



# **Fees and Charges 2023/24**

## **1 July 2023 – 30 June 2024**

All fees and charges are inclusive of GST unless otherwise stated.

Credit Card payments are accepted at Swim Zone Te Aroha, Te Aroha Mineral Spas and Te Aroha i-SITE with no transaction fees charged back to the customer. Credit Card transactions are accepted for payment-on-line (i.e. E-services) and at Matamata, Morrinsville and Te Aroha offices with transaction fees charged to the customer.

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<b>1. Cemeteries</b>		<b>2023/24</b>
<b>Plot fees</b>		
Plot fee - Adult		\$1,695.00
Plot fee - Child (under the age of 14 years)		\$845.00
Plot fee - Single ashes		\$455.00
Plot fee - Single ashes wall		\$355.00
Plot fee - Double ashes wall		\$530.00
Deposit for reserved plot		\$100.00
<b>Interment fees</b>		
Interment fee - Adult burial		\$1,255.00
Interment fee - Child burial (under the age of 14 years)		\$625.00
Interment fee – Ashes in ground		\$150.00
Interment fee – Ashes wall	Includes plaque installation	\$175.00
Late interment fee	arrival at Cemetery more than 1 hour after specified burial time, this will be charged in addition to the relevant interment charge	\$100.00
<b>Disinterment fees</b>		
Disinterment fee - Adult or child		At cost
Disinterment fee - Ashes (wall or inground)		\$150.00
<b>Matamata Cemetery only</b>		
Matamata Cemetery - Single RSA ashes wall	Wall 2	\$85.00
Matamata Cemetery - Single RSA ashes wall	Wall 3	\$360.00
Matamata Cemetery - Two adjacent single plots for a double interment RSA ashes wall		\$530.00
Matamata Cemetery - Matamata Memorial Garden		\$145.00
<b>Piako Lawn Cemetery</b>		
Piako Lawn Cemetery - Still born (Plaque installation only – no interment)		\$85.00
Piako Lawn Cemetery - Still born (Interment only)		\$150.00
Piako Lawn Cemetery - Still born (Plaque installation and interment)		\$175.00
<b>Te Aroha Cemetery</b>		
Te Aroha Cemetery - Still born (Plaque installation only – no interment)		\$85.00
<b>Additional costs (if applicable)</b>		
Vase Installation (Ashes Walls)		\$50.00
Plaque/Memorial Installation (Ashes Walls)		\$85.00
Breaking concrete & reinstatement	Per m3 concrete and hourly rate	At cost
Weekend fees (burial only)		\$355.00
Weekend fees (ashes only)		\$150.00
Public holiday fee (burial only)		\$470.00
Public holiday fee (ashes only)		\$270.00
Request to change reserved plot		\$55.00
Request to change warrant		\$110.00
Request to sell back reserved plot to Council		\$55.00
Admin fee for unpaid reserved plot		\$55.00

1. Cemeteries	2023/24
Monument installation application fee	\$70.00
Monument installation application fee - RSA	No charge

2. General property	2023/24
<b>Council boardroom facilities</b> If cancellation notice is received within 7 days prior to the Event – no refund Only available during Council office hours	
Interview rooms (Including Pete Peterson room in Matamata, interview rooms in Matamata and Te Aroha)	Per hour \$10.00
Boardroom hire, not including kitchen	Per hour \$15.00
Boardroom includes kitchen	Per day \$60.00
Boardroom kitchen only	Per hour \$10.00
<b>Lease arrangement set up cost</b>	
Lease where annual lease payments to Council are less than \$200.00	\$270.00
Lease where annual lease payments to Council are more than \$200.00	\$550.00
<i>Community Group</i> that meets the criteria of the Community Lease and Licence Policy pay 50% of the relevant lease/licence fee.	

3. Libraries	2023/24
Hot picks	Per book (2 week issue only) \$5.00
Inter loans fee – requests outside MPDC	Plus associated fees \$10.00
Internet and email – ½ hour per person per day	No charge
Photocopying – A4 side – black and white	Self service \$0.20
Photocopying – A3 side – black and white	Self service \$0.40
Photocopying – A4 side – colour	Self service \$1.00
Photocopying – A3 side – colour	Self service \$2.00
Printing- black and white - per side	Self service \$0.20
Printing - A4 page – colour – per side	Self service \$1.00
Talking books	From \$2.00
DVD/non book (cost of item \$ <\$45.00)	\$3.00
DVD/non book (cost of item \$45 > <\$75.00)	\$5.00
DVD/non book (cost of >\$75.00)	\$10.00+
Replacement cards	\$4.50
Withdrawn books	20 cents to \$2.00
PC scanning	Actual cost
Lost books/item – replacement cost	Cost of book plus admin charge of \$15.50
Local request delivery	Actual cost
Data storage devices	Price varies
Membership charge for non-residents from non-reciprocal districts (exemptions can be applied on a case by case basis)	Annual membership fee \$60.00
Meeting rooms	Per hour \$10.00
Pop-up meeting space	Per hour \$5 - \$10

4. Parks		2023/24
Please note: There is no GST on bonds for parks. If cancellation notice is received within 7 days prior to the Event - no refund.		
Definition of <b>Community Group, Sports Park, Casual Hirer, Alcohol Served, Commercial</b> see Notes p24		
<b>Standard charges - all parks</b>		
Booking fee - required per booking or group of bookings if made at one time		\$16.00
Daily charge - sports parks	Note: These do not apply to <i>Community Group</i>	\$55.00
Daily charge - this is for all other parks and reserves that are not listed as sports parks on p26 e.g. Railside by the Green Reserve, Howie Park, Te Aroha Domain.		\$20.00
Bond for casual hirers	Per day	\$260.00
Key bond (where applicable)	Per set of keys	\$25.00
<b>Optional extras - all parks (all users, including community groups)</b>		
Rubbish bins, above what is normally provided in the park	Per additional bin	\$17.00
Wedding/event site preparation (e.g. additional mowing prior to event)		\$70.00
Power service charge (if available)	Per day	\$70.00
Gate locking/unlocking (if required after hours/weekends)	Per locking/ unlocking	\$70.00
<b>Commercial activities - all parks</b>		
Hire	Per day	\$670.00
<b>Building/facilities</b>		
Note: for recreational facilities such as sports stadiums please see recreation facilities and heritage section		
<b>AR Johns Building - Boyd Park, Te Aroha</b>		
Daily charge (daily charge rates will be pro-rated on an hourly basis for regular bookings that cover one school term or a period of three months or more)	Per 1/2 day (up to 6 hours)	\$85.00
	Per day	\$130.00
Bond for casual hirers (no alcohol served)	Per day	\$50.00
Bond for casual hirers (alcohol served)	Per day	\$260.00
<b>Domain House - Te Aroha Domain</b>		
Note: Council is currently operating operate Domain House as a beauty salon. These fees and charges will only apply while the facility is available for casual use not at times the salon is operating.		
All hirers (lower rates for use of Domain House for three days or more may be negotiated.	Per day	\$50.00
Bond for casual hirers (no alcohol served)	Per day	\$50.00
Bond for casual hirers (alcohol served)	Per day	\$260.00
<b>Domain Pavilion - Te Aroha Domain</b>		
Daily charge	Per day	\$10 per hour (Community Group) or \$30 per day (8 hours) or \$25 per hour (Commercial use) or \$150 per day (8 hours)
Bond for casual hirers (no alcohol served)	Per day	\$50.00
Bond for casual hirers (alcohol served)	Per day	\$260.00
<b>Billboard Sign - Skidmore Reserve, Te Aroha</b>		
Billboard events sign boards (includes sign and installation)		\$80.00

5. Recreation facilities and heritage	2023/24
Definition of <b>Casual / Regular Hirer, Alcohol Served, Commercial, Non Commercial</b> see Notes p24 Information about <b>Event Facilitator Assistance</b> see Notes p26 Per hour rate is minimum of 2 hours. Non Commercial – 20% discount for bookings 4 hours or longer Commercial – 15% discount for bookings 8 hours or longer	
<b>Matamata-Piako Civic and Memorial Centre</b> Note: Bond waived if making 10 or more bookings per year. These bookings/payments must be made in a single transaction.	
<b>Bond</b>	
No alcohol served	\$200.00
Alcohol served	\$1,000.00
<b>Tainui Room</b> (Tainui 1 and 2, including kitchenette)	
Non-commercial – hourly rate	\$15.00
Commercial – hourly rate	\$35.00
<b>Tainui Room 1 (including kitchenette) or Tainui Room 2</b> (no kitchen, only available during office hours)	
Non-commercial - hourly rate	\$10.00
Commercial - hourly rate	\$25.00
<b>Memorial Hall</b> (Te Takere and Te Taurapa Rooms, including kitchen)	
Non-commercial - hourly rate	\$20.00
Commercial - hourly rate	\$100.00
<b>Te Taurapa Room</b> (2/3 of memorial hall)	
Non-commercial - hourly rate	\$15.00
Commercial - hourly rate	\$60.00
<b>Te Takere Room</b> (1/3 of memorial hall)	
Non-commercial - hourly rate	\$15.00
Commercial - hourly rate	\$35.00
<b>Whole complex (Tainui Room, Foyer, Te Taurapa and Te Takere Rooms, kitchen and extra toilets)</b>	
Non-commercial - hourly rate	\$30.00
Commercial - hourly rate	\$150.00
<b>Matamata - Headon Stadium Morrinsville Event Centre Te Aroha - Silver Fern Farms Event Centre</b>	<b>To be reviewed annually 1 January</b>
<b>Bond</b> Note: Bond waived if making 10 or more bookings per year. These bookings/payments must be made in a single transaction.	
No alcohol served	\$210.00
Alcohol served	\$1,040.00
<b>Court access</b> (Basketball court area size)	
Opening time until 6pm	Per court per hour \$16.00
6pm until closing time	minimum 1 hour charge with following time charged per ½ hour \$26.00
<b>Lounge small</b> (Matamata – Rose Yorke room, Morrinsville – Committee room, Te Aroha – Ballance room – Seales Winslow room)	
Non-commercial - hourly rate	\$10.50
Commercial - hourly rate	\$26.00
<b>Lounge large</b> (Morrinsville – Motumaoho room, Te Aroha – Balance, Seales Winslow rooms combined)	

<b>5. Recreation facilities and heritage</b>		<b>2023/24</b>
Non-commercial - hourly rate		\$16.00
Commercial - hourly rate		\$36.50
Changing rooms (if required in addition to toilets)	Per booking per day	\$31.00
<b>Additional Fees</b>		
Security – Council may require large or high risk events to have security guards present for the event and pack up	Per hour	At actual cost
Replacement/loss of access card		\$52.00
Damage to facility		Whole bond minimum, above that at actual cost
Carpet clean		Actual cost - minimum \$150.00
After hours call out (e.g. insecure building). Only charged when user is at fault		At cost
Cleaning if required, where the venue is left in an unsatisfactory condition (e.g. dishes left in kitchen, significant rubbish left behind, decorations left in place)	Actual cost per hour	Minimum \$50.00
Set up and pack up/Events Facilitator assistance (if required)	Per hour	\$52.00
<b>Optional additional extras</b>		
Sound system		\$36.00
Projector and screen	Per screen	\$52.00
Tea, percolator coffee, juice	Per person	\$5.00
Tablecloths	Per cloth	\$13.00
Lectern		\$10.50
Stage		\$52.00
Carpet tiles - 1 court (required for all non-sport events on the courts)		\$320.00
Carpet tiles - 2 courts (required for all non-sport events on the courts)		\$530.00
Additional rubbish bins	Per bin	\$17.00
Event Facilitator assistance during event is also available – please contact the Events and Promotions Co-ordinator to discuss your requirements and rates		
<b>Firth Tower Historical Reserve</b>		
General admission to reserve grounds only		No charge
General admissions to buildings and displays for individuals (is determined by the Matamata Historical Society)		See current fees at <a href="https://www.firhttower.co.nz/">https://www.firhttower.co.nz/</a>
Facilitated historical activities by Firth Tower staff for groups	Per activity	\$35.00
Groups / schools (including 2 non-facilitated activities)	Per person	\$5.00
Annual Family Pass (per family per year. Based on 2 adults and up to three children)		\$105.00
<b>Events at Firth Tower</b>		
Photos		\$65.00
Event venue hire (funeral or wedding ceremony, photos, buildings or reserve access)	Between 9am and 5pm	\$521.00
Set up and pack up assistance (if required)	Per hour outside of opening hours	\$52.00
Event bond	Bond (no alcohol served)	\$155.00

<b>5. Recreation facilities and heritage</b>		<b>2023/24</b>
<b>Heritage room hire</b>		
Non commercial – hourly rate	Per hour	\$10.50
Non commercial – full day	Per day	\$31.50
Commercial – hourly rate	Per hour	\$26.00
Commercial – full day	Per day	\$156.50
Campervans (unpowered)	Per campervan per night	\$10.00
Campervans (powered)	Per campervan per night	\$15.00
<b>Waharoa (Matamata) Aerodrome</b>		
Annual landing/ movement fee - recreational users (non-commercial)	Per year	\$141.00
Recreational operator – cash/ direct credit - per landing/ movement (paid within the month)	\$10.00 per day	\$10.00
Commercial operator – cash/ direct credit - per landing/ movement per day (paid within the month)	\$20.00 per day	\$20.00
Recreational and commercial operator – invoiced – per landing/ movement	\$42.00 per day	\$42.00
Note: The first of any of the following types of movements are charged at landing rates: landing, touch and go and approach and go		
<b>Camping</b>	NOTE: Public camping closed. Commercial camping only granted by permission from MPDC	
<b>Adults</b>		
Un-powered site	Per person/ per day	\$14.00
Powered site	Per person/ per day	\$16.00
Soaring Centre bunk room	Per person/ per day	\$14.00
<b>Children camping (under 16 years)</b>	Per person/ per day	\$7.00

<b>6. Animal control</b>		<b>2023/24</b>
<b>Dog ownership fees</b>		
Full registration fee		\$120.00
Minus rebates/ bonus (below) if applicable:		
Rebate (de-sexed dog, working dog, or breeding dog owner registered with Dogs New Zealand) NOTE this rebate may only be claimed for one of these categories		\$30.00
Rebate (Responsible Owner Rebate)		\$15.00
Bonus		\$35.00
- no complaints or infringements - no dog held by the owner was impounded in the previous registration year		
Classified dangerous dog	150% of the relevant fee applies	
Replacement tags		\$2.00
Payment after 31 July will result in a 50% penalty fee		
<b>Dog impounding charges</b>		
Impounding		\$50.00
Second impounding		\$80.00
Third and subsequent impounding in the same registration year		\$125.00
Daily sustenance		\$12.50
Microchipping		\$60.00



6. Animal control	2023/24
<b>Stock call out fees</b>	
During office hours	\$125.00
After hours (inclusive of mileage) Per call out	\$175.00
Impounding fee Per head, plus all costs	\$50.00
Daily sustenance Per head	\$6.00
All associated costs (i.e. transport, advertising)	Actual cost
<b>Note:</b> Keeping an unregistered dog may result in an infringement fee of \$300. Owners are legally responsible for keeping their dog under control at all times. Failure to do so is an offence under Section 53 of the Dog Control Act with a fine of up to \$3000 or an infringement fee of \$200. Any dog found at large can be impounded at the owner's expense.	

7. Building consents and monitoring	2023/24
Includes: administration, accreditation, AlphaOne, processing and inspection costs.	
<b>Minor works (Category 1 Level 1)</b>	
Solid fuel heaters, plumbing or drainage, garden sheds (up to 20m <sup>2</sup> ), marquees, solar heating panels, basic warning systems and similar.	\$710.00
Free standing solid fuel heaters	\$535.00
Insulmax insulation	\$535.00
<b>Minor building works (Category 1 Level 2)</b>	
Carports, decks, pergolas, para pools and equivalent types, shade sails, archgolas, retaining walls	\$900.00
<b>Standard building works (non-habitable) (Category 1 Level 1)</b>	
Garages, hay barns, implement sheds, concrete masonry pools, conservatories	\$925.00
<b>Detached habitable buildings with no plumbing or drainage (Category 1 Level 1)</b>	
With no plumbing or drainage, e.g. sleep out, office, studio. Alterations and additions: Up to 30m <sup>2</sup> with no plumbing or drainage.	\$2,225.00
<b>Detached habitable buildings with plumbing and drainage (Category 1 Level 2)</b>	
With plumbing and drainage, e.g. sleep out with toilet and shower. Alterations and additions up to 30m <sup>2</sup> with plumbing and drainage.	\$2,850.00
<b>Dairy sheds (Category 1 Level 2)</b>	
Dairy sheds including cowshed extensions	\$1,925.00
<b>Alterations and additions up to 60m<sup>2</sup> (excluding dwellings) (Category 1 Level 2)</b>	
Industrial workshop, commercial office Note: for work over 60 m <sup>2</sup> commercial/industrial fees apply	\$3,200.00
<b>Dwellings</b>	
Dwelling single storey/ additions and alterations up to 100 m <sup>2</sup>	\$3,250.00
Dwelling single storey/ additions and alterations up to 250 m <sup>2</sup>	\$3,475.00
Dwelling single storey/ additions and alterations in excess of 250 m <sup>2</sup>	\$3,650.00
Dwelling two storey or more/ two storey additions and alterations up to 250 m <sup>2</sup>	\$4,575.00
Dwelling two storey/ two storey additions and alterations in excess of 250 m <sup>2</sup>	\$4,975.00

<b>7. Building consents and monitoring</b>		<b>2023/24</b>
Re-sited/transportable dwellings		\$1,750.00
<b>Multi use consents (dwellings)</b>		
Dwellings (Note: MBIE, BRANZ, planning and engineering fees will still apply)		\$2,950.00
<b>Commercial/industrial</b>		
Small commercial/industrial up to 300 m2		\$6,425.00
Commercial/industrial in excess of 300 m2		At cost +\$700
<b>Structures</b>		
Including bridges, reservoirs, dams, tanks, retaining walls		\$975.00
<b>Other building related fees</b>		
Stock underpass (also refer roading section) Producer statement for structural work and installation are required. DBH and BRANZ fees are included		\$1,077.00
PIM only applications (planning and engineering fees are additional)	Fee and AlphaOne	\$625.00
<b>Extra inspections/ Processing Time</b>		
Where inspection requested but not ready, inspection cancelled/ rescheduled within 24 hours of booking or inspection not covered by standard fees. Processing time refers to instances where additional processing time is required or a building consent application has been withdrawn/ refused.	Hourly rate	\$175.00
<b>Minor variation to building consents</b>		
Costs required to review the amendment (per hour). Government levies may also apply.	Processing and inspection costs (per hour), AlphaOne	\$275.00
<b>Major Amendment to a Building Consent</b>		
Costs required to review the amendment (per hour). Government levies may also apply.	Processing and inspection costs (per hour), AlphaOne	At cost +\$275
<b>Fencing of existing swimming pool</b>		
Inspect, register and issue compliance certificate	Set fee	\$175.00
Application for exemption	Set fee	\$650
<b>External services</b>		
Peer review for fire design, lifts and the like	External cost + 10%	At cost +10%
<b>Other Building Act processes not listed</b>		
Actual cost	Per hour	Actual cost at \$175/hr
<b>Building warrant of fitness audits</b>		
Actual cost to audit existing BWOFF	Per hour	\$175
<b>Applications for certificate of public use (sections 363a and 363b Building Act 2004)</b>		
Issue a certificate of Public Use.		\$512.50
<b>Compliance schedules</b>		
New compliance schedules (section 102 Building Act 2004)		\$675.00
Amendments to existing compliance schedule (section 106 and 107 Building Act 2004)		\$500.00
<b>Application for a Building Certificate</b>		
Sale and Supply of Alcohol Act 2012: section 100	Set fee	\$262.50
Inspection of premises for fire safety and access for people with disabilities.	Set fee	\$262.50

<b>7. Building consents and monitoring</b>		<b>2023/24</b>
<b>Applications for Certificate of Acceptance (section 97 Building Act 2004)</b>		
Approval for unconsented work – Cost of original consent required plus per hour costs for any added processing and inspection over what was originally required.		Cost of original consent required plus per hour cost
<b>Exempt building work (schedule 1 Building Act 2004)</b>		
Process application for exemption	Set fee plus AlphaOne	\$87.50
<b>Extension of time</b>		
Process an extension of time (Not billed until time of CCC)	Administration and inspection cost	\$263.00
<b>Notice to fix (section 164 and 167 Building Act 2004)</b>		
Process a 'Notice to Fix'	Set fee	\$300.00
<b>Certificate for construction over two allotments (section 75 Building Act 2004)</b>		
Issue a section 75 certificate	External legal costs +10%	Actual cost + 10%
<b>Notice when building on land subject to a natural hazard (section 73 Building Act 2004)</b>		
Process a section 73 application		Actual cost + 10%
<b>Amusement devices set by statute</b>		
Fees set by Amusement Devices Regulations 1978: regulation 11, for approval to operate.		
A. One device for up to seven days	Set fee	\$11.50
B. Additional device for up to seven days	Set fee	\$2.30
C. Each device for every seven day period after first listing	Set fee	\$1.15
<b>Sale of building consent information</b>		
Requests for building consent information	Per month	\$32.00
<b>Notes:</b>		
<ul style="list-style-type: none"> <li>The above fees are building consent fees only. You may incur additional fees for planning and engineering approval if required.</li> <li>Should any particular job significantly exceed the set fee, an additional charge based on actual time will be payable.</li> <li>Fixed charges are payable on application. At the end of processing, inspection fees and additional levies may be payable.</li> <li>Building consent fees include the cost of the Code of Compliance Certificate.</li> <li>Lapsed consents: Building consents cancelled prior to the first inspection being carried out will be refunded the charge already paid, less the cost of the work already undertaken.</li> <li>Payment can be made by cash, credit card or online banking</li> <li>All fees are inclusive of GST</li> </ul> <p>We may be required to collect the following fees on behalf of others:</p>		
<b>Building Research Association of New Zealand (BRANZ) Levy - set by statute</b>		
For every building consent with an estimated value of \$20,000 and over \$1.00 per \$1,000 (0.001%) is payable. (Note: GST is not applicable to this levy).		\$1.00 per \$1,000 is payable
<b>Building Performance (MBIE) Levy - set by statute</b>		
For every building consent with an estimated value of \$20,444 and over \$1.75 GST inclusive per \$1,000 (0.00175%) is payable.		\$1.75 (GST incl) per \$1000 of building value
<b>Development contributions</b> (A contribution towards the infrastructure required for increased development in accordance with the Development Contributions Policy)		

7. Building consents and monitoring	2023/24
A development contribution fee may be included in the fees for your building consent. Development contributions are payable under the Local Government Act 2002 for some projects. A Code Compliance Certificate will not be issued until the Development Contribution applicable to the project is paid in full. Any unpaid development contributions will be adjusted at 1 July each year in accordance with the Development Contributions Policy.	

8. Licensing and enforcement	2023/24
<b>Health licences - Health Act 1956 and associated regulations</b>	
Hairdressers	\$145.00
Additional inspections Per hour	\$180.00
Change of ownership	\$115.00
Camping grounds	\$290.00
Funeral directors	\$105.00
Mortuaries	\$230.00
<b>Note:</b> \$100.00 penalty for all registrations if they have not applied and paid by 30 June each year hairdressers and camping grounds and by 31 May each year for funeral directors and mortuaries.	
<b>Food Act 2014</b>	
Food Control Plan	
Application for new registration of template food control plan	\$170.00
Application for renewal of template food control plan	\$150.00
Application for amendment of registration of template food control plan	\$170.00
Voluntary suspension of food control plan	\$170.00
<b>National Programme</b>	
Application for new registration of a national programme	\$170.00
Application for renewal of a national programme	\$150.00
Application for amendment of registration of a national programme	\$170.00
Voluntary suspension of a national programme	\$170.00
Processing charges	
All verification activities including pre-registration assistance, annual audit, reporting non-compliance visits and any activity not specified in the schedule above (Environmental Health Officer) Per hour	\$180.00
Administration Per hour	\$88.00
Copies of food control plan or national programme	\$40.00
<b>Mobile Shops</b>	
Mobile shops	\$250.00
<b>Gambling venue (class 4 consent)</b>	
All applications that require a deposit will be charged at actual processing cost	
That meets all the criteria Deposit only	\$1,000.00
That doesn't meet all the criteria Deposit only	\$1,000.00

8. Licensing and enforcement		2023/24
<b>Noise control</b>		
Return of seized stereo		\$150.00
Alarm deactivation/ disarming		Actual cost
<b>Alcohol licences set by statute</b>		
Application fee for new licences, renewals of licences and variations to licences		
Cost/risk fee category		
Very low (0 - 2 rating)	Application fee	\$368.00
	Annual fee	\$161.00
Low (3 - 5 rating)	Application fee	\$609.50
	Annual fee	\$391.00
Medium (6 - 15 rating)	Application fee	\$816.50
	Annual fee	\$632.50
High (16 - 25 rating)	Application fee	\$1,023.50
	Annual fee	\$1,035.00
Very high (26 plus rating)	Application fee	\$1,207.50
	Annual fee	\$1,437.50
<b>Application type set by statute</b>		
Special licence		
Class 3 One or two small events		\$63.25
Class 2 Three to twelve small events: one to three medium		\$207.00
Class 1 One large event: more than three medium events: more than twelve small events		\$575.00
See special licence application form for further details		
<b>Other fees set by statute</b>		
Manager's certificate application		\$316.25
Temporary authority		\$296.70
Temporary licence		\$296.70
Appeal to Alcohol Regulatory & Licensing Authority (ARLA)		\$517.50
Extract of register (ARLA or District Licensing Committee)		\$57.50
Permanent Club Charter (annual fee due on 30 June of each year and paid to ARLA)		\$632.50
<b>See also building consents and monitoring and resource consents and monitoring fees</b>		

9. Resource consents and monitoring		2023/24
<b>Regulatory planning charges</b>		
Hourly rates and other charges		
Set up fee (disbursements)	Per hour	\$88.00
Administration	Per hour	\$88.00
Graduate Planner	Per hour	\$160.00
Intermediate Consents Planner / Planning Guidance Officer	Per hour	\$180.00
Senior Planner	Per hour	\$195.00
Team Leader Resource Consents	Per hour	\$210.00
District Planner / Group Manager Community Development	Per hour	\$230.00

9. Resource consents and monitoring		2023/24
Monitoring	Per hour	\$161.50
Processing of completion certificates (s224)	Per hour	\$161.50
Team Leader Development Engineer	Per hour	\$210.00
Development Engineer	Per hour	\$180.00
Senior Development Engineer	Per hour	\$195.00
Legal – in house - refer legal section in fees and charges		
External consultants (eg processing planner/engineer)		Actual cost plus 5%
Technical reports (eg peer review)		Actual cost plus 5%
Commissioners – independent		Actual cost plus 5%
Commissioners – Councillors - In accordance with Remuneration Authority Act 1977		Actual cost
Venue hire		Actual cost
Reports requested by commission		Actual cost
Pre-lodgement meetings - First hour free, thereafter charged out at the officer's hourly rate		
Sale of planning consent information (per month)	Per month	\$57.50
<b>Consent deposits and set fees</b>		
All applications that require a deposit will be charged at actual processing costs		
Minor subdivision 1-9 lots	Deposit	\$2,000.00
Major subdivision 10+ lots	Deposit	\$5,000.00
Landuse For breaches of development controls such as household recreation space and site coverage	Deposit (includes 1 hour of monitoring)	\$2,000.00
Vehicle crossing only	Deposit (includes 1 hour of monitoring)	\$1,000.00
Combined minor subdivision and landuse	Deposit	\$3,000.00
Combined major subdivision and landuse	Deposit	\$6,000.00
Peat hazard landuse consent - including monitoring	Set fee	\$0.00
Second hand building landuse consent - including 1 hour deposit for monitoring	Set fee	\$710.00
Permitted boundary activities	Set fee	\$350.00
Marginal and temporary activities	Deposit	\$500.00
Front yard encroachment landuse consent (only applies where written approval from the affected parties are submitted with the application and there are no other matters of non-compliance - includes 1 hour deposit for monitoring )	Set fee	\$710.00
Limited notified applications (in addition to other deposits)	Deposit	\$4,000.00
Publicly notified applications (in addition to other deposits)	Deposit	\$6,000.00
Public or limited notified applications requiring a hearing	Deposit	\$5,000
Boundary adjustments	Deposit	\$1,500.00
Land Transfer Plan Approval 0-5 lots (s223 RMA)	Set fee	\$400.00
Land Transfer Plan Approval 6-10 lots (s223 RMA)	Set fee	\$600.00
Land Transfer Plan Approval 11 or more lots (s223 RMA)	Deposit	\$750.00
Approval of consent conditions (s224 RMA)	Deposit	\$500.00
Extensions of time (s125 RMA)	Deposit	\$1,000.00

<b>9. Resource consents and monitoring</b>		<b>2023/24</b>
Variations or cancellation of a consent condition (s127 RMA)	Deposit	\$1,000.00
Variations or cancellation of a consent notice (s221 RMA)	Deposit	\$1,000.00
Release of minor works bond	Deposit	\$400.00
Cancellation or variation of easements, building line restrictions and cancellation of compulsory amalgamations conditions (s241 and s243 RMA)	Deposit	\$1,000.00
Easements not requiring subdivision consent (s348 LGA)	Deposit	\$1,000.00
Surrender of consent	Deposit	\$500.00
Surrender of consent as required by a condition of consent	Set fee	\$350.00
Designation or heritage order	Deposit	\$3,000.00
Alteration of designation or heritage order	Deposit	\$2,000.00
Outline plan (s176a RMA)	Deposit	\$1,000.00
Outline plan waiver	Set fee	\$350.00
Certificate of compliance (s139 RMA)	Deposit	\$1,000.00
Existing Use Rights Certificate (s139A RMA)	Deposit	\$2,000.00
Alcohol licensing certificate for a new premises	Set fee	\$375.00
Alcohol licensing certificate for an existing premises	Set fee	\$135.00
Building consent processing – refer building consents and monitoring section		Hourly rates
All other functions under the RMA – refer regulatory planning charges		Hourly rates
Vehicle entrances - see Roading		

<b>10. Roading</b>		<b>2023/24</b>
<b>Overweight/ high productivity vehicle permit application</b>		
Processing of permit - no supervision	Per permit	\$120.00
Processing renewal of existing permit	Per permit	\$55.00
Additional supervision cost	Per permit	\$275.00
Non notification which includes pavement and structural investigation work		\$710.00
Note: Any fees and charges that may be applicable for new overweight licensing requirements will be addressed at the time any new requirements come into force.		
<b>RAPID number</b>		
New RAPID number		No charge
Replacement of a RAPID number		No charge
<b>Roading events - non road closure</b>		
Application - fundraising/ community events		\$28.00
Application - private events		\$120.00
<b>Roading events - road closures (including advertising)</b>		
Closures requiring calls for submissions:		
Fundraising/community events		\$490.00
Private events		\$600.00
Closures not requiring calls for submissions:		

<b>10. Roading</b>		<b>2023/24</b>
Private events/ utility work		\$490.00
<b>Corridor access requests (CAR)</b>		
Application fee:		
Standard Car		\$225.00
Project work (exceeding 28 days)		\$500.00
Generic Traffic Management Plan (multiple sites up to a period of 12 months)		\$550.00
Further inspections due to non-compliance	Per inspection	\$200.00
Non-notification cost		\$695.00
<b>Approved Contractors</b>		
Application to become an approved contractor		\$260.50
Application for a new/upgraded vehicle crossing not part of a subdivision or building consent		\$104.20
Further inspections due to non-compliance	Per inspection	\$161.50
<b>Non-approved contractors</b>		
Application for a new/upgraded vehicle crossing not part of a subdivision or building consent		\$260.50
Further inspections due to non-compliance	Per inspection	\$166.70
<b>Stock underpasses (also refer building section)</b>		
Applications (including all inspections)		\$900.00
Further inspections due to non compliance	Per inspection	\$200.00
<b>Fence permits</b>		
Applications (including first inspection)		No charge
Further inspections due to non compliance	Per inspection	\$200.00
<b>Stock permits</b>		
Applications (including first inspection)		No charge
Further inspections due to non compliance	Per inspection	\$200.00
<b>Abandoned vehicles</b>		
Vehicles taken into custody (where owner can be identified)	For towing and storage (if required)	Actual cost
Disposal fee (where owner can be identified)	For disposal of vehicle (if required)	Actual cost
<b>Skateboard infringements</b>		
First confiscation		No fee
Second confiscation		\$37.50
Third and subsequent confiscations		\$69.80

<b>11. Rubbish and recycling</b>		<b>2023/24</b>
<p><b>MPDC official refuse bags</b> can be purchased from Council offices/retail stores until 31 August 2023</p> <p><b>Transfer stations</b> are located in Matamata, Morrinsville and Waihou. Charges based on weight rather than volume. All vehicles pass over a weigh bridge and fee applied according to weight of refuse or green waste. Minimum charge applied for small loads. No charge for refuse in official MPDC refuse bags.</p>		
Recycling bins (small green bins)		\$20.00
MPDC official rubbish bags (retail price)	Only available until 31 August 2023	\$3.00
Wholesale bags	For the commercial sale of refuse bags	Up to 15% less than retail price



<b>11. Rubbish and recycling</b>		<b>2023/24</b>
	only. Only available until 31 August 2023	
Replacement / delivery of 25 litre food waste bin		Free
Replacement / delivery of 120 litre wheelie bin for refuse collection fortnightly	Only available from 1 September 2023	Free
Replacement / delivery of 240 litre wheelie bin for recyclables		Free
Replacement / delivery of 45 litre glass crate		Free
<b>Transfer Station Fees</b>		
<b>Sorted approved recyclables</b>		
Sorted and approved recyclables		Free
Commercial quantities will only be accepted by prior arrangement with management	Per tonne	\$105.00
<b>Refuse</b>		
Bag - this is for plain bags dropped at MPDC refuse sites (MPDC official bags are free to drop at MPDC refuse sites)	Up to 60 litre bag larger bags will be weighed	\$5.50
	Per tonne	\$310.00
Car, utes, all vehicles/ trailers	Minimum charge	\$35.00
<b>Green waste</b>		
Bag - this is for plain bags dropped at MPDC refuse sites (MPDC official bags are free to drop at MPDC refuse sites)	Up to 60 litre bag, larger bags will be weighed	\$5.00
	Per tonne	\$140.00
Car, utes, all vehicles/trailers	Minimum charge	\$17.00
<b>Scrap steel</b>		
Ute/station wagon/single axle trailer/tandem axle/high side trailer/commercial		No charge
<b>Electronic waste</b>		
Desktop computer, server (box only), modem, keyboard, small peripherals		No charge
Fluorescent tubes, laptop battery, speakers (per unit)		\$5.00
DVD/CD/VCR player, stereo system, gaming console, laptop, small printer, scanner, fax, microwave		\$7.00
LCD Computer monitor		\$12.00
CRT Computer monitor, Plasma/LCD TV (flat screen)		\$20.00
CRT TV		\$25.00
<b>Other transfer station charges - These apply to all three transfer stations:</b>		
Charges per type		
Car tyre		\$10.50
4WD and light truck tyre		\$12.50
Truck tyre		\$26.00
Tractor tyre less than 40 inch diameter		\$59.50
Tractor tyre 40 inch diameter or more		\$97.00
White ware (Items need to be degassed)	Per item	\$12.50
Domestic quantities (up to 10 litres) of hazardous waste and oil can also be disposed of at the transfer stations, including solvents (labelled), cleaning fluids		\$20.00

<b>11. Rubbish and recycling</b>	<b>2023/24</b>
(labelled), paints, car batteries and oils. Fertilisers, herbicides and pesticides may also be disposed of if they are placed in a sealed, clear plastic bag and labelled. Larger quantities may be accepted by prior arrangement.	

<b>12. Wastewater</b>	<b>2023/24</b>
<b>Tradewaste – administrative charges</b>	
Tradewaste application fees	Per unit \$95.90
Inspection fee	Per unit hour \$152.00
Temporary discharge application fee	Per unit \$95.90
<b>Annual tradewaste – consent charges</b>	
Permitted	No charge
Conditional	\$374.00
<b>Tradewaste charges are as per individual tradewaste agreements</b>	
The fixed tankered waste charge shall be calculated using a set fee per cubic metre.	Tankered waste clinic metre fee per m3 \$42.70

<b>13. Water</b>	<b>2023/24</b>
District wide tanker fill points	Per m3 \$6.22
	Initial registration \$380.30
	Annual review \$128.70
Backflow maintenance and annual testing	Actual cost plus admin fee of 10%
<b>Meter administration fees</b>	
Re-connection fee	At cost
Disconnection fee	At cost
Connection/installation fee	At cost

<b>14. Strategies and plans (District Plan)</b>	<b>2023/24</b>
<b>Private plan changes</b>	
Private plan changes	Deposit \$20,000.00
Administration fee	Per hour \$88.00
Graduate Planner	Per hour \$160.00
RMA Policy Planner	Per hour \$180.00
Senior Planner	Per hour \$195.00
District Planner/ Group Manager Community Development	Per hour \$230.00
Consultant Planner	Per hour Actual cost plus 5%
Legal – in house - refer legal section in fees and charges	
External consultants	Actual cost plus 5%
Commissioners – independent	Actual cost plus 5%
Commissioners – Councillors - In accordance with Remuneration Authority Act 1977	Actual cost
Venue hire	Actual cost
Reports requested by commission	Actual cost plus 5%

14. Strategies and plans (District Plan)	2023/24
Note: All photocopying and postage will be charged as per fees and charges – customer services section.	

15. Engineering	2023/24	
Graduate Engineer	Per hour	\$160.00
Surveyor	Per hour	\$170.00
Engineering Officer	Per hour	\$180.00
Senior/Design Engineer	Per hour	\$195.00
Team Leaders	Per hour	\$215.00
Roading Manager	Per hour	\$240.00
Service Delivery Manager	Per hour	\$230.00

16. Customer services/Records/GIS and administration Official Information Charges see Notes p26	2023/24	
<b>Official information charges</b>		
Time - first hour or part there of		Free
Time - after first hour	Per half hour or part there of	\$38.00
Pages copied - first 20 A4 (or smaller) pages free	Over 20 pages/per page	\$0.50
Cost of CDs, video, tapes, printing larger than A4 and other materials or viewing arrangements requested		Actual cost
<b>Access to files</b>		
Simple file - excludes property owner		\$30.00
Complex files - e.g. business or industrial establishments		\$65.00
Building and resource consent files		\$25.00
Recovery of file from off-site		\$70.00
Record of Title and deposited plan search (searches are performed only to satisfy Resource Consents and Building Consents requirements, we do not do general public searches)	Per title	\$30.00
Access to register information	Per month	\$22.00
Supporting documents for search (Instruments registered against the title for example encumbrances, consents notices etc)	Each per instrument	\$10.00
<b>Photocopying/GIS and mapping services</b>		
<b>Black and white photocopying/printing</b>		
External A4	Per page	\$0.50
External A3	Per page	1.00
<b>Colour photocopying/printing</b>		
External A4	Per page	\$2.00
External A3	Per page	\$4.00
<b>Large format printing (colour)</b>		
External A2	Per page	\$12.00
External A1	Per page	\$18.00
External A0	Per page	\$28.00
GIS charge out rate	Per hour	\$65.00

<b>16. Customer services/Records/GIS and administration</b>		<b>2023/24</b>
<b>Official Information Charges</b> see Notes p26		
	Minimum charge	\$32.50
<b>Black and white plan copying</b>		
External A2	Per page	\$5.15
External A1	Per page	\$10.30
External A0	Per page	\$15.50
<b>Policies, plans, bylaws, reports, agendas and minutes</b>		
Long Term Plan, Annual Plan, Annual Report, Consolidated Bylaw and all other policies, plans, agendas and minutes	Per page	
<b>Land Information Memorandum (electronic)</b>		
Standard Land Information Memorandum (LIM)	(10 working days)	\$300.00
Urgent Land Information Memorandum (LIM)	(3 working days)	\$450.00
Standard business/industrial establishment Land Information Memorandum (LIM)	(10 working days)	\$500.00
Urgent business/industrial establishment Land Information Memorandum (LIM)	(5 working days)	\$650.00
Printed copy of LIM		\$15.00
<b>Rates Refund</b>		
Requests to refund credit balances on rates account at time of property settlement		\$50.00

<b>17. Communications</b>		<b>2023/24</b>
<b>Photos</b>		
Community groups or other organisations, where there is a benefit to Council		Free
<b>Commercial/other organisations:</b>		
Standard		\$50.00
Panoramic		\$100.00

<b>18. Legal</b>		<b>2023/24</b>
In house services (performed by Council's legal staff)	Legal per hour	\$240.00
	Administration per hour	\$100.00
External services (performed by external legal firms)		Actual cost

<b>19. Development and Contributions</b>		<b>2023/24</b>
		<b>\$</b>
<b>Matamata</b>		
2021 to 2024 – LTP 2021-31 Policy	Parks/reserves	1,636.37
	Roading	7,534.17
	Stormwater	755.42
	Wastewater	12,844.12
	Water	6,406.66
2018 to 2021 – LTP 2018-28 Policy	Parks/reserves	1,636.37
	Roading	5,208.02
	Stormwater	595.35
	Wastewater	9,453.84
	Water	5,041.33

2015 to 2018 – LTP 2015-25 Policy	Parks/reserves	1,636.37
	Roading	2,653.47
	Stormwater	3,010.73
	Wastewater	6,238.06
	Water	4,500.27
2012 to 2015 - LTP 2012-22 Policy	Parks/reserves	1,636.37
	Roading	2,746.18
	Stormwater	2,742.25
	Wastewater	5,418.75
	Water	4,378.56
<b>Morrinsville</b>		
2021 to 2024 – LTP 2021-31 Policy	Parks/reserves	1,636.37
	Roading	2,574.69
	Stormwater	-
	Wastewater	8,903.93
	Water	6,887.96
2018 to 2021 – LTP 2018-28 Policy	Parks/reserves	1,636.37
	Roading	2,250.53
	Stormwater	-
	Wastewater	7,584.93
	Water	4,790.59
2015 to 2018 – LTP 2015-25 Policy	Parks/reserves	1,636.37
	Roading	3,428.39
	Stormwater	416.78
	Wastewater	4,154.94
	Water	3,521.97
2012 to 2015 - LTP 2012-22 Policy	Parks/reserves	1,636.37
	Roading	2,879.43
	Stormwater	1,958.93
	Wastewater	8,481.70
	Water	2,003.66
<b>Te Aroha</b>		
2021 to 2024 - LTP 2021-31 Policy	Parks/reserves	1,636.37
	Roading	1,235.53
	Stormwater	-
	Wastewater	1,603.74
	Water	30.26
2018-2021 - LTP 2018-2028 Policy	Parks/reserves	1,636.37
	Roading	1,100.99
	Stormwater	-
	Wastewater	3,688.75
	Water	37.16
2015 to 2018 - LTP 2015-25 Policy	Parks/reserves	1,636.37
	Roading	801.73
	Stormwater	2,488.52
	Wastewater	4,711.16
	Water	2,665.57
2012 to 2015 - LTP 2012-22 Policy	Parks/reserves	1,636.37
	Roading	2,841.24
	Stormwater	4,541.00
	Wastewater	7,417.71
	Water	3,662.58

<b>20. Independent commissioner hearings for development contributions objections</b>		<b>2023/24</b>
Engaging external commissioner/s to hear an application		Actual cost
Secretarial and administrative support	Per hour	\$100.00
Staff time in preparing, organising and holding a hearing	Per hour	\$175.00
Additional equipment, materials or meeting space required for the hearing		Actual cost

<b>21. Swimming pools</b>		<b>2023/24</b>
<b>Swim Zone Matamata, Morrinsville and Te Aroha</b>		
<b>Single entry</b>		
Child (under 16 years)	Single swim	\$4.00
Adult (16 years +)		\$7.00
Senior (65 years +)		\$6.00
Family pass 2 adults or seniors and up to 3 children		\$21.00
Shower only		\$3.50
Spa (where facilities are available)	In addition to entry fee	\$2.00
<b>Concession cards (pool entry)</b>		
Child (under 16 years)	10 swims	\$34.00
	20 swims	\$64.00
	30 swims	\$90.00
Adult (16 years +)	10 swims	\$60.00
	20 swims	\$112.00
	30 swims	\$158.00
Senior (65 years +)	10 swims	\$51.00
	20 swims	\$96.00
	30 swims	\$135.00
<b>Concession cards (pool and spa entry)</b>		
Child (under 16 years)	10 swims	\$51.00
	20 swims	\$96.00
	30 swims	\$135.00
Adult (16 years +)	10 swims	\$77.00
	20 swims	\$144.00
	30 swims	\$203.00
Senior (65 years +)	10 swims	\$68.00
	20 swims	\$128.00
	30 swims	\$180.00
<b>Membership (pool entry)</b>		
Child (under 16 years)	3 month	\$93.50
	6 month	\$145.50
	12 month	\$229.00
Adult (16 years +)	3 month	\$164.00
	6 month	\$255.00
	12 month	\$400.00
Senior (65 years +)	3 month	\$140.50
	6 month	\$218.50
	12 month	\$343.00

<b>21. Swimming pools</b>		<b>2023/24</b>
<b>Membership (pool and spa entry)</b>		
Child (under 16 years)	3 month	\$140.50
	6 month	\$218.50
	12 month	\$343.00
Adult (16 years +)	3 month	\$210.50
	6 month	\$327.50
	12 month	\$515.00
Senior (65 years +)	3 month	\$187.00
	6 month	\$291.00
	12 month	\$457.50
<b>SZTA No.2 Bath House (public 30 min sessions*)</b>		
Public sessions (minimum 2 people – maximum 10)		\$6.00
<b>SZTA No.2 Bath House (public 30 min sessions*) and pool/outdoor spa combo</b>		
Child (under 16 years)		\$9.00
Adult (16 years +)		\$11.00
Senior (65 years +) and Active Health		\$10.00
Family pass 2 adults or seniors and up to 3 children		
*Public sessions (minimum 2 – maximum 10 per session)		\$39.00
<b>SZTA No.2 Bath House (private 30 min sessions)</b>		
Child (under 16 years)		\$11.00
Adult (16 years +)		\$20.00
Senior (65 years +) and Active Health		\$15.00
Family pass 2 adults or seniors and up to 3 children		\$58.00
<b>SZTA No.2 Bath House (private 30 min sessions) and pool/outdoor spa combo</b>		
Child (under 16 years)		\$14.00
Adult (16 years +)		\$24.00
Senior (65 years +) and Active Health		\$19.00
Family pass 2 adults or seniors and up to 3 children		\$72.00



<b>21. Swimming pools</b>		<b>2023/24</b>
<b>School groups</b>		
Matamata Primary School (Matamata pool only)	Per child/term	\$13.00
All schools within the district	Per child/swim	\$2.00
Out of district schools	Per child/swim	\$3.50
<b>Amateur swimming clubs</b>		
Squad member (pool entry) - 12 months	Valid only during squad training session times	\$170.00
Squad member (pool entry) - 6 months		\$124.00
<b>Hire (bookings essential)</b>		
Lane hire	Per lane per hour	\$13.00
Inflatable hire for private bookings (Includes additional lifeguard)	Hire per hour where available	\$45.00
Barbeque hire	Per hour	\$13.00
Full pool hire	Per hour per pool (includes one lifeguard) additional lifeguard charges may apply depending on ratio numbers)	\$70.00
Customer & lifeguard numbers will be calculated by the level of risk and approved by Swim Zone management. Lifeguard ratios are 1:40. An additional lifeguard is required if ratios are exceeded.	Over the 1:40 ratio additional lifeguard per hour	\$30.00
<b>Aqua Group Fitness (where available, minimum of 5 people per class)</b>		
Membership card holders	Per class	\$5.50
Per session		\$8.00
Concession card	10 sessions	\$72.00
	20 sessions	\$136.00
	30 sessions	\$191.00
<b>Active Health club rehabilitation (access to exercise equipment and staff assistance)</b>		
Child (under 16 years) Includes spa	Restricted hours of use and current medical certificate apply	\$3.00
Adult (16 years +) Includes spa		\$6.00
Senior (65 years +) Includes spa		\$5.00
<b>Summer Swim Card (school aged children)</b>	6 weeks of summer school holiday	\$55.00

## Notes

**Community Group** - a not for profit organisation that provides services that are of benefit to the community, including the provision, promotion or facilitation of: public health or wellbeing, social advisory or rehabilitation services, sports or recreational activities, public amenities or recreational facilities, the protection or enhancement of the environment, the protection of human life, the relief of poverty, the advancement of education (eg schools) or religion, animal welfare, public works or services, the efficiency of the armed forces.

**Sports Parks** - the following parks are classified as sports parks  
Matamata: Matamata Domain, Pohlen Park, Swap Park  
Morrinsville: Morrinsville Recreation Ground, Wiseley Reserve  
Te Aroha: Boyd Park, Herries Park, Waihou Recreation Reserve

**Casual/ regular hirers** definitions - regular hirers are not required to pay a bond. Regular hirers are those who make regular bookings that cover one school term or a period of three months or more. All other hirers are classified as casual hirers.

**Alcohol served** - serving alcohol at Council facilities is subject to licensing requirements under the Sale and Supply of Alcohol Act 2012 and/or obtaining permission from Council.

**Commercial** - any other entities not covered above

**Non Commercial** - not for profit organisations, individuals, clubs or those involved in public health or wellbeing, social advisory or rehabilitation services, sports or recreational activities, public amenities or recreational facilities, the protection or enhancement of the environment, the protection of human life, the relief of poverty, the advancement of education (eg schools) or religion, animal welfare, public works or services, the efficiency of the armed forces.

**Event Facilitator assistance** - available during events. Please contact the Events and Promotions Coordinator to discuss your requirements and rates. Rates depend on the size of the event and set up requirements.

**Official Information Charges** - The Local Government Official Information and Meetings Act 1987 (Act) requires us to make available certain information which we hold. The Act also makes provision for us to make a charge for the information supplied but this charge must be reasonable and is for the cost of labour and materials involved in making the information available. If the request expresses urgency then the Council may have to use additional resources to gather the information promptly and the Act permits the Council to charge for these extra resources. If there is a charge for information we will advise you of the likely charges before we commence processing the request and will give you the opportunity to decide whether or not to proceed with the request. In such cases we may also require that the whole or part of any charge be paid in advance before commencing to process the request. If the time taken to process the information and/or the number of copies supplied is only a small margin over the 'free' allowance, we may use our discretion as to whether any charge should be made.

Where repeated requests are made by the same person or group in respect of a common subject over intervals of up to eight weeks we will aggregate these requests for charging purposes. This means that the second and subsequent requests will not be subject to one hour of free time and 20 free standard A4 (or smaller) photocopies.

The charge represents a reasonable fee for the cost of providing information. It may include (but is not limited to) time spent:

- in searching an index to establish the location of the information
- in locating and extracting the information from the place where it is held
- in reading or reviewing the information
- in supervising the access to the information.

Under the Act we are not permitted to charge for:

- locating and retrieving information which is not where it ought to be
- time spent deciding whether or not access should be allowed, and in what form.

The liability to pay any charge may be modified or waived at the discretion of the delegated officer receiving the request. Such decisions should have regard to the circumstances of each request. However, it would be appropriate to consider:

- whether payment might cause the applicant hardship

- whether remission or reduction of the charge would facilitate good relations with the public or assist the department in its work
- whether remission or reduction of the charge would be in the public interest because it is likely to contribute significantly to public understanding of, or effective participation in, the operations or activities of the government, and the disclosure of the information is not primarily in the commercial interest of the requester.

Charges are set in accordance with Ministry of Justice, Charging Guidelines for Official Information Act 1982 Requests (2002) and the Ombudsman's guide to charging for official information under the OIA and LGOIMA released June 2016. If an identifiable natural person seeks access to personal information about that person then the request is governed by the Privacy Act 1993 and these charges do not apply. Information that is already publicly available (for example at our libraries and offices or on our website) is not subject to the Act, and normal charges apply to the supply of this information. A person who makes a request for information under the Act may make a complaint to the Office of the Ombudsmen regarding our decision regarding supply of that information.