements will also be issued on a monthly basis for any overdue accounts.

Are there other costs involved?

For resource consent applications the fee paid at lodgement includes a fixed administration fee of \$248.

As per the Fee Schedule, for land use resource consent applications and designation related applications, the fee paid at lodgement includes a fixed monitoring fee of \$237.

For RMA section 127 change of conditions and deemed permitted activities, monitoring, if required, will be charged at the hourly rate listed in the Fee Schedule.

With the exception of the fixed fees indicated in our Fee Schedule, the initial fee* amounts are a minimum initial charge and any further costs incurred will be invoiced monthly until the process is complete and all processing costs incurred have been recovered.

**The initial fee will show as a credit on your first monthly invoice. Please note, it will be the initial fee amount minus the monitoring fee, if applicable. The credit will be GST exclusive with GST calculated after the subtotal.*

How do I update my invoicing details?

If your resource consent application is still in progress, please provide us with an updated application form with the amended invoicing details.

An updated application form is a strict requirement for audit purposes and for future matters such as debt collection. For this purpose, please ensure you have completed the invoicing section of your application form correctly. The person/company named here is liable for any costs incurred.

For any queries relating to updating your invoicing details, please email QLDC Planning Support at resourceconsent@qldc.govt.nz

Additional information for your reference.

Site visits

A site visit by the processing planner will be carried out for every resource consent application.

Other experts like engineers and landscape architects involved with providing advice on the resource consent will also, in most circumstances, undertake a site visit.

Reasonable costs for undertaking the site visit are kept to a minimum by staff carrying out multiple site visits in an area at the same time and/or all experts going to the site together.

Use of contractors

QLDC utilises external planning professionals to support internal staff. This is standard practice across the country to help councils meet workload demands within the Resource Management Act (RMA) timeframe. External planner hourly rates are the same as QLDC staff rates, and they have been trained in and have access to QLDC systems and processes.

Experts

We use specialist experts to help with certain applications, including traffic engineers and landscape architects. This is not necessary for all applications, and the processing planner will discuss with you (or your agent if you have appointed one to represent you) before any such expert is engaged by QLDC. You will have an opportunity to review a time and cost estimate for this work.

Senior planners

Your resource consent is allocated to a processing planner, who you will primarily be in contact with. A senior planner will provide guidance to the planner and will be the decision maker for your application for resource consent (for a non-notified resource consent). Both the planner and senior planner will charge their time to your resource consent number for any time spent working on your application. This is why you will see time for several planners appear on your invoices.

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Questions?

If you have any questions relating to your invoice, please email consentdebtors@qldc.govt.nz and include your application reference.