



**Western
Bay of Plenty**
District Council



Schedule of Fees and charges



1 July 2023 - 30 June 2024

Rārangi upoko

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General

	Notes	2023/24 (\$)
Digital property files		
Digital Property File request – digital copy of property file records supplied as a downloadable file from the Council website	Download file only	60.00
An additional fee to provide the Digital Property File on a portable digital media (USB) for pick-up from any of Council's service centres	Additional charge per media device	5.00
An additional delivery charge of \$5.00 shall apply to any digital property file stored on USB and delivery via post/ courier is requested	Additional charge for delivery	5.00
A property file request is not a Land Information Memorandum (LIM) and as such is not covered by any statutory requirement		
Print and copy charges		
Black and white	A4	0.20
	A3	0.40
Colour	A4	1.00
	A3	2.00
GIS service fee and print charges		
Map creation, map data manipulation and printing - a quote will be supplied	Minimum charge \$80.00 plus GST	125.00 per hour
Map prints	A2	30.00
	A1	40.00
	A0	50.00
Official information requests - subject to legislative change		
Staff time - first hour		No charge
Staff time - per half hour		38.00
Work undertaken by external contractors and consultants charged at their normal hourly rate	Costs recovered from applicant	
Printing	Costs recovered from applicant at standard Council print charges	See above for printing costs

Publications and subscriptions

	Notes	2023/24 (\$)
Asset Management Plans (AMP)		
Transportation AMP		500.00
Water Supply AMP*		82.00
Wastewater AMP*		82.00
Stormwater AMP*		82.00
Solid Waste AMP*		82.00
Community Assets AMP*		82.00
*Excludes appendices - price on application		
District-wide walkway brochure (each)		5.00
District Plan operative text	future updates are included in the costs for the text and maps	120.00
District Plan maps	A4	160.00
Treasury Policy		15.00
Annual Reports		20.00
Civil Defence Plan - to non-distribution list agencies		No charge
Properties - copies of leases/licences		No charge
Management Plans (per plan)		20.00

New Services

Council may implement new or additional services anytime through the financial year. Where new services are introduced that are not already included in fees and charges, a principle of 'actual and reasonable charges' will apply i.e. Council will only charge what is actual and reasonable to recover the costs of providing the service.

Customer Services

	Notes	2023/24 (\$)
Libraries - fees		
Reserve fee (adult)		-
Replacement card		3.00
Holiday membership	\$45.00 refundable upon return of all items	55.00
Interloan request fee	per book	8.00
(Plus lending library's fee, if any)	per article	5.00
Top Shelf (2 weeks)		3.00
DVD (1 week)	single	3.00
Libraries - overdue charges		
DVDs and Top Shelf	per day	1.00
Administration fee		-
Lost or unreturned items - Replacement cost, administration fee, debt collection recovery		
Unpaid charges of \$50.00 and over - Amount owed, debt collection recovery		
Discount policy		
<p>In addition to the regular 'free to borrow' collections, our libraries offer access to some 'pay to borrow' collections. These include a best seller collection named 'Top Shelf' plus DVDs.</p> <p>Our pay collections are promoted using eye catching display units for storage, in-house topical displays and offering customers loyalty cards. Our loyalty card system rewards customers by offering one free pay item following the rental of four 'Top Shelf' items.</p>		
Charges for meeting rooms in Community Hub (The Centre Pātuki Manawa)		
	half day (4 hours)	15.00
	day (8 hours)	30.00
Uretara Room (hot desk)	half day (after 2 full days)	7.50
	day (after 2 full days)	15.00

Charges for meeting rooms in Community Hub (The Centre Pātuki Manawa) continued			
Community rates	2 hours	4 hours	8 hours
Tuapiro room	15.00	30.00	50.00
Tahawai room	15.00	30.00	50.00
Boyd room	20.00	40.00	60.00
McKinney	20.00	40.00	60.00
Commercial rates	2 hours	4 hours	8 hours
Tuapiro room	30.00	60.00	80.00
Tahawai room	30.00	60.00	80.00
Boyd room	40.00	80.00	120.00
McKinney	40.00	80.00	120.00
Charges for meeting rooms - Ōmokoroa Library and Service Centre			
Community rates	2 hours	4 hours	8 hours
Whakamarama Room	15.00	30.00	50.00
Pahoia Room	15.00	30.00	50.00
Matakana & Rangiwaea Room	15.00	30.00	50.00
Commercial rates	2 hours	4 hours	8 hours
Whakamarama Room	30.00	60.00	80.00
Pahoia Room	30.00	60.00	80.00
Matakana & Rangiwaea Room	30.00	60.00	80.00

Organisational charge out rates

	Notes	2023/24 (\$)
Various charge out rates		
Group Manager		280.00
Environmental Consents Manager, Building Services Manager, Compliance and Monitoring Manager, Senior Managers (engineering, property, reserves), Land Development Engineering Manager		250.00
Team Leader Inspections, Team Leader Processing		225.00
Senior Consents Planner, Senior Building Control Officer, Senior Land Development Engineer, Professional Engineer, Senior Engineers (includes site inspections)		220.00
Building Control Officer, Consents Planner, Environmental Health Officer, Compliance Officer, Land Development Engineer		205.00
Building Warrant of Fitness Officer, Compliance and Monitoring Officer		180.00
Building Administrators, Consents Officers, Compliance Administrator Officers, Legal Property Officers, Property Officers, Reserves Officers, Engineering Officers/Technicians		150.00
Vehicles	per km	0.83
Land Information Memoranda (LIM)		
Standard 10 day service (electronic)		300.00
4 day service* (electronic)		450.00
LIMs involving multiple titles		Price on application
*LIM provided as a printed, hard copy format	additional fee	15.00
*LIM provided as a portable digital media	additional fee	5.00
*An additional delivery charge of \$5.00 shall apply to any LIM where postal / courier delivery is requested.		
# The statutory target is 10 working days. Council does not accept liability for any losses arising from a failure to meet the 4 day service; however, a 100% money-back guarantee applies if the 4 day target is not met.		

Animal Control Services

Registration fees 2023/24

	Registration fee (if paid on or before 1 August 2024)	Registration fee Dangerous dog (if paid on or before 1 August 2024)	Penalty fee (if paid after 1 August 2024)	Penalty fee Dangerous dog (if paid after 1 August 2024)
All dogs unless otherwise categorised	100.00	150.00	150.00	225.00
Stock working dog (kept solely or principally for the purpose of herding or driving stock)	60.00	90.00	90.00	135.00
Spayed or neutered dog	80.00	120.00	120.00	180.00
Any dog(s) kept by: New Zealand Police Customs Department Ministry of Defence Ministry of Agriculture Ministry of Fisheries Department of Conservation (for carrying out the function of the Police or Department of State)	-	-	-	-
Security dog (kept by a security guard as defined in the Private Investigators and Security Guards Act 1974 - as a bona fide security dog)	-	-	-	-
Search and Rescue dog	-	-	-	-
Disability assist dog ²	-	-	-	-
Dogs domiciled on Matakana Island	50.00	75.00	75.00	112.00
Re-registration fee for each additional dog exceeding after five ¹	25.00	-	25.00	-

*See notes over page

Notes:

- (1) Dog owners who have more than 5 dogs may be entitled to discounted dog registration fees for the sixth and subsequent registration, on the following basis:
- All dogs must be registered by 30 June to qualify.
 - All dogs must be microchipped.
 - All dogs must permanently reside at the registered owners address. Registration discount does not apply to dogs that may reside at a separate address when not being used for breeding purposes (e.g. under an agreement or contract).
 - No verified complaints have been received by Council in the previous registrations year for welfare or nuisance complaints (e.g. barking, roaming). Please note: No refund for deceased dogs will be paid to owners of more than five dogs where dogs were registered at a discounted rate.
 - New registrations during the year will be at normal registration fees (prorated) the discounted fee only applies at re-registration.
- (2) Disability assist dog has the same meaning as specified in the Dog Control Act 1996. The dog must be certified as a disability dog.

	Notes	2023/24 (\$)
Dog adoption fee		
A dog adopted from a Western Bay of Plenty District Council pound (including registration until the end of the current year microchip, de-sexing and vaccination	male	270.00
	female	300.00
Dog pound fees (impounding)		
First impounding	unregistered	130.00
	registered	90.00
Second impounding (for same dog within 24 months)	unregistered	220.00
	registered	160.00
Third and subsequent impounding (for same dog within 24 months)	unregistered	220.00
	registered	220.00
After hours pick-up fee	unregistered	50.00
	registered	50.00
Dog pound fees (various)		
Sustenance	per day	17.50
Seizure fees:		
· First seizure fee		120.00
· Second seizure fee		220.00
· Third seizure fee		220.00
Euthanasia fee		65.00
Micro-chipping fee		35.00
Micro-chipping for third and subsequent dogs		20.00
Stock pound fees		
For every sheep, lamb or goat		80.00
For all other animals		150.00
Repeated impounding		
Stock, not necessarily the same animal but owned by the same person, impounded on a second or subsequent occasion		
· For every sheep, lamb or goat (for same person within 24 months)		120.00
· For all animals (for same person within 24 months)		200.00
Sustenance		
Actual and Reasonable costs (minimum of \$4.00 per head of stock per day)		
Driving charges		
Actual and reasonable costs incurred in moving the stock to the pound or where it is delivered to the owner		
Advertising		
Where applicable, a notification fee of \$10.00 plus the actual cost of advertising impounded stock		

	Notes	2023/24 (\$)
Other fees		
Replacement tag	each	7.50
Trading items (collars, leads, muzzles) are available and will be priced based on their cost plus a mark-up		Price on application
Multiple dog owner application <ul style="list-style-type: none"> • Greater than 2 dogs urban • Greater than 5 dogs rural 	Applies to new dog owners to District and dog owners who increase their number of dogs to greater than: <ul style="list-style-type: none"> • 2 dogs urban • 5 dogs rural 	50.00
*additional charges of officer time may apply for revisit & assessment at hourly rate of \$150.00.		

Building Services

	Notes	2023/24 (\$)
Specialist services		
More complex and larger projects may require the Council to refer documentation to external specialists for checking for code compliance and to provide inspection services. Where specialist services are required, additional fees will be payable by the applicant based on actual cost. These may include: Engineering structure or land stability, fire planning and precautions, electrical design check, heating, ventilation and air conditioning, mechanical services.		
Miscellaneous charges		
Extension of time for consents		110.00
Application to amend building consents (plus building consent fee and additional levies, if any, as a result of change in project value)	Plus actual processing time	214.50
Building inspection - on-site minor variation		88.00
Application for modification or waiver of New Zealand Building Code		132.00
Code Compliance Certificate review of historical residential Building Consents (over 5 years old) - charges are per building consent and additional hourly charges are applicable (fee applicable to residential only)	minimum fee ¹	550.00
Code Compliance Certificate review of historical commercial Building Consents (over 5 years old) - charges are per building consent and additional hourly charges are applicable	minimum fee ¹	1,000.00
Document Filing Fee		110.00
Inspections for residential building consents (charged per inspection type at the rate current on the inspection date)		220.00
Inspections for commercial building consents (charged per inspection type at the rate current on the inspection date)		280.00
Late cancellation of booked inspection. (Charged where cancellation not received at least 1 working day prior to booking date.)		165.00
Title endorsements under s73 Building Act (includes Land Registrar fees) (Legal fee component may vary and is cost recoverable)	per lot	583.00
Title endorsements under s75 Building Act (includes Land Registrar fees) (Legal fee component may vary and is cost recoverable)	per lot	583.00
Application for Certificate of Public Use (S.363A BA 2004)	Includes one inspection. Additional inspections extra	330.00 plus inspection fees
Notice to fix		385.00

	Notes	2023/24 (\$)
Compliance schedule and annual building warrant of fitness fees		
Compliance Schedule base fee	minimum fee ¹	154.00
Plus fee per feature identified in Schedule	minimum fee ¹	33.00
Amendment of Compliance Schedule	minimum fee ¹	110.00
Plus fee per feature (altered, added or removed)		33.00
Annual Building Warrant of Fitness	minimum fee ¹	154.00
Expired Building Warrant of Fitness		209.00
Building Warrant of Fitness Site Audit	minimum fee ¹	154.00
Compliance schedule review of historical building consents (over 5 years old) additional hourly charges are applicable		550.00
Fees, for non-routine inspections or services where fees have not otherwise been fixed, will be charged out at the Officer's hourly charge out rate plus incidental expenses		Price on application
Compliance schedule and annual building warrant of fitness inspections requiring particular expertise, e.g. lifts, electrical heating, ventilation and air conditioning, fire safety measures or similar non-routine requests for information or services.	Actual cost incurred of expert's report	
Applications for acceptance as independent qualified person (for Bay of Plenty/Waikato group)		Price on application

Notes:

¹ Actual processing time and costs associated with approving certificates, building warrants of fitness and compliance schedules over and above the minimum fee will be charged directly to the applicant.

Building consent approval information

Provided as required by (s217 Building Act 2004) printed and forwarded monthly - email preferred	per month	27.50
	per annum	220.00

Building consent fee

Pre lodgement fee

This service is to assist applicants to assemble all necessary information to support their application.

This fee is charged at the discretion of Council and only charged where the service is necessary. Time taken may be charged and included in consent processing charges. Refer to hourly charge out rate.

Building consent fees and charges

\$1 to \$5,000	Inspection fees payable on issue of building consent based on estimated number of inspections needed for the project. Inspections will be invoiced at the Council's inspection rate at completion of the project.	661.70
\$5,001 to \$20,000		1,245.50
\$20,001 to \$100,000		1,889.50
\$100,001 to \$400,000		2,713.00
\$400,001 to \$700,00		3,795.60
\$700,001 to \$1,000,000		4,266.50
1,000,001 upwards		4,949.00
National Multiple-Use approvals granted by MBIE.	The Council's building consent fees apply to this work.	-
Solid fuel heater and domestic fireplace (includes Project Information Memorandum (PIM).	Freestanding One inspection includes discounted inspection cost.	582.00
	Inbuilt Two inspections includes discounted inspection cost and includes Code Compliance certificate.	783.00

	Notes	Council lodgement fee 2023/24 (\$)
Application for Code of Compliance Certificate		
Value of project/type or work		
\$1 to \$5,000		158.00
\$5,001 to \$20,000		177.00
\$20,001 to \$100,000		392.00
\$100,001 to \$400,000		582.00
\$400,001 - \$700,000		727.00
700,001 to \$1,000,000		917.00
1,000,001 upwards		1,106.00
Building consent fees and charges Certificate of acceptance		
Value of project/type or work		
\$1 to \$5,000		1,174.25
\$5,001 to \$20,000	This is a minimum fee ¹ Note: this minimum fee includes one inspection. Where additional inspections are required the will be charged the prescribed inspection rate.	1,754.50
\$20,001 to \$100,000		2,458.50
\$100,001 to \$400,000		3,355.00
\$400,001 - \$700,000		4,172.00
\$700,001 to \$1,000,000		4,933.50
\$1,000,000 upwards		5,566.00
Request for exemption from building consent schedule 1 Building Act		
Value of project/type or work		
\$1 to \$5,000		343.75
\$5,001 to \$100,000		698.50
\$100,001 upwards		1,056.00
Retrofitting of wall insulation		162.25
National Multi-proof approvals granted by MBIE		2,636.50
Proprietary unlined sheds/garages		2,831.50
Compliance Inspection (3 yearly) for swimming pool fencing.	One inspection	198.00
Re-inspection for swimming pool fencing.		165.00
Desktop review of information to resolve failed swimming pool fencing inspection	Fixed fee	82.50
Also charged when consent is issued:		
Building levy (payable to MBIE ³) \$1.75 GST inclusive for every \$1,000 value project valued at \$20,444 and over.		
Levy for BRANZ (Building Research Authority) \$1.00 GST exempt for every \$1,000 value project valued at \$20,000 and over.		
Notes:		
¹ Actual processing time and costs associated with approving certificates, building warrants of fitness compliance schedules over and above the minimum fee will be charged directly to the applicant.		
² This fee is non-refundable once the consent has been approved if you decide not to complete your project. If you cancel prior to approval a pro rata charge will be made based on the processing undertaken. Actual processing time exceeding plan checking deposit will be invoiced.		
³ Statutory payments to BRANZ (Building Research Association NZ) and MBIE (Ministry of Business, Innovation and Employment) (previously DBH).		
Additional building services fees		
Assessment required for District Plan, engineering, environmental health and dangerous goods		
Assessments & site inspections charged at Officer's hourly charge-out rate or actual cost if external report required		

Premises and Bylaw licences

	Notes	2023/24 (\$)
**Food premises - Food Act 2014		
Food control plans		
Application for Registration of Food Control Plan (based on template or model)	application	245.00
	plus additional (additional fee per hour after the first hour)	195.00
Additional registration fee per site for multi site registration (deposit)	per site	110.00
Application for renewal of registration of Food Control Plan (based on template or model)	application	200.00
	plus additional (additional fee per hour after the first hour)	195.00
Additional re-registration fee per site for multi site registration (deposit)	per site	110.00
Application for registration of an amendment to a Food Control Plan (based on a template or model)	application	200.00
	plus additional (additional fee per hour after the first hour)	195.00
Verification, inspection and audit	deposit	562.50
	plus additional (additional fee per hour after the first 2 hours)	195.00
National programmes		
Application for assessment and registration of national programme business	application	245.00
	plus additional (additional fee per hour after the first hour)	195.00
Additional registration fee per site for multi site registration (deposit)	per site	110.00
Application for renewal of registration of national programme	application	200.00
	plus additional (additional fee per hour)	195.00
Additional re-registration fee per site for multi site registration (deposit)	per site	75.00
Verification, inspection and audit	deposit	500.00
	plus additional (additional fee per hour after the first 2 hours)	195.00

	Notes	2023/24 (\$)
**Non Food Premises (Health) Registration		
Hairdressers		*330.00
Mortuaries		*330.00
Camping grounds		*410.00
Change of ownership		*110.00
Issue of Notice to Rectify/Non Compliance		*390.00
Property Inspections and reporting (Health Act 1956)		*195.00
*Additional inspections and processing	per hour	195.00
**Bylaw licences		
Amusement devices - licence fees pursuant to Amusement Devices Regulations 1978		12.00
Trading in Public Places Licence (individual operator) - new licence fee		500.00
Trading in Public Places Licence (individual operator) - renewal fee	per annum	380.00
	per month (Application fee plus \$50.00 per month)	200.00
Trading in Public Places Event licence e.g. event - market, fair, festival	plus additional monitoring time at \$195.00 per hour	350.00
Public Places Licence (permission to occupy footpath)	per annum (Fee for placement of tables & chairs on Council footpath/road reserve as outdoor seating for premises)	380.00
**Note:		
Late penalty fee of 10% applies to all licence registration fees unpaid after 60 days from date of invoice.		
Fireworks permits		
Rural reserves		165.00
Urban reserves		85.00
Clubs, On/Off Licence Food Inspection		
Monitoring inspection - annual inspection of On, Off or Club Licence	per hour	170.00

Liquor licences

	Notes	2023/24 (\$)
Managers Certificates		
New or renewal		316.25
Special Licences		
Class 1	1 large event More than 2 medium events More than 12 small events	Large event 400+ people 575.00
Class 2	3 to 12 small events 1 to 3 medium events	Medium event 207.00
Class 3	1 or 2 small events	Small event Less than 100 people 63.25
Temporary Authority		296.70
Public notices - Sale and supply of Alcohol Act		150.00
On/Off/Club Licences		

Fees vary depending on the "cost/risk rating" of each premises and consist of:

- an application fee, which licensees will have to pay when they apply for a new, renewed, or variation to a licence; and
- an annual fee, which must be paid by licensees each year.

Determining a premises' cost/risk rating

A premises' cost/risk rating will be determined by a combination of factors. Table 2 shows how a premises' cost/risk rating is determined. For example, a liquor store closing at 11:00 pm with two enforcements in the last 18 months would have an overall rating of 38.

Cost/risk rating of premises (direct from the regulations)

- (1) A territorial authority must assign a cost/risk rating to any premises for which an on-licence, off-licence, or club licence is held or sought.
- (2) The cost/risk rating of premises is the sum of the highest applicable weighting.
- (3) The weightings relating to the type of licensed premises are as follows:

Licence	Type of premises	Weighting
On Licence	Class 1 restaurant, night club, tavern, adult premises	15
	Class 2 restaurant, hotel, function centre	10
	Class 3 restaurant, other premises not otherwise specified	5
	BYO restaurants, theatres, cinemas, winery cellar doors	2
Off Licence	Supermarket, grocery store, bottle store	15
	Hotel, tavern	10
	Class 1, 2, or 3 club, remote sale premises, premises not otherwise specified	5
	Winery cellar doors	2
Club Licence	Class 1 club	10
	Class 2 club	5
	Class 3 club	2



Type of premises	Latest rading time allowed by licence (during 24 hour period from 6am to 6am)	Weighting
Premises for which an on-licence or club licence is held or sought	2am or earlier	0
	Between 2.01am and 3am	3
	Any time after 3am	5
Premises for which an off-licence is held or sought (other than remote sales premises)	10 pm or earlier	0
	Anytime after 10 pm	3
Remote sales premises	Not applicable	0



Number of enforcement holdings in last 18 months (applies to all types of premises)	Weighting
None	0
1	10
2 or more	20



Cost/Risk rating of premises	Fee category
0 - 2	Very low
3 - 5	Low
6 - 15	Medium
16 - 25	High
26 plus	Very High

	Cost/risk Category (\$)	Application Fee (\$)	Annual Fee (\$)
Application for On, Off or Club Licence, renewal of these licences, variation of condition of Licence.	Very Low	368.00	161.00
	Low	609.50	391.00
	Medium	816.50	632.50
	High	1,023.50	1,035.00
	Very High	1,207.50	1,437.50

Class 1 club	means a club that has or applies for a club licence and - (a) has at least 1000 members of purchase age; and (b) in the opinion of the territorial authority, operates any part of the premises in the nature of a tavern at any time.
Class 2 club	means a club that has or applies for a club licence and is not a class 1 or class 3 club.
Class 3 club	means a club that has or applies for a club licence and - (a) has fewer than 250 members of purchase age; and (b) in the opinion of the territorial authority, operates a bar for no more than 40 hours each week.
Class 1 restaurant	means a restaurant that has or applies for an on-licence and - (a) has, in the opinion of the territorial authority, a significant separate bar area; and (b) in the opinion of the territorial authority, operates that bar area, at least 1 night a week, in the manner of a tavern.
Class 2 restaurant	means a restaurant that has or applies for an on-licence and - (a) has, in the opinion of the territorial authority, a separate bar; and (b) in the opinion of the territorial authority, does not operate that bar area in the manner of a tavern at any time.
Class 3 restaurant	means a restaurant that has or applies for an on-licence and that, in the opinion of the territorial authority, only serves alcohol to the table and does not have a separate bar area.
BYO restaurant	means a restaurant for which an on-licence is or will be endorsed under section 37 of the Act.
Enforcement holding	means a holding as defined in section 288 of the Act, or an offence under the Sale of Liquor Act 1989 for which a holding could have been made if the conduct had occurred after 18 December 2013.
Remote sales premises	means premises for which an off-licence is or will be endorsed under section 40 of the Act.

¹ These fees are set by legislation. If there are legislation changes the fees will be updated accordingly.

Resource Consents

	Notes	2023/24 (\$)
Subdivision Consents (non-notified) (includes planning and engineering and deposits)		
Subdivision consents (non-notified applications)	minimum fee ^{1,6}	
· Controlled activity	minimum fee ¹	2,200.00
· Restricted discretionary activity	minimum fee ¹	3,500.00
· Discretionary activity	minimum fee ¹	3,500.00
· Non-complying activity	minimum fee ¹	4,500.00
Rights of way (s348 Local Government Act 1974)	minimum fee ¹	1,000.00
Certificates under s226 Resource Management Act 1991	minimum fee ¹	800.00
Lapsing of consent: extension of time (s125 Resource Management Act 1991)	minimum fee ¹	2,000.00
Change or cancellation of consent conditions (s127 Resource Management Act 1991)/variation of Consent Notice (s221(3) Resource Management Act 1991)	minimum fee ^{1,7}	4,000.00
s223 Certificate - payable at 223 stage Resource Management Act 1991	minimum fee ¹	1,000.00
s32(2)(a) Certificate - Unit Titles Act 2010	minimum fee ¹	1,000.00
s224(c) Certificate - payable at 224 stage Resource Management Act 1991	minimum fee ¹	1,500.00
s224(c) Certificate - Unit Titles Act 2010	minimum fee ¹	1,500.00
s357 Resource Management Act 1991 Objection	minimum fee ¹	No fee
Road/street naming	minimum fee ¹	1,000.00
Engineering fee - payable only if engineering conditions apply (s.244 (c) Resource Management Act 1991 process only)	minimum fee ¹ (Includes external costs)	1,000.00
Sundry applications; s221, s241, s243 RMA 1991 certifications, Authority and Instruction and other miscellaneous subdivision certificates		1,000.00
Subdivision consents that proceed to hearing ⁵		Actual and reasonable cost
Application for esplanade reserve reduction or waiver		3,000.00
Notified resource consent applications, designations, heritage orders and plan changes		
Public notification	minimum fee	10,000.00
Limited notification	minimum fee ^{1,5,6}	7,500.00

	Notes	2023/24 (\$)
Land Use (non-notified) consent applications except subdivisions		
Deemed permitted boundary activity/deemed marginal activity	minimum fee ¹	600.00
Non notified applications:		
· Controlled activity/fast track	minimum fee ¹	2,200.00
· Restricted discretionary activity	minimum fee ¹	3,500.00
· Discretionary activity	minimum fee ¹	3,500.00
· Non complying activity	minimum fee ¹	4,500.00
· Temporary additional dwelling	minimum fee ¹	1,500.00
Buildings in coastal erosion area - primary risk zone ^{3,4,6}	minimum fee ¹	4,500.00
Change or cancellation of consent conditions (s127 Resource Management Act 1991)	minimum fee ¹	4,000.00
s357 Resource Management Act 1991 Objection		No fee
Lapsing of consent/extension of time (s125 Resource Management Act 1991)	minimum fee ¹	2,000.00
Consents that proceed to hearing ^{6,5}		Actual and reasonable costs
National Environmental Standard Assessment (soils/forestry/telecommunications)	minimum fee ¹	1,000.00

Notes:

General - These fees do not include Financial Contributions that may be imposed as conditions of consent. Council requires payment of all fees and charges prior to release of a decision document and 223 and 224 Resource Management Act 1991 Certificates.

- ¹ This is a minimum fee. All costs associated with processing the application over and above the minimum fee will be directly charged to the applicant. This may include costs incurred by external parties on Council's behalf.
- ² These fees are indicative only of the activity and are not payable by the applicant.
- ³ This fee includes the legal costs of preparing and registering a covenant on the title that will refer to the resource consent conditions. If the resource consent application is withdrawn or the consent is issued without a condition to require a covenant, then a fee refund of \$1100.00 (GST inclusive) will be payable.
- ⁴ This fee includes the cost of monitoring visit the issued consent at \$390.00. Additional costs will apply for additional inspections and officer time.
- ⁵ Council's funding policy requires that application (not subject to exemption) that proceed to Hearing will be charged 25% of the Elected Member's costs. Note: Exempted applications include any objection and any applications made by staff or Elected Members' that would not normally proceed to a Hearing but are required, for transparency purposes, to be heard.
- ⁶ The application will attract an additional charge of \$60 where a referral has been made under the Resource Consents Consultation protocol.

These fees do not include monitoring costs following granting of the resource consent. Council requires payment of the initial monitoring fee upon issue of the consent. Additional costs will apply for additional monitoring and compliance.

Planning advice

The Council would like to encourage good development outcomes. We believe that this can be achieved by engaging with developers during the early stages of the Planning Process. Council staff will arrange a meeting on request where the developer can discuss a development proposal with key staff members.

A request for a meeting can be made through the Duty Planner on phone 0800 926 732

For pre-application meetings, time and costs for staff time will be recovered.
Note: Duty Planner advice is free of charge.

Requests for information or other services not subject to specific fee

Any requests for services or information that are not specifically related to District Plan applications or of a non-routine nature will be charged at Officer's hourly charge out rate

As per hourly charge out rates

	Notes	2023/24 (\$)
Miscellaneous charges		
Outline plan waiver		600.00
Outline plan approval		1,500.00
Overseas Investment Office certificate	minimum fee ¹	600.00
Certificate of Compliance (s139 Resource Management Act 1991 (except subdivisions) and Certificate of Existing Use Rights (s139A Resource Management Act 1991)	minimum fee ¹	1,500.00
Compliance Certificate (Sale and Supply of Alcohol Act)	minimum fee ¹	600.00
Peer reviews	minimum fee ¹	Actual cost
Designations/notice of requirement (non notified)	minimum fee ¹	3,500.00
Surrender of Consent (s138 Resource Management Act)	minimum fee ¹	500.00
Monitoring and compliance		
Initial inspection (minimum charge).	per site visit	390.00
Re-inspection charge (minimum charge).	plus additional	280.00
Desk top audit (no inspection required)		175.00
Noise: Return of property seized under an excessive noise direction or abatement notice		300.00
Hydrant flow testing		
Hydrant ¹		56.00
Hydrants		77.00
Hydrant modelling for new connection purposes		153.00
¹ This is a minimum fee. All costs associated with processing the application and monitoring the issued consent over and above the minimum fee will be directly charged to the applicant. For discretionary or non-complying applications, Council may not be able to grant consent. In these cases all application fees are still payable.		
Engineering design approval		
Assessment of detailed engineering design for landform, infrastructure and servicing of developments.	minimum fee ¹	The minimum Engineering fee is \$800.00 or 1.75% of the estimated value of the works at current market rates, whichever is the higher.
Uncompleted works bonds		
Administration process fee - Uncompleted works bonds are calculated in accordance with our Development Code.	minimum fee ¹	500.00
Maintenance bonds		
Administration process fee - Maintenance bonds are calculated in accordance with our Development Code	minimum fee ¹	500.00
Non-compliance		
Inspections, testing attendance miscertification charges and reinspection of previously non-complying works (Refer to hourly charge out (page 8) rates. Travel charged at 83c/km)		500.00 per hour
Notes: This is a minimum fee. All costs associated with processing the application over and above the minimum fee will be directly charged to the applicant at the hourly rates set out on page 7. This may include costs incurred by external parties on Council's behalf.		

Infrastructure Services

	Notes	2023/24 (\$)
Properties/reserves - processing fee		
Right of way easements subject to negotiation and valuation (excludes disbursements and consultation fees)		550.00
Easements (stormwater, water, etc.) subject to negotiation and valuation	per half hour	338.00
Exchange of land subject to negotiation and valuation (Refer to hourly charge out rates plus 83c/km disbursements and consultants fees)		83.00
Licence to occupy legal unformed road to enable the carrying out of trade or business or for any other purpose (Refer to hourly charge out rates plus 83c/km disbursements and consultants fees)		165.00
Lease (excluding community groups) (excludes legal fees and disbursements) (Refer to hourly charge out rates plus 83c/km disbursements and consultants fees)		242.00
Variation of lease (excluding community groups) (excludes legal fees and disbursements) (Refer to hourly charge out rates plus 83c/km disbursements and consultants fees)		242.00
Renewal of lease (excluding community groups) (excludes legal fees and disbursements) (Refer to hourly charge out rates plus 83c/km disbursements and consultants fees)		165.00
Transfer of lease or subletting of lease (excluding community groups) (excludes legal fees and disbursements) (Refer to hourly charge out rates plus 83c/km disbursements and consultants fees)		165.00
Purchase of land (Refer to hourly charge out rates plus 83c/km disbursements and consultants fees)		242.00
Partial/full release Memorandum of Encumbrance		165.00
Esplanade strip instrument (excludes disbursement and consultant fees)		550.00
Sundry applications (Refer to hourly charge out rates plus 83c/km disbursements and consultants fees)	per half hour	82.50
Purchase of land (Refer to hourly charge out rates plus 83c/km disbursements and consultants fees)		242.00
Partial/full release Memorandum of Encumbrance		165.00
Esplanade strip instrument (excludes disbursement and consultant fees)		550.00
Sundry applications (Refer to hourly charge out rates plus 83c/km disbursements and consultants fees)	per half hour	82.50
Site inspections		
Subdivision, reserves	per half hour	187.00
Lease/Licence application and consents		
These fees and charges relate to the third party cost associated with lease/licences and consents.		
(1) Department of Conservation (DOC) fees at approximately \$50.00 per hour; and		
(2) Legal costs from Council's solicitors; and		
(3) Survey costs where applicable.		

	Notes	2023/24 (\$)
Elder housing		
Single unit per week	all tenants	198.00
Double unit per week	all tenants	258.00
Cemeteries		
Adult plot purchase		1,596.00
Children's row plot purchase		589.00
Ashes plot purchase		433.00
Ashes wall purchase		433.00
Katikati Remembrance Wall purchase		170.00
Burial of ashes in new or existing plot		297.00
Burial fee (adult and child casket)		1,320.00
Extra depth		110.00
Out of hours burial fees:		
· Additional charge for burials one hour later than scheduled		235.00
· Additional charge for ashes later than scheduled		132.00
· Additional charge for burials on weekends or after 5pm Monday to Friday		307.00
· Additional charge for ashes scheduled on weekends or after 5pm Monday to Friday		132.00
Re-opening fee (breaking of concrete)		163.00
Disinterment and reinterment		Actual cost

Reserves

	Notes	2023/24 (\$)
Sports fields and courts		
Ground charges:		
During the 2012-22 Long Term Plan process Council resolved to remove user charges for sports fields and courts. However, it is a requirement for Sports Clubs and casual users to still book fields/courts so Council can monitor usage, avoid booking conflicts and collect data for future demand analysis. Council also needs to programme maintenance e.g. mowing, turf renovation around users.		
Bonds:		
Bonds may be required to ensure any potential damage or excessive wear and tear can be reinstated. Bonds are to be paid prior to confirmation of the booking and will range in value from \$150.00 up to \$2,000.00. Bonds are returned if premises are left clean, tidy and in good condition.		
Seasons are defined as:		
Winter - 1 April to 30 September		
Summer - 1 October to 31 March		
Sporting codes may overlap the seasons but only if fields/courts are available.		
Centennial Park ablution block (booked users only)	hot showers	22.00 per day
Centennial Park changing rooms		
casual use	per booking	57.20
seasonal use		By agreement
training lights		By agreement
storage		By agreement
Centennial Park Note:		
1. Clubs and schools are still required to book sports fields/courts for casual/seasonal use.		
2. Under the Reserves Act 1977 public shows, fairs with stalls, etc. - public liability insurance for \$250,000 is required. Evidence of this must be presented to Council staff two weeks prior to the event.		
3. Amusement devices such as merry-go-rounds and magic carpet rides must be registered by the owner with the Department of Occupational Health & Safety. Once registered a permit for use is available from Council.		
Jubilee Park Cultural Courtyard Stage Hire	Community use per day	55.00
	Commercial Use per day	275.00
	plus bond	550.00
Moore Park		
Training lights	Based on	By agreement
Cricket - water usage	actual consumption	By agreement

	Notes	2023/24 (\$)
Ground rentals for sport and recreation club buildings on Council land - as per Council's policy		
Annual lease/licence fee for buildings on Council land. Excludes TECT Park and halls.	Subject to individual lease conditions. The policy allows for fee waiver for certain organisations	250.00
Annual administration fee:		
· Exclusive ground rental for buildings		0.80/m ²
· Exclusive land rental		0.10/m ²
· Commercial	As agreed with lessee	Market rates
Miscellaneous - Reserves use charge		
Motorhome rallies/organised events (By agreement/ concession/or fee set by authorised staff member)	per vehicle, per night	5.50
TECT Park arrival centre and event space		
User group bookings		
\$50.00 key bond is required No hire bond required.	per day	33.00
General public bookings		
Hire bond may be required.	per half day	55.00
\$50.00 key bond is required. (Note: a cleaning fee will be invoiced if facility is left in an unacceptable condition.)	per full day	82.50
	events space	By negotiation / agreement
Call out charge for non-approved activities	per hour	165.00
Rental of Council buildings and facilities not listed		
Fee varies depending on building or facility, actual fee in accordance with Council policy or by agreement.		
KiwiCamp charges		
Purchase of digital key		5.00
Showers - 5 minutes		2.00
Laundry - 1 load (wash and dryer)		4.00
Dishwashing - 3 minutes (manual)		0.50c
Power - 1 hour		1.00

Roading

	Notes	2023/24 (\$)
Vehicle crossing applications		
Administration, review and inspections	The application forms for both urban and rural vehicle crossings can be viewed and downloaded via Council's website	825.00
Re-inspection fee (if failed)		330.00
Road services		
Stock crossing Permit (No fee for a renewal)	One off payment	115.50
Unpermitted Stock Crossing - Inspection Fee (where no permit or permit application exists)	Per inspection	115.50
Licence to occupy legal unformed road to enable the carrying out of trade or business or for any other purpose		165.00
Road stock crossing cost recovery		
To be applied when:		
Crossing is not permitted and stock have left effluent and debris on the road	Costs incurred by Council's contracted road maintenance provider.	Actual and reasonable costs
Permitted crossing where permit conditions to clean the road surface have not been complied with		Actual and reasonable costs
Stock permit inspection and re-inspection fee where there is non-compliance with stock crossing permit conditions	Per inspection. Plus staff time at charge out rates.	115.50
Road opening notices/Corridor access requests		
Consent to work on or below the road includes:		
• Inspection and re-inspection where CAR (Corridor Access Request) or TMP (Traffic Management Plan) is not approved or complied with	per hour plus disbursements	242.00
• Emergency works		56.00
• Minor works (connections and excavation less than 20 metres, on site)		56.00
• Major works		135.00
• Project work (work to exceed 28 days)		282.00
Roading other		
Applications for road closures and road use (including sporting, recreational or other events on the road)		135.30
Assessment of Structures & Pavements	per m ²	220.00
Road stopping applications - processing fee (excluding appeal to Court)		825.00
Application to discharge stormwater to road		135.00
Decorative street lighting (see District Plan rule 12.4.4.6)		Calculable

	Notes	2023/24 (\$)
Roading other continued		
Overweight and over dimension permits		135.00
Overweight permits requiring bridge analysis	per application	282.00
	plus per bridge	220.00
Approval of a construction zone		282.00
Capacity consumption calculations for discretionary activities pavement widening rate	per m ²	275.00
Inspection, complaint monitoring, re-inspection when property owners fail to maintain structures or obtain permission for works on roads. Include cost of remedial work undertaken by Council to remedy. Inspection kilometres.	per hour	240.00
	per km	0.83c
Rentals for encroachments on Council land		
Including but not limited to unformed road and esplanade reserves		
Where Council land is used by a private entity for commercial gain, Council may charge a market rate to that entity for use of that land in accordance with its Policy on Rentals for Encroachments on Council land. The rental is based on the use of the land. Where the assessed rental charge is less than \$250.00 per annum, Council will not charge the annual rental.		
Rates are subject to individual assessment of each lease agreement and will be determined on the factors set in the Policy.		
Licence application fee		
Licence to occupy legal unformed road to enable the carrying out of trade or business or for any other purpose		165.00
Usage		
Forestry (as determined at time of agreement)	up to per Ha	110.00
Dairy (as determined at time of agreement)	up to per Ha	1,650.00
Grazing (as determined at time of agreement)	up to per Ha	715.00
Horticulture (as determined at time of agreement)	up to per Ha	3,850.00
Retail/Commercial (as determined at time of agreement)	Katikati up to per m ²	220.00
	Te Puke up to per m ²	220.00
	Industrial up to per m ²	72.00
Kiwifruit - gold (*5% of undeveloped adjoining land value)	up to per Ha	-
Kiwifruit - green (*5% of undeveloped adjoining land value)	up to per Ha	-
Avocado (*5% of undeveloped adjoining land value)	up to per Ha	-
Community information boards		
Business advertising signage		
Supply and install signage		440.00
Replace damaged / missing signage		440.00
As-built data - engineering records		
Receiving accurate/completed electronic as-built records for transfer to Council's Geographic Information System (GIS) and RAMM	per subdivision	110.00
Correction of inaccurate or incomplete as-built records	per hour	187.00
Conversion to electronic format		
· Electronic conversion from paper as-built records	per hour	187.00
· Transfer of electronic as-built records to Council's GIS system	per hour	187.00
· Transfer of electronic as-built records to RAMM	per hour	187.00

Utilities

	Notes	2023/24 (\$)
Charges for services rendered to the public in excess of 10 minutes (15 minutes at discretion)	10 mins	27.50
Services rendered for re-inspection of previously non-compliant works, plus internal fees (Hourly rate plus mileage at 83c/km)	per hour	242.00
To observe & certify water pressure test on new water reticulation. Staff costs \$150.00 per hour plus mileage at 83c/km	minimum charge 2 hours.	330.00
To observe, test & certify residual chlorine test results on water reticulation. Staff costs \$150.00 per hour plus mileage at 83c/km	minimum charge 2 hours.	330.00
Filling of water cart from Council supply		
Annual Licence for contractor to take water from approved locations	annual fee	385.00
Water costs for water taken	per cubic metre	6.30
Water connection		
Administration fee		165.00
The physical connection to the water network will be undertaken by an approved contractor.		Actual cost
Woodland Road Extension - new connection (Includes capital contribution as required by Council's Rural Water Supply Extension Policy 2014)		4,962.00
The connection fee for properties that have not previously paid a financial contribution or availability charge shall be set at the discretion of Council. This will be set with consideration to the relevant financial contributions and other associated connection costs.		
Final water meter reading		
Final water meter reading requesting for up to 48 hour notice period (Priority fee \$40 plus hourly rate and mileage at 83c/km)		165.00
Final water meter reading requesting for up to five day notice period (Hourly rate and mileage at 83c/km)		82.50
Stormwater connection		
Administration fee		115.50
Inspection fee (Hourly rate and mileage at 83c/km)	per hour	165.00

	Notes	2023/24 (\$)	
Sewerage connection			
Administration fee		115.50	
Inspection fee (Hourly rate and mileage at 83c/km)	per hour	165.00	
The connection fee for properties that have not previously paid a financial contribution or availability charge shall be set at the discretion of Council. This will be set with consideration to the relevant financial contributions and other associated connection costs.			
Ongare Point/Te Puna West/Maketu wastewater connection charge		Actual cost by nominated contractor	
Ongare Point STEP tank Engineering design review, construction monitoring. The fee applies to all works proposed to be vested in Council or private works that may require engineering design and construction as a condition of consent		\$600.00 or 1.75% of the estimated value of the works at current market rates, whichever is higher.	
Ōmokoroa Pipeline Connection Fee			
For any property outside of the Ōmokoroa Peninsula connecting into the Ōmokoroa transfer pipeline. Connection of any property requires approval by Council. Price is per household equivalent (HHE). For any non-residential property an assessment on expected wastewater flows and HHEs should be made and the charge multiplied by HHEs.		4,614.00	
Sewerage inspection - miscellaneous inspections, manhole raise re-inspection for failed works. Inspection of new infrastructure Hourly rate and mileage at 83c/km	minimum fee	165.00	
Stormwater inspection - miscellaneous inspections, manhole raise re-inspection for failed works. Inspection of new infrastructure Hourly rate and mileage at 83c/km	minimum fee	165.00	
Obtain quotes from any registered drainlayer. If the stormwater or wastewater connection is undertaken by Council's Network Maintenance Contractor, at a cost to the applicant, no inspection fee will be charged.			
Tradewaste bylaw changes			
Initial application fee		170.50	
Connection fee (where applicable)		401.50	
Disconnection fee		401.50	
Re-inspection fee		314.00	
Compliance monitoring (lab testing)		Actual cost	
Temporary discharge application fee		157.00	
Special rates for loan charges		Actual cost	
Annual tradewaste charges			
Annual management fee for discharge to cover the wastewater authority's costs. Based on classification of tradewaste as specified below:			
A	Permitted (not required) (Additional costs based on hourly rate)	hourly rate \$160 plus mileage at 83c/km	N/A
B1	Conditional Low Risk (min 3 hours) (Additional costs based on hourly rate)	hourly rate minimum 3 hours for 1 annual visit plus mileage at 83c/km	528.00
B2	Conditional Medium Risk (min 6 hours) (Additional costs based on hourly rate)	hourly rate minimum 6 hours for 2 annual visit plus mileage at 83c/km	1,056.00
B3	Conditional High Risk (min 12 hours) (Additional costs based on hourly rate)	hourly rate minimum 12 hours for 4 annual visit plus mileage at 83c/km	2,112.00
C	Prohibited (not consentable)	not applicable	N/A

	Notes	2023/24 (\$)
Tradewaste reticulation and treatment charges		
Based on calculated cost of reticulation and wastewater treatment plant costs. Calculations will be provided as part of the invoicing process.		
Greenwaste drop-off charges (minimum charge applies)		
Bagged greenwaste per bag		
Minimum charge per bag - less than or equal to 50 litres		5.00
Black gardening bag - less than or equal to 250 litres		7.00
Woolbag - less than or equal to 500 litres		15.00
Loose greenwaste		
All vehicles charged	per m ³	28.00
Notes:		
Operator will measure vehicle loads and advise customer cost of disposal. Final charge will always be determined by the site operator.		
Kerbside collection		
Additional glass crate collection service	per annum	50.00
Cost of the crate is additional		
Education fee for tag non-compliance		200.00
Supply and delivery of replacement or additional kerbside bins (refuse, recycling). Bin delivery will be once a month.		75.00
Unsubstantiated investigation fee.		50.00
Kerbside collection - replacement bins (damaged bins)		
Refuse 140 litres		39.00
Mixed recycling 240 litres		43.00
Glass recycling 45 litres		11.50
Food 23 litres		10.00
Kerbside collection - pro-rata rate for new service connections		
Full service 12 month period - fee will be calculated on pro-rata basis		166.00
Partial service 12 month period - fee will be calculated on a pro-rata basis		106.00
Kerbside refuse collection		
Pay as you throw tag for 140 litre bin	fees apply when purchased from Council. Fee may vary when purchased from other outlets.	4.30
Put back service		
Waihi Beach (including Athenree and Bowentown)	per annum	200.00
Waste licensing fee		
Licence to collect waste from private land (including one waste collection vehicle)		413.00
Fee per additional vehicle		60.00
Licence for kerbside waste collection (including one waste collection vehicle)		413.00
Additional waste collection vehicle (per vehicle)		60.00
Worm composting workshop		
Worm composting workshop		50.00
Education		
Promotional items (signs, worm farms, worms, bags, promotional reuse items (i.e. coffee cups, compost bins). Price varies depending on availability at time of promotion		



**Western
Bay of Plenty**
District Council

Te Kaunihera a rohe mai i
Ngā Kuri-a-Whārei ki
Otamarakau ki te Uru

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