



# Fees and Charges Policy



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# Introduction

## About this document

This document describes our fees and charges set under either section 36 of the Resource Management Act 1991, section 150 of the Local Government Act 2002, section 243 of the Building Act 2004 or Navigation Safety Bylaws. It forms part of Environment Canterbury's Revenue and Financing Policy.

### **Resource Management Act 1991 (RMA) – section 36**

Section 36 of the RMA covers charges relating to resource consents.

### **Local Government Act 2002 (LGA) – section 150**

Section 150 of the LGA provides for charges to be set for various regulatory functions. These functions include (but are not limited to):

- land improvement agreements
- miscellaneous charges under the Local Government Official Information and Meetings Act 1987 (LGOIMA) charges
- certain RMA functions not covered by section 36 of the RMA
- charges set pursuant to Maritime Transport Act 1994, navigation safety bylaws and other functions of the harbourmaster.

### **Building Act 2004 (BA) – section 243**

Section 243 of the BA covers charges for building consent applications.

## Recovery of costs

The RMA, LGA and BA allow Environment Canterbury to recover all reasonable costs incurred in respect of the activity to which the charge relates.

## Goods and Services Tax

The charges described in this Policy include GST.

## Review

This policy will be reviewed at least annually by 1 July each calendar year in conjunction with the Long Term Plan and Annual Plan processes.

## Further information

If you need detailed information, please contact Customer Services on 0800 324 636.

## General provisions applicable to charges

### When charges are due

#### Application and Additional charges (RMA)

##### Fixed application charge -

Fixed application fees cover the total cost of the application or compliance monitoring activity and are due for payment when your application is lodged. We will not commence processing your application until the fixed application charges are paid in full.

Fixed application charges are not supplemented by additional actual and reasonable charges after the consent process is complete.

Fixed application charges are deemed to be 'actual' charges and are not subject to rights of objection and appeal (RMA s357B to s358).

##### Initial fixed application charge -

Initial fixed application charges are due for payment when your application is lodged. If your application is notified, the initial fixed fees for notification, the first day of hearing and any additional hearing days are due by the date stipulated on the invoice. We will not commence processing your application until the initial fixed application charges are paid in full.

Initial fixed charges are not subject to the rights of objection and appeal (RMA s357B to s358).

Initial fixed application charges are able to be supplemented by additional actual and reasonable charges on completion of the application process (or compliance monitoring activity).

##### Additional charges -

In instances where the total cost of processing an application (or completing a compliance monitoring activity) exceeds the initial fixed charge, additional charge(s) will be made to recover the actual costs incurred during (RMA s36(3)). Additional charges are subject to the rights of objection and appeal (RMA s357B to s358).

Additional charges are determined by deducting the Initial fixed charge from the total costs incurred for the completed activity in question.

Additional charges are invoiced on completion of processing your consent (or compliance monitoring activity). In some cases, we may invoice at regular intervals during the processing of your consent.

Additional charge invoices are due by the date stipulated on the invoice or within 28 days of the issue of the invoice if no date is stated.

#### Consent monitoring charges

Consent monitoring charges are calculated from the date of granting your consent.

#### Other charges

All other charges are due by the date stipulated on the invoice or within 28 days of issue of the invoice if no date is stated.

#### Remission of charges

We may remit any charge referred to in this Policy, in part or in full, on a case by case basis, and solely at our discretion.

#### Credit

Credit is not generally available. We will consider staged payments in exceptional circumstances.

### **Debtors and unpaid charges**

Under this Policy debtors and unpaid charges are treated like any other outstanding amount owed. An outstanding debt will be pursued according to Environment Canterbury's procedures which are summarised below:

- Reminders are sent by Environment Canterbury accounts staff between 1–3 months after the charge has been processed and sent to you.
- If charges are not paid within three months of being processed and sent to you, a final reminder letter is issued by Environment Canterbury accounts staff. This letter gives a final deadline to pay any unpaid charges.
- If charges remain unpaid and unresolved after the final deadline, Environment Canterbury reserves the right to recover actual and reasonable costs for recovering the unpaid charges.
- In the event that the unpaid charges remain 30 days after the final deadline, Environment Canterbury will place the account in the hands of a collection agency and you will be charged the full costs of collecting the debt.

### **Minimum amount for invoicing and refunds**

Refunds of charges or invoicing of charges owed for consent applications or consent monitoring shall only occur if the amount is greater than \$34.50 incl GST.

## Application charges (RMA)

### Introduction

This section describes our charges for your:

1. Application for a resource consent, application to change an existing consent, and certificates of compliance
2. Application for the preparation or change of a regional plan or the Regional Policy Statement.

### Applications for resource consents

#### Types of resource consent and resource consent application process.

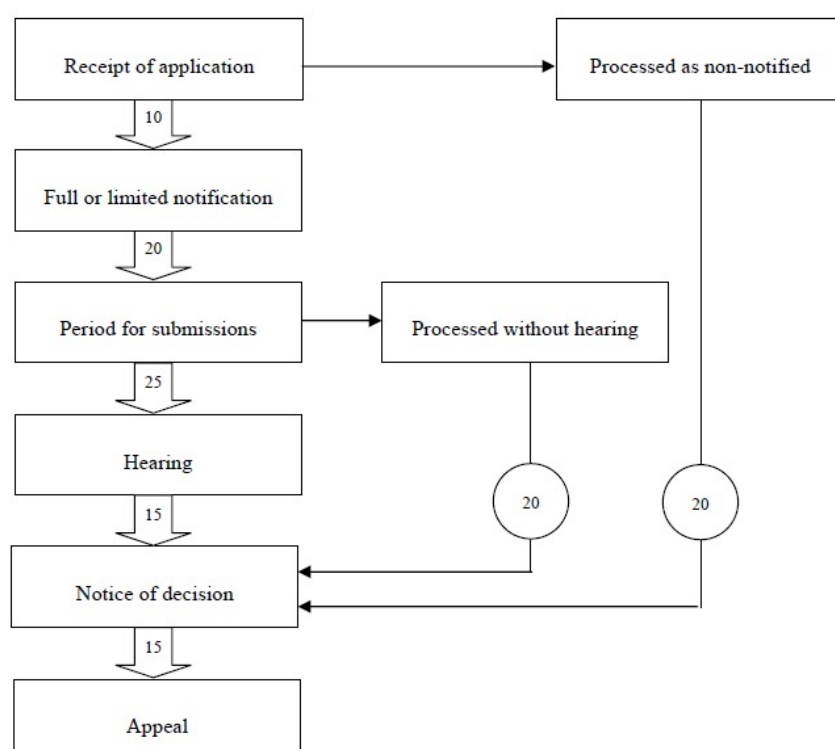
Resource consents permit you to do something that would otherwise contravene the RMA. They are classified by the RMA (section 87) as follows:

- Water permit
- Discharge permit
- Land use consent
- Coastal permit
- Subdivision consent

Subdivision consents are administered by district and city councils and are not covered by this Policy.

Our staff are happy to assist you in making your resource consent application. Our aim is to ensure your application is processed quickly and simply, while meeting all the legal requirements. Figure A below shows how we process consent applications and the statutory time periods (in working days) which the law allows for the various stages.

**Figure A: How we process your consent application**



## Charges for processing applications

Environment Canterbury charges consent applicants for any costs incurred when assessing and making decisions on resource consents. Charges include the costs of technical assessment, peer review work and basic administration costs. We may also charge for travel time associated with site visits.

**We charge the actual and reasonable costs for processing a resource consent application.** This is based on the charge out rates identified in Table A below.

**Table A: Charge-out rates for processing applications**

Hourly charge out rate	Existing charge incl GST	Proposed charge incl GST
Customer services advisory officer	\$95.00	\$95.00
Consent planning officer/consents hearing officer	\$132.25	\$132.25
Consents senior planning officer/specialist officer/management officer	\$149.50	\$149.50

The charge-out rates have been calculated based on the historical annual number of chargeable hours for the above categories of staff. Overhead costs relevant to the running of the consent section within Environment Canterbury are included in the staff charge-out rates.

Before beginning to process an application we require either a fixed application charge or an Initial fixed application charge. These application charges are shown in Tables C, D and E. Where consent processing costs exceed the Initial fixed application charge, an additional charge for actual and reasonable costs is made.

**We will not begin to process any consent application until the fixed or Initial fixed application charge is paid.**

Please note that application charges apply **even if your consent application is declined or you withdraw your application**. Where you withdraw your application, we will calculate the cost of processing the application up to its withdrawal and make a refund or additional charge as appropriate if the amount exceeds \$34.50.

## Charges associated with pre-application advice

Environment Canterbury provides a pre-application advice service as getting things right early in the process can save considerable time and expense later on. We believe it is important you know how to make an application and how it will be processed, so the first hour of our pre-application advice service is free of charge.

After the first hour, we will charge for this service. We will always advise you before we start charging for application advice. In most cases costs incurred for pre-application advice (exceeding one hour) are included when calculating your final consent processing charges. However, for larger projects we may invoice before and during the resource consent process.

**Table B: Charge-out rates for pre-application advice**

Hourly charge out rate	Existing charge incl GST	Proposed charge incl GST
First hour	No charge	No charge
For time exceeding one hour:		
- customer services advisory officer	\$95.00	\$95.00
- consents planning officer/consents hearing officer	\$132.25	\$132.25



Hourly charge out rate	Existing charge incl GST	Proposed charge incl GST
- consents senior planning officer/specialist/management officer	\$149.50	\$149.50

## Application charges for resource consents

### Schedule of charges

Resource consent applications are processed as 'non-notified' if their effects are minor and those who might be affected by the activity agree to the consent being granted. This 'non-notified' classification means the application is not advertised and submissions are not called for.

The fixed application fees for resource consent applications are outlined in Table C and the Initial fixed application fees for resource consent applications are outlined in Table D.

These charges are based on the average cost of processing standard non-notified consents of these types.

**Table C: Fixed application fees for resource consent applications**

Consent type	Existing charge incl GST	Proposed fixed charge incl GST
Install a bore/gallery*	\$460.00	\$575.00
Certificate of compliance	\$230.00	\$230.00
Certificate of existing use	\$644.00	\$644.00
Notification of a partial surrender of a resource consent	\$230.00	\$230.00
Notification of a partial transfer of a water permit or discharge permit	\$230.00	\$230.00

### Key notes to Table C:

- If you have not paid your fixed application charge by the due date, we will not begin processing your consent application until the fee has been paid in full under section 36 (7) RMA
- Table C fixed application charges are not subject to additional charges and will be the total application cost you pay for these consent types. The fixed application charge is deemed to be the actual processing cost and is not subject to refund.
- A compliance monitoring fee is also payable per bore. Please refer to Table K.

**Table D: Initial fixed application charges for resource consent applications**

Consent type	Existing initial fixed charge incl GST	Proposed initial fixed charge incl GST
Discharge sewage from single domestic on-site wastewater system to land	\$1,380.00	\$1,593.00
Discharge dairy effluent to land	\$1,725.00	\$2,265.00
Stockpile dairy effluent to ground (when applied for with a discharge of dairy effluent to land)	\$483.00	\$937.00
Groundwater take	\$3,450.00	\$3,450.00

Consent type	Existing initial fixed charge incl GST	Proposed initial fixed charge incl GST
Discharge water from an aquifer test	\$621.00	\$621.00
Place a swing mooring	\$575.00	\$575.00
Discharge to air from domestic pellet burner	\$345.00	\$345.00
Discharge to air from a small-scale burner	\$667.00	\$667.00
Discharge storm water - residential	\$1,472.00	\$3,450.00
Discharge storm water - industrial	\$2,668.00	\$3,450.00
Take surface water	\$2,277.00	\$2,277.00
Consent for other activity	\$1,472.00	\$1,725.00
Authorisation to transfer a holder's interest in a water permit to another site in the same catchment or aquifer	\$2,277.00	\$2,875.00
Authorisation to partially transfer a holder's interest in a water permit to another site in the same catchment or aquifer	\$2,277.00	\$2,875.00
Change or cancel conditions of a resource consent for groundwater or surface water	\$2,277.00	\$2,277.00
Change or cancel the conditions on a land use consent to install a bore or gallery	-	\$287.50
Change or cancel conditions of any other resource consent	\$598.00	\$862.50

**Key notes to Table D:**

- If you have not paid your Initial fixed application charge by the due date, we will not begin processing your consent application until the charge has been paid in full under section 36 (7) RMA
- These consent types require an Initial fixed application fee because the processing costs for these consent types can vary significantly between applications.
- Table D initial fixed application charges maybe subject to additional charges.
- Should processing costs be less than the Initial fixed application fee by \$34.50 or more, you will receive a refund.

## **Application charges for publicly and limited notified resource consents**

### **Schedule of charges**

A resource consent is publicly notified if its effects are more than minor, and/or if its effects are widespread. A publicly notified application is advertised and submissions are called for. Where the effects on the environment are considered to be minor but it is not possible to obtain the written agreement of all those who may be affected by a proposed activity, the application is limited notified.

The Initial fixed application charges for notified resource consents are as follows:

**Table E: Initial fixed application charges for notified resource consents**

Resource consent process	Existing initial fixed charge incl GST	Proposed initial fixed charge incl GST
Notified application fee (up to hearing stage)	\$1,150.00	\$1,150.00
Application fee for first day of scheduled hearing or part thereof	\$11,500.00	\$11,500.00
Application fee for each additional day of scheduled hearing or part thereof <i>Based on following calculation:</i> \$7,360.00 x # additional hearing days x # of commissioners ÷ # of applications	\$Variable	\$Variable

Key notes to Table E:

a. The actual costs of resource consent applications, less any initial fixed charges already paid will be invoiced as additional costs.

The initial fixed notification fees are due for payment on the date stipulated on the invoice. We will stop processing your application until the initial fixed charges are paid in full.

If a hearing is required to determine the application, a further initial fixed application charge will be invoiced for the first hearing day and any additional hearing days (if required). The initial fixed charges for the first hearing day and any additional hearing days are due for payment on the date stipulated on the invoice. We will stop processing your application until all initial fixed charges are paid in full.

The true cost of processing a notified resource consent varies and is dependent on a number of factors such as how well the applicant has consulted, how well the application is prepared, the number of submissions received, and how difficult the issues are to resolve.

The initial fixed notification fee usually provides for:

- initial processing of the application
- advertising and calling for submissions
- assessment of submissions

Depending on the nature of submissions received, the initial fixed hearing charge will cover:

- pre-hearing meeting costs
- initial assessment of the application and report to the hearing panel
- production of draft consent conditions

The initial fixed hearing fee rarely covers the costs of:

- a full assessment of the application and report to the Hearing Panel (including peer review of the report and input by technical or science experts if required)
- hearing costs (including disbursements)
- assistance to the hearing panel to draft its decision (including decision deliberations)

### Resource consent hearings

Environment Canterbury appoints Independent Hearing Commissioners to decide your application.

The costs of the Independent Hearing Commissioners are passed on to the applicant. This will include any disbursements incurred by the Independent Hearings Commissioners such as meals, travel and accommodation.

### Joint hearings

Where Environment Canterbury is the lead authority in a joint consent application hearing with another consent authority (e.g. district or city council), a portion of the joint costs incurred by Environment Canterbury to hold the hearing will be invoiced to that other authority. This apportionment will be to recover those costs incurred by Environment Canterbury to process the additional consents for the other

authority. This may include a portion of the Independent Hearing Commissioner costs, equipment and venue costs, organisation costs and any other costs directly related to the processing of their consent applications. These costs may or may not be passed on to the applicants by the other consent authority. Applicants should check with other local authorities for their particular charging policy for consent processing

### Cost estimates and regular invoicing

For notified resource consent applications we will provide you with a detailed cost estimate which we will update where necessary.

If you wish, we can also arrange for instalment or pay as you go billing so that you do not receive a large account at the end of the process.

### Charges for resource consent reviews

#### Schedule of charges

**Table F: Charges for non-notified and notified resource consent reviews**

Resource consent reviews	Existing charges incl GST	Proposed charge incl GST
Initial fixed charge per non-notified consent lodged Review resource consent conditions to address adverse effects or for any other purposes specified in the consent per consent	\$1,265.00	\$1,265.00
<b>Initial fixed notification charge per consent requiring notification</b> Notification of consent review requiring notification per consent (up to hearing stage)	\$1,150.00	\$1,150.00
<b>Initial fixed charge per consent for first hearing day</b> Consent review fee for first day of scheduled hearing or part thereof per consent	\$11,500.00	\$11,500.00
<b>Initial fixed charge per consent for each additional hearing day</b> Consent review fee for each additional day of scheduled hearing or part thereof <i>Based on following calculation:</i> $\$7,360.00 \times \# \text{ additional hearing days} \times \# \text{ of commissioners} \div \# \text{ of consents}$	\$Variable	\$Variable

#### Key notes to Table E:

- Charges for resource consent reviews apply to each consent and not each proposal.
- Additional costs will be charged where the total cost to process the consent review exceed the initial fixed application charges due.
- Resource consent reviews will take place regardless of whether the consent holder pays the initial fixed charges or not. The consent holder will be liable for the actual and reasonable costs incurred at the end of the review.

## Application charges where application is called in by Environment Protection Agency

In some cases where an application is a proposal of national significance that the Minister for the Environment can direct that it be processed by the Environment Protection Agency. In these cases all actual and reasonable costs incurred by Environment Canterbury will be passed on to the applicant.

## Application charges for the preparation or change of a regional plan or the Regional Policy Statement<sup>(1)</sup>

### Receiving, accepting or adopting a request

When Environment Canterbury receives a request to prepare or change a Regional Plan or to change the Regional Policy Statement, we may treat the request in one of three ways.

Environment Canterbury may decide to:

1. Decline the request. In this case, the request would go no further
2. Accept the request, but to charge the applicant the cost of processing the application
3. Adopt the request. In this case we will meet the cost of making the change after the initial assessment.

A request may be adopted if Environment Canterbury considers the benefit of the change accrues wholly to the community as distinct from the person or persons making the request.

In all cases, we charge the actual and reasonable costs for the initial assessment of the merits of the request. The actual costs of this assessment will vary depending on the nature and complexity of the request.

The charge out rate for any actual and reasonable costs are the same as those outlined in Table A.

### Schedule of charges

The charges levied by Environment Canterbury in relation to a regional plan or the Regional Policy Statement changes are set out in Table G.

**Table G: Initial fixed application fee for the preparation or change of a regional plan or the Regional Policy Statement**

	Existing charges incl GST	Proposed charge incl GST
Charge for assessing a formal written request before deciding to decline, accept or adopt it, <b>and</b>	\$1,150.00	\$1,150.00
Charge for processing a request which is accepted, <b>or</b>	\$3,450.00	\$3,450.00
Charge for processing a request which is adopted	No charge	No charge

The charge for processing a change which Environment Canterbury has accepted (but not adopted) is intended to provide for:

- public notification of the change and calling for submissions
- preparation of a summary of submissions
- advertising for further submissions

The actual cost will vary depending on the number and complexity of submissions received.

<sup>1</sup> Only Ministers of the Crown or local authorities can apply to change the Regional Policy Statement.



The charge does not include any cost associated with processing the change after the receipt of further submissions. This is because the amount of work necessary to take the proposed change through the remainder of the process laid down in the First Schedule to the RMA may vary considerably depending on the magnitude or complexity of the proposal and the number of submissions received.

This can best be estimated once the public has demonstrated its interest in the change through the public submission and further submission process.

We will recover any actual and reasonable costs that exceed the amounts shown in this section by way of an additional charge under s36 RMA.

We will advise you when we have assessed your application for change to a Regional Plan or the Regional Policy Statement change application if the cost of processing it is likely to exceed \$3,450.00.

We will provide an estimate of the total cost of the application when the period for submissions on the requested change has closed.

If the cost of processing a request which has been accepted is less than initial fixed fee of \$3,450.00 by more than \$34.50, we will refund the difference.

## Charging basis

To process your resource consent application or request to change a Regional Plan or the Regional Policy Statement we charge for our actual and reasonable costs in the following way:

### Staff services

- Staff time is charged on the basis of actual time spent. The charge-out rate is dependent on the services provided as outlined in Table A as is repeated below:

**Table A: Charge-out rates for processing applications**

Hourly charge out rate	Existing charge incl GST	Proposed charge incl GST
Customer services advisory officer	\$95.00	\$95.00
Consent planning officer/consents hearing officer	\$132.25	\$132.25
Consents senior planning officer/specialist officer/management officer	\$149.50	\$149.50

- The costs of staff time in hearings (excluding any staff member providing assistance to the Hearing Panel) and pre-hearing meetings is chargeable.
- Charge-out rates are based on the annual number of chargeable hours for the above categories of staff. Overhead costs relevant to running the consents planning section within Environment Canterbury are also included in the staff charge-out rates.

### Consultant costs

- Where Environment Canterbury uses an external consultant where its staff would normally provide services but they are not available, the charge out rate is the same as those in Table A.
- Where Environment Canterbury uses a consultant because the applicant has occasioned the use of the consultant, the full cost of the consultant is charged to the applicant. This may include instances where the applicant makes a request for urgency, the application involves complex and/or technical matters or a peer review for an unorthodox application is necessary.
- Where Environment Canterbury uses a consultant to commission a report under section 92(2) of the RMA, the full cost of the consultant is charged to the applicant as a disbursement.
- Where the full costs of the consultant are charged, Environment Canterbury will also charge the applicant for time spent managing the consultant. The Consent Planning Officer hourly rate per Table A will be applied in these instances.

## Disbursements

- Disbursements include advertising expenses, laboratory analysis, consultants (expert advice), photocopying and hearing costs (other than staff time)
- The fees do not include any charges payable to the Crown in respect of any application (eg, the Maritime Safety Agency's fee for checking the navigational safety of maritime structures)

## Travel

- We charge for the travel costs of our staff when making site visits.
- The cost is calculated from Timaru, Ashburton, Christchurch or Amberley Environment Canterbury offices, whichever is closer to the location of the application.
- The travel cost will be the hourly charge out rate of the staff member and the vehicle cost which is calculated in accordance with Table H below. The actual time spent on site will also be charged at the appropriate hourly rate in Table A.

**Table H: Environment Canterbury vehicle charge-out rates**

Vehicle type	Current per km charge	New rate per km charge
Cars, hatches, station wagons < 1600cc		\$0.41
Cars, hatches, station wagons 1600 - 2300cc		\$0.49
Cars, hatches, station wagons > 2300cc		\$0.85
Utilities, vans 2WD		\$0.54
Utilities, vans 4WD < 2200cc		\$0.55
Utilities, vans 4WD 2200 - 3300cc		\$0.70
Utilities, vans 4WD > 3300cc		\$0.97

## Resource Management (Discount on Administrative Charges) Regulations 2010

### Introduction

The Resource Management (Discount on Administrative Charges) Regulations 2010 commonly called the 'Discount Regulations', sets a default discount policy for resource consents that are not processed within statutory timeframes (see Figure A).

Environment Canterbury's policy adheres to the Discount Regulations.

### Value and scope of Discount Regulations

The Discount Regulations set out a discount of 1% for each day an application is processed over the statutory timeframes specified in the RMA, up to a maximum of 50% (i.e. 50 working days).

The Discount Regulations apply to the processing of most resource consent applications or applications to change consent conditions. They do not apply to the following:

- applications to extend consent lapsing periods (s127, RMA) Consent reviews (s128, RMA)
- certificates of compliance (s139, RMA)
- replacement consent applications when application are processed prior to the expiry of a resource consent.
- when an applicant withdraws a resource consent application

If your application is not processed within statutory timeframes, a discount will be identified accordingly in line with the Discount Regulations.

The Discount Regulations can be viewed in full at <http://www.legislation.govt.nz/>. The Ministry for the Environment (MfE) has prepared some helpful guidance on the Discount Regulations<sup>(2)</sup>. This information can be accessed at the MfE website [www.mfe.govt.nz](http://www.mfe.govt.nz).

## **Your right of objection and appeal**

If you consider any additional charge (that is any charge which exceeds the initial fixed fees specified in Tables D, E, F, G, K and L is unreasonable, you may object to Environment Canterbury in accordance with s357 of the RMA. You need to make your objection in writing to Environment Canterbury within 15 working days of receiving your account. Environment Canterbury will hear your objection and make a decision on whether to uphold it.

If you are still not satisfied then you may appeal Environment Canterbury's decision to the Environment Court.

You may not object to any of the fixed charges listed in Tables C.

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<sup>2</sup> Ministry for the Environment. 2010. *Resource Management (Discount on Administrative Charges) Regulations 2010 – Implementation Guidance*. Wellington: Ministry for the Environment.

## Consent monitoring charges

This section of the Policy sets the charges which Environment Canterbury levies annually in relation to resource consents.

Under section 36(1) (c) of the RMA, Environment Canterbury may charge for costs associated with our ongoing consent management responsibilities. This includes the costs for ongoing maintenance and monitoring of consents.

Where the charges set in this section are inadequate to cover actual and reasonable costs, we may impose an additional charge under section 36(3) of the RMA.

### The compliance monitoring charge

**Summary: Your compliance monitoring programme is tailored to your individual circumstances. You pay the cost of monitoring your consent.**

#### What we do to monitor your consent

The purpose of compliance monitoring is to confirm consent holders are meeting the conditions of their consents. The conditions on resource consents are designed to control any adverse effects on the environment arising from the exercise of the consent.

We need to know consents are being complied with. In this way we can ensure the resource you are using remains fit for you and other consent holders to use.

We tailor a compliance monitoring programme based on the risk of the activity on the environment. Consents with an ongoing effect on the environment have a monitoring programme, though it is important to note that the monitoring programme may not always require inspections of the site. Consents with a finite effect, e.g.: installation of a culvert may only need one site visit.

The programme is initially determined at the time your consent is granted. How much compliance monitoring is required varies according to the nature of your activity, its size and frequency, and its potential environmental impact.

Your compliance programme can be reduced where you establish a good compliance record (for some consents), or where you hold two or more consents at the same location. It may also be increased where you establish a poor compliance record.

Consents that require inspections will receive an initial site visit to ensure the consent is being appropriately implemented. More than one visit may be required if the consent is for an activity with a lengthy construction period (e.g. a sizeable structure).

After this visit we will advise you on the status of your consent compliance. As part of the compliance monitoring programme for a consent, we:

- carry out site visits and inspections (where required)
- review the results of any monitoring carried out by you or your consultants
- advise you on the outcome of the compliance visit
- carry out tests and analyse samples at a laboratory (where relevant)

Occasionally, we may also need to use outside expertise to assist with the monitoring of some consents. The costs of these experts may be included as part of your consent monitoring charge. In most cases, however, Environment Canterbury staff will carry out compliance checks.**The basis for compliance monitoring charges**

The basis for the compliance monitoring charge is the actual and reasonable cost of carrying out your compliance monitoring programme. Each consent has a separate monitoring programme. You pay the cost of monitoring compliance for your consent.

Environment Canterbury has considered the criteria in section 36 of the RMA before setting this charge. We consider that the need for this type of monitoring arises only because of consent holders' activities and that the benefits accrue entirely to consent holders. It is appropriate, then, for consent holders to bear the actual and reasonable cost of this monitoring.

The charge consists of the cost of staff time to carry out an inspection, audit any monitoring information provided by you, reporting back to you on outcomes of any compliance monitoring, and, where necessary, laboratory costs (e.g. to test water quality). You will also be charged for the costs of travel, consultants and disbursements.

The staff charge-out rate is dependent on the service provided as outlined in Table I below:

**Table I: Charge out rates for consent monitoring**

Hourly charge out rate	Existing rate incl GST	Proposed rate incl GST
RMG administration officer	\$69.00	\$80.50
Resource management officer – consent monitoring	\$97.75	\$103.50
Resource management officer – compliance for technical and/or science expert advice	\$132.25	\$132.25

The charge-out rates have been calculated based on the annual number of chargeable hours for the above categories of staff. Overhead costs relevant to running the consent monitoring section within Environment Canterbury are included in the staff charge-out rates. Included in the overhead cost, is a recovery for maintaining your permanent consent file and providing routine monitoring correspondence.

#### Consultants and disbursements

If Environment Canterbury needs to use an external consultant due to staff shortage, the relevant staff charge-out rate listed in Table I will be applied and charged to the consent holder as a disbursement.

In instances where, Environment Canterbury utilise an external consultant due to the complexity/technical nature of the activity being monitored, or where the consent holder agrees, the full cost of the consultant is charged to the consent holder as a disbursement.

Where the full costs of the consultant are charged, Environment Canterbury will charge the consent holder for staff time spent managing the consultant. The most appropriate charge-out rate in Table I will be applied in these instances.

Other disbursements include advertising expenses, laboratory analysis, photocopying.

#### Travel

We charge for the travel costs of our staff when making site visits.

The cost is calculated from Timaru, Ashburton, Christchurch or Amberley Environment Canterbury offices, whichever is closer to the location of the application.

The travel cost will be the hourly charge out rate of the staff member and the vehicle cost which is calculated in accordance with Table J below. The actual time spent on site will also be charged at the appropriate hourly rate per Table I.

**Table J: Environment Canterbury vehicle charge-out rates**

Vehicle type	Current per km charge	New rate per km charge
Cars, hatches, station wagons < 1600cc		\$0.41



Vehicle type	Current per km charge	New rate per km charge
Cars, hatches, station wagons 1600 - 2300cc		\$0.49
Cars, hatches, station wagons > 2300cc		\$0.85
Utilities, vans 2WD		\$0.54
Utilities, vans 4WD < 2200cc		\$0.55
Utilities, vans 4WD 2200 - 3300cc		\$0.70
Utilities, vans 4WD > 3300cc		\$0.97

#### Fixed consent monitoring fees for bore installations

Environment Canterbury charges a fixed compliance monitoring fee for bore installation. The fixed fee is per bore (to a maximum of 5 bores) and is payable at the time you lodge your consent application.

**Table K: Initial fixed bore monitoring compliance charge**

Bore monitoring and compliance	Existing charge incl GST	Proposed charge incl GST
To carry out compliance monitoring and administration requirements of a bore installation (per bore to a maximum of five bores)	\$66.13	\$66.13

If the installation is for more than five bores, an additional charge is payable for staff time, disbursements and travel as set out in 4.2.2.

#### Initial fixed consent monitoring charges to determine and communicate flow conditions

**Table L: Initial fixed charges to determine and communicate flow conditions**

Determining and communicating flow	Existing charge incl GST	Proposed charge incl GST
To determine and communicate flows and any restrictions for minimum or residual flow condition water resource consents.	\$21.56	\$21.56

Where the total cost of low flow monitoring exceeds the initial fixed charge an additional charge will be made, for staff time, disbursements and travel as set out in 4.2.2.

#### Reduction in compliance monitoring charges – reward for good compliance

Some consent holders may become eligible for a decrease in the level of compliance monitoring required for their consent. This typically occurs when consent holders comply with all their consent conditions, resulting in a reduced need for frequent inspection. In these cases, we can pass on some savings to those consent holders. Compliance with your consent conditions can result in significantly reduced monitoring charges.

#### Incident notifications, compliance with enforcement orders and compliance with abate notices

Where we carry out an inspection as a result of an **incident notification** (for example, a complaint about water pollution or odour release), the consent holder is only charged if the consent is breached and non-compliance is observed.

Where we carry out an inspection to determine compliance with **an enforcement order or abatement notice** for a consented activity, we will charge the consent holder actual and reasonable costs for any follow up visit to confirm that the required action has been taken and full compliance with the notice and your resource consent is achieved.

## Maritime New Zealand Fees

Section 89A of the Resource Management Act 1991 requires Environment Canterbury to engage Maritime New Zealand (MNZ) to assess applications affecting the safety of navigation made under the Act. Environment Canterbury will recover related MNZ charges from the applicant.

Maritime New Zealand fees		Current	Hourly fee
Assessment of applications under Resource Management Act 1991 affecting navigation	Office based		\$166.00
	Off-site (first visit)		\$210.00

### Notes on MNZ fees:

- a. The charges quoted are as required under the Shipping (Charge) Regulations 2014 and are likely to change in accordance with amendments made to these regulations.
- b. As these charges are not set by Environment Canterbury they are included as a guideline only and you will pay the actual charges of MNZ.

## Building Act 2004 charges

Section 243 of the Building Act 2004 provides that Environment Canterbury may recover the costs for performing its functions under the Act. This will include cost of staff, consultants, applicable levies and all other disbursements incurred in carrying out those functions.

### Charges

A combination of 'Deposits', 'Additional Charges' and 'Levies' will be used. Building consents shall not be uplifted until total payment is made.

#### Deposits

Deposits listed in Table O below are payable by the applicant. Payment of deposits will be requested in advance of the work to be completed, and will be treated as a part payment against total costs.

#### Additional charges

In many instances, the total cost of processing an application or performing a monitoring duty will exceed the deposit. In these cases an additional charge will be made to recover the actual costs incurred.

The additional charge will be determined by the following formula:

$$\text{Additional charge} = (\text{staff hours} \times \text{hourly rate}) + (\text{external processing consultant hours} \times \text{hourly rate}) + \text{disbursements} - \text{deposit}$$

**Table M: Charge out rates for building consents and monitoring**

Hourly charge-out rate	Existing rate incl GST	Proposed rate incl GST
RMG administration officer	\$69.00	\$80.50
Building consent authority co-ordinator	\$97.75	\$97.75

#### Levies

Department of Building and Housing and Building Research Association of New Zealand levies apply to building consent applications and certificates of acceptance where the estimated value of building work is greater than \$20,000.

Environment Canterbury is required to collect these levies on behalf of the Department of Building & Housing and the Building Research Association of New Zealand.

The levies quoted are as required by regulation on 1 March 2008 and may change in accordance with amendments made to regulations.

**Table N: Charges for receiving, processing and granting building consent applications or issuing certificates of acceptance, and issuing project information memoranda**

Application type	Size of project	Current	New rate deposit (incl GST)	Additional charges may apply?	DBH and BRANZ levies (GST exempt)
Project Information Memorandum (PIM)		\$257.50	\$257.50	Yes	Not applicable

Application type	Size of project	Current	New rate deposit (incl GST)	Additional charges may apply?	DBH and BRANZ levies (GST exempt)
Building consent application	Project with estimated value of building work <b>under \$20,000</b>	\$575.00	\$575.00	Yes	Not applicable
	Project with estimated value of building work <b>above \$20,000</b>	\$2,875.00	\$2,875.00	Yes	<b>DBH levy:</b> \$2.01 per \$1,000 (or part of \$1,000) of estimated value of building work <b>BRANZ levy:</b> \$1.00 per \$1,000 (or part of \$1,000) of estimated value of building work
Certificate of Acceptance	Project with estimated value of building work <b>under \$20,000</b>	\$575.00	\$575.00	Yes	Not applicable
	Project with estimated value of building work <b>above \$20,000</b>	\$2,875.00	\$2,875.00	Yes	Not applicable

**Table O: Charges for administration, monitoring and supervision of building consents**

Building consent task	Current	New charge
To issue Code of Compliance for building consent applications granted by Environment Canterbury or another building consent authority	Charge = (staff hours x hourly rate) + (external processing consultant x hourly rate) + disbursements	Charge = (staff hours x hourly rate) + (external processing consultant x hourly rate) + disbursements

Key notes to Table O:

- a. Hourly charge-out rates are shown in the Table M.

**Table P: Charges for dam safety activities**

Building consent activity	Current	New rate incl GST
Review Potential Impact Classifications submitted by dam owners	\$172.50	\$172.50
Review Dam Safety Assurance Programmes	Charge = (staff hours x hourly rate) + (external processing consultant x hourly rate) + disbursements	Charge = (staff hours x hourly rate) + (external processing consultant x hourly rate) + disbursements+ travel costs
Review Warrant of Fitness	Charge = (staff hours x hourly rate) + (external processing consultant x hourly rate) + disbursements	Charge = (staff hours x hourly rate) + (external processing consultant x hourly rate) + disbursements+ travel costs

Key notes to Table P:

- a. Hourly charge-out rates are shown in the Table M.

### Travel costs

- We charge for the travel costs of our staff when making site visits.
- The cost is calculated from Timaru, Ashburton, Christchurch or Amberley Environment Canterbury offices, whichever is closer to the location of the application.
- The travel cost will be the hourly charge out rate of the staff member and the vehicle cost which is calculated in accordance with Table Q below. The actual time spent on site will also be charged at the appropriate hourly rate in Table M.

**Table Q: Environment Canterbury vehicle charge-out rates**

Vehicle type	Current per km charge	New rate per km charge
Cars, hatches, station wagons < 1600cc		\$0.41
Cars, hatches, station wagons 1600 - 2300cc		\$0.49
Cars, hatches, station wagons > 2300cc		\$0.85
Utilities, vans 2WD		\$0.54
Utilities, vans 4WD < 2200cc		\$0.55
Utilities, vans 4WD 2200 - 3300cc		\$0.70
Utilities, vans 4WD > 3300cc		\$0.97



## Harbourmaster, Maritime Transport Act 1994, navigation safety by-laws and other fees and charges

Environment Canterbury is proposing to fully fund the Regional Harbourmaster functions as a user-pays activity for ports and shipping. This will require a review of the Navigation Safety Bylaw charges. This will be a separate consultation to the 2015-2025 Long-Term Plan. The current fees and charges are below:

Permission of the harbourmaster	Current	New rate incl GST
Permission of the regional harbourmaster to undertake Hot work on a vessel other than an oil tanker	No charge	No charge
Permission of the regional harbourmaster to undertake Hot Work on an oil tanker	\$90.00	\$287.50
Any other exemption, permission or authorisation of the regional harbourmaster or regional on-scene commander not otherwise specified	\$170.00	\$213.33

Suspension, exemption, reservations	Current (+ GST)	New rate incl GST
Application for a suspension or exemption from Environment Canterbury under Navigation Safety Bylaws	\$220.00	\$287.50
Application for a reservation, regulation, prohibition or authorisation from Environment Canterbury under Navigation Safety Bylaws	\$220.00	\$287.50

Port charges	Current (+ GST)	New rate incl GST
For <u>Kaikōura</u> , payable per quarter by the Kaikōura District Council	\$712.00	\$818.80
For <u>Lyttelton Port</u> , payable per quarter by Lyttelton Port of Christchurch	\$20,090.00	\$51,750.00
For <u>Akaroa Harbour</u> , payable per quarter by the Christchurch City Council.	\$3,000.00	\$3,450.00
For the <u>Port of Timaru</u> , payable per quarter by Prime Port Timaru Ltd	\$13,245.00	\$15,231.75

Swing mooring charges	Current (+ GST)	New rate incl GST
Swing mooring annual fee for administration, supervision and monitoring	\$100.00	\$115.00
Discount for inspection and maintenance carried out and reported in full to the Harbourmaster's office on or within one year from the date of the previous inspection	\$20.00	\$23.00
Charge for processing an application for approval of a new mooring in Designated Mooring areas	\$250.00	\$287.50

Swing mooring charges	Current (+ GST)	New rate incl GST
Charge for attendance by Harbourmaster or Environment Canterbury representative when a new mooring is laid	\$150.00	\$213.33
Rental or use of an Environment Canterbury owned/administered mooring suitable for a vessel up to 12.0 metres length overall		\$57.50 per week
Rental or use of an Environment Canterbury owned/administered mooring suitable for a vessel over 12.0 metres length overall		\$115.00 per week

Akaroa Harbour and Kaikōura ship charges	Current (+ GST)	New rate incl GST
Fees for ship visits to Akaroa and Kaikōura for costs of chart updates, operation and maintenance of navigation aids, and operation and maintenance of Safety Management systems, per visit (based on ship length (LOA)):		
- less than 100m	\$900.00	\$1,265.00
- 100m to 200m	\$1,200.00	\$1 495.00
- 200m to 300m	\$1,500.00	\$1,955.00
- over 300m	\$1,800.00	\$2,300.00
Charge for cancellation of a vessel booking when undertaken less than seven days prior to the scheduled visit		\$57.50

Harbourmaster services and regional on-scene commander services charges	Current (+ GST)	New rate incl GST
Examination of a candidate for a Masters Pilotage Exemption Certificate	\$400.00	\$460.00
Review or Approval of a Tier 1 Marine Oil Spill Response Plan including audits	\$1,00.00	\$1,150.00
Attendance at Tier 1 Plan site visit, exercise or audit		\$213.33 per hour
Charge for travel to or from any location to undertake a site visit or audit		\$213.33 per hour
For an application for an exemption, permission or authorisation of the regional on-scene commander not otherwise specified		\$213.33 per hour
Notification of change of ownership of a boatshed or slipway	\$50.00	\$115.00

## Other charges under the Local Government Act 2002

Section 150 of the Local Government Act 2002 provides for charges to be set for various regulatory functions.

### Land Improvement Agreements

The administration of specific aspects of Land Improvement Agreements (made under the Soil Conservation and Rivers Control Act 1941) is a regulatory service. Land Improvement Agreement holders are the primary beneficiaries of these services.

Land Improvement Agreement charges	Current	New charge incl GST
Application to terminate a Land Improvement Agreement or part thereof	\$408.25	\$408.25
Application under section 60 (4) of the Crown Pastoral Land Act 1998 for a consent to the acceptance of a substantive proposal	\$483.00	\$483.00

#### Note:

Environment Canterbury has a policy that no cancellations will be accepted 24 hours after the application is received.

### Miscellaneous charges

The costs of undertaking some functions under the Resource Management Act 1991 (RMA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) are recovered via charges set under section 150 of the Local Government Act 2002 (LGA).

Miscellaneous charges	Current	New charge incl GST
Processing the application for authorisation in a clean air zone for the use of any class of fuel (RMA section 369 (11)(a))	\$5,750.00	\$5,750.00
Processing an application for authorisation in a clean air zone for the use of and installation of any class of fuel-burning equipment (RMA section 369 (11)(a)) and LGA section 150).	Based on charge formula	Based on charge formula
Monitoring and supervision of fuel-burning equipment that has been authorised (RMA section 369(11)(b) and LGA section 150)	Based on charge formula	Based on charge formula
Processing an application for a reclamation survey plan approval (RMA section 245)	\$172.50	\$172.50
Monitoring of a dairy shed or piggery discharge authorised as a permitted activity by a rule in a regional plan or a proposed regional plan, to determine compliance with the conditions of the relevant rule	\$299.00	\$299.00
Applications for information on a specific property (RMA section 35 and LGOIMA section 13) through:		
- the formal Land Information Request system	\$235.00	\$235.00
- for flood hazard information	\$172.50	\$172.50

Miscellaneous charges	Current	New charge incl GST
Monitoring of compliance with the requirements for water measurement and reporting as prescribed within the Resource Management (Measurement and Reporting of Water Takes) Regulation 2010:	Based on charge formula	Based on charge formula
Consented removal of gravel in rivers (payable by consent holder)	\$0.13 per cubic metre	\$0.13 per cubic metre
Permitted activity authorisation for the removal of gravel in rivers (up to 12 months):		
- 1500 cubic metres or less	-	\$345.00 + \$0.13 per cubic metre
- Over 1500 metres	-	\$862.50 + \$0.13 per cubic metre
Monitoring of compliance with the requirements of the permit to remove gravel in rivers	-	Based on charge formula

Key note on miscellaneous charges:

a. **Charge formula** = (staff hours x hourly charge rate) + disbursements

b. Hourly charge-out rates are shown in Table R

**Table R: Charge out rates**

Hourly charge out rate	Current	New charge incl GST
RMG administration officer	\$69.00	\$80.50
Resource management officer – consent monitoring	\$97.75	\$103.50
Resource management officer - compliance	\$132.25	\$132.25
Customer services advisory officer	\$95.00	\$95.00
Consent planning officer/consents hearing officer	\$132.25	\$132.25
Consents senior planning officer/specialist officer/management officer	\$149.50	\$149.50

## The provision of information

Environment Canterbury documents, plans and reports are generally published in electronic form at no charge on the Environment Canterbury website: [www.ecan.govt.nz](http://www.ecan.govt.nz)

Many Environment Canterbury brochures, guides and information documents are also available at our offices for no charge.

However, we are able to charge for providing information under the Resource Management Act 2002 (RMA) and Local Government Official Information and Meetings Act 1987 (LGOIMA).

### Information provided under the RMA

Environment Canterbury may charge for the provision of information in relation to resource consents and Regional Plans and Policies (RMA section 36(1) (e) and (f)).

We recognise that we have a significant advisory and information role and our aim is to assist you to have access to the information you need to make effective use of your resource consent. To this end, we provide a reasonable amount of information free of charge, as listed below. If more time is spent, or more photocopying required than is allowed for here, the provision of information may be subject to the following charges.

Any charge for information includes the following components:

- a. **Staff time** spent in making printed information available is charged at \$46 per hour (incl GST).
- b. **All other disbursements** are charged at cost. We may pass on charges to the person requesting the information where the information held by us is subject to agreements with commercial data suppliers who may require us to levy charges.

We will provide you with an estimate of cost of producing the information and may require you to make payment before the information is released to you.

**Copying** charges are:

Copying charges	Current	New charge incl GST
CD (if available)	No charge	No charge
Statutory recipients:		
- first copy	No charge	No charge
Other recipients:		
- documents less than 100 pages	\$20	\$20
- documents more than 100 pages	\$20 + \$0.10 per side over 100 pages	\$20 + \$0.10 per side over 100 pages
Fixed charges for resource consent applications:		
- up to 10 pages	No charge	No charge
- over 10 pages – black	\$0.10 per side	\$0.10 per side



Copying charges	Current	New charge incl GST
- over 10 pages – colour	\$1 per side	\$1 per side
Technical, planning & general printed reports and documents:		
- less than 100 pages	\$20 + \$0.10 per side over 100 pages	\$20 + \$0.10 per side over 100 pages
On demand photocopying and reproduction		
- up to 10 pages	No charge	No charge
- over 10 pages – black	\$0.10 per side	\$0.10 per side
- over 10 pages – colour	\$1 per side	\$1 per side
Documents with special production requirements	Charged at cost	Charged at cost

**Printed copies of specific plans and statements** are charged as follows:

Charges for specific plans and statements	Current	New charge incl GST
Natural Resource Regional Plan		
- Chapter 1		\$17.50
- Chapter 2		\$20.00
- Chapter 3		\$45.00
- Chapter 4		\$33.00
- Chapter 5		\$75.00
- Chapter 5 Appendix		\$22.50
- Chapter 6		\$20.50
- Chapter 7		\$20.00
- Chapter 8		\$21.50
- Maps		\$111.00
Hurunui Waiua River Regional Plan		\$39.00
Land and Vegetation Management Regional Plan		\$17.00
Opihi River Regional Plan		\$17.50
Pareora Regional Plan		\$28.50
Regional Policy Statement		\$97.00

Charges for specific plans and statements	Current	New charge incl GST
Regional Coastal Plan Volume 1		\$30.00
Regional Coastal Plan Volume 2		\$48.00
Regional Coastal Plan Volume 3		\$73.50
Waimakariri River Regional Plan		\$24.50
Waipara Catchment Plan		\$28.50
Waitaki Catchment Water Allocation Plan		\$17.50

### Information provided in response to a LGOIMA request

Information provided in response to requests under this Act may be charged for under section 13(1A) of the Act. We follow the Ministry of Justice “Charging Guidelines for Official Information Act 1982 Requests” which is available on their website: [www.justice.govt.nz](http://www.justice.govt.nz).

In summary:

- The first hour of time spent searching, abstracting, collating, copying, transcribing should be free.
- \$38 may be charged for each subsequent half hour of time
- 20c per page after the first 20 pages
- Actual costs may be recovered for:
  - provision of data on disc
  - retrieval of information off-site
  - provision of maps, plans or other documents larger than foolscap size.

### Miscellaneous

Replacement or duplicate copy of any licence, certificate, exemption, permission or approval document - \$23.00 incl GST.