

Palmerston North City Council

## **Fees & Charges for 2025/26**

Extracts from the report considered by the Council at its meeting on 12 February 2025

The full report is available to view on the agenda of that meeting.

**At its meeting the Council approved all of the proposed changes to fees and charges listed in the following appendices with the following change:**

- 1. In the case of metered parking fees to increase the hourly charge from \$2.00 to \$2.50 effective from 1 July 2025.**

## **PROPOSED AMENDMENTS TO FEES AND CHARGES FOR TRADE WASTE**

### **1. INTRODUCTION**

It is Council's policy to review its fees and charges for trade waste each year in accordance with the Palmerston North Trade Waste Bylaw.

Changes to these fees and charges are required to be approved using the consultation principles of the Local Government Act.

### **2. BACKGROUND**

#### **2.1 Revenue & Financing Policy Requirements**

As part of Council's financial framework it has in place a Revenue and Financing Policy that was adopted in 2024.

The policy defines how operating expenditure for each activity will be funded. In summary the funding sources are from either, user charges or targeted rates (private), rates (public), or based on the exacerbator principle whereby the cost of an activity can be attributed to an individual or a group of individuals.

Some of the discharges of trade waste into the sewerage system use up more of the sewerage systems capacity than normal domestic discharges.

Council's Revenue and Financing policy states "volumes of trade waste are capable of being measured so those who discharge trade waste should be charged based on the nature and volume of discharge". The setting of the charges is regulated under Council's Trade Waste Bylaw 2022 and a specific charging mechanism has been established to recover the extra costs imposed on the Council's system.

These costs are incurred in the following way;

- Compliance Monitoring – the inspection, sampling and analysis of trade waste discharges
- Trade Waste Application – the processing of new or renewal applications
- Consent Processing – when the cost of processing the consent exceeds the normal application fee
- Re-inspection – for re-inspection of premises when a notice served by the Council has not been complied with
- Annual Trade Waste Charges – for administration and monitoring of individual consent holders

- Trade Waste Charges – these are for the impact of consented discharges on Council’s system.

The following factors impact on the fees and charges;

- Costs to administer and monitor consents
- Cost of operating the Palmerston North sewerage system
- Flows within the Palmerston North sewerage system
- Loading on the Palmerston North Wastewater Treatment Plant.

These costs, flows and loadings vary from year to year.

## 2.2 Statutory Requirements

The Council adopted the latest version of the Palmerston North **Trade Waste** Bylaw in 2022 under its statutory powers contained in the Local Government Act 2002 (LGA). Accordingly, in terms of section 150 of the LGA the trade waste charges are required to be set in a manner giving effect to the requirements of the Act. Schedule 1 of the Bylaw contains a list of types of charges that may be imposed. In June 2024 the Council adopted the current schedule of charges following appropriate consultation.

## 2.3 Factors Impacting on Setting Fees and Charges

A number of other considerations are factored into the proposed fees. They are:

Transparency It is important that fees and charges are structured in a manner that clearly identifies the specific service being provided and the true cost of providing such services.

Fair and reasonable That the charges are demonstrated to be fair and reasonable.

Market comparable Where appropriate.

## 2.4 Outline of Proposed Fees and Charges

The proposed fees and charges are shown in detail below:

**Palmerston North City Council**

**Trade Waste Charges**

Pursuant to the Palmerston North Trade Waste Bylaw 2022

| Category   |   | 2024/2025 Charge<br>(GST Incl.) | 2025/2026 Charge<br>(GST Incl.)      | Description   |
|--|---|---------------------------------|--------------------------------------|---|
| <b>Administrative Charges (Table 2 – Schedule 1)</b> |   |                                 |                                      |   |
| 2.2  | Compliance Monitoring - Conditional Consents  | \$250 per sampling & analysis   | <b>\$270</b> per sampling & analysis | Fee to recover inspection and monitoring costs of trade premises  |
| 2.2  | Compliance Monitoring – Grease Trap Sampling Fee  | \$130 per inspection            | <b>\$140</b> per inspection          | Fee to recover inspection and sampling costs of grease traps  |
| 2.4  | Trade Waste Application Fee   | \$1,700                         | <b>\$1,820</b>                       | Fee to recover cost of processing new or renewal applications   |
| 2.5  | Consent Processing Fee  | \$210 per hour                  | <b>\$225</b> per hour                | Fee to recover cost of processing extraordinary applications  |
| 2.6  | Re-inspection Fee   | \$210 per inspection            | <b>\$225</b> per inspection          | Fee to recover cost of re-inspections of individual trade premises  |
| 2.9  | Trade Waste Charge - Permitted Consents for Grease traps/Oil interceptors/Amalgam traps | \$130 per annum                 | <b>\$140</b> per annum               | Charge to recover administration and monitoring cost of grease traps/ oil interceptors & other treatment devices/ amalgam traps at dental surgeries |
| 2.9  | All other premises (conditional) plus trade waste charges                               | \$1,410 per annum               | <b>\$1,510</b> per annum             | Charge to recover administration and monitoring cost of trade waste consents  |
| 2.9  | Discharge administration fee  | \$650 per annum                 | <b>\$700</b> per annum               | Charge to recover administration and monitoring costs of permitted customers with discharges exceeding 5m <sup>3</sup> /day                         |
| <b>Trade Waste Charges (Table 3 – Schedule 1)</b>    |   |                                 |                                      |   |
| 3.1  | Volume Charge (\$/m <sup>3</sup> )  | \$0.694/m <sup>3</sup>          | <b>\$0.87</b> /m <sup>3</sup>        | Charge to recover sewerage collection costs   |
| 3.3  | Suspended Solids Charge (SS) (\$/kg)  | \$0.744/kg SS                   | <b>\$1.16</b> /kg SS                 | Charge to recover suspended solids treatment costs  |
| 3.4  | Organic Loading Charge (BOD) (\$/kg)  | \$0.71/kg BOD                   | <b>\$0.86</b> /kg BOD                | Charge to recover organic loading treatment costs   |
| 3.6  | Phosphorous Charge (DRP) (\$/kg)  | \$38.805 /kg DRP                | <b>\$54.11</b> /kg DRP               | Charge to recover phosphorous (DRP) removal costs   |
| <b>Tankered Waste Charges (Table 4 – Schedule 1)</b> |   |                                 |                                      |   |

|     |                        |                   |                   |  |
|-----|------------------------|-------------------|-------------------|--|
|     |                        |                   |                   |  |
| 4.1 | Tankered Wastes Charge | \$45/1,000 litres | \$50/1,000 litres | Charge to recover administration, receiving and treatment costs of tankered wastes |

The volume dependent charges are based on historic flows, strengths and costs. The proposed 2025/26 charges are based on flows over the two years to 31 December 2024 and costs for the year to 30 June 2024. The combination of these charges is anticipated to increase overall charges for tradewaste users by between 20% and 25%.

The fixed charges are set to recover direct costs of sampling, analysis and administration of tradewaste effluent charged from conditional consent holders under the provisions of the bylaw. Sampling is required to confirm compliance with the consent conditions and in conjunction with the measured flows used to determine the monthly charges. It is proposed that each of the administrative charges be increased by 7-8% to reflect increasing operating costs.

## 2.5 Level of Service

As part of the process of preparing the Long-term Plan 2024-34 the level of service for all areas was considered. This determined that the current levels are appropriate.

## 3. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables Council to be satisfied that they are transparent, fair and reasonable and market comparable. This does not necessarily mean that fees will be increased every year.

The options available include no change being made, proceeding with the recommendations or changing fees by a different amount. If no change is made or fees are increased by a lesser amount, the proposed budgeted revenue for 2025/26 cannot be met. This will result in the level of ratepayer funding having to be increased to make up the shortfall or the level of services being reduced.

The remaining option is to proceed with the recommended changes. This will ensure that the charges for providing the services are fair and reasonable. It will ensure that the revenue attained from fees and charges reflects the true cost to Council of providing such services.

### **3. FINANCIAL IMPLICATIONS**

The proposed fees and charges will enable the budget targets for 2025/26 as defined in the proposed Long-term Plan 2024-34 to be met based on the volume assumed. In particular it will enable the generation of \$1.2 million of revenue from trade waste charges.

### **4. MAKING A SUBMISSION**

Submissions on the proposal are invited and must be received by the Council during the submission period which opens on Monday 17 March 2025 and closes at 5.00 pm on Friday 11 April 2025. Enquiries may be directed to the Manager – Three Waters on telephone 356 8199.

Submissions must be in writing and may be delivered, posted or emailed to:

Manager Governance  
Palmerston North City Council  
Private Bag 11-034  
Palmerston North 4442

Email [submission@pncc.govt.nz](mailto:submission@pncc.govt.nz)

Submissions should include the name and address of the person making the submission, including a daytime telephone contact number, and also advise if they wish to speak about their submission to a meeting of Councillors.

Waid Crockett  
Chief Executive

## **PROPOSED AMENDMENTS TO FEES AND CHARGES FOR PLANNING AND MISCELLANEOUS SERVICES**

### **STATEMENT OF PROPOSAL**

#### **1. INTRODUCTION**

It is Council's policy to review its fees and charges every year. As a result of the most recent review the proposed to change the fees and charges varies. Flat charges, indicative charges and charges based on hourly rates are proposed to be increased by approx. 3.7%.

The changes to fees and charges are designed to ensure there is sufficient revenue to match the increase in operational costs and satisfy the requirements of Council's Revenue & Financing Policy. Changes to these fees and charges are required to be approved using the special consultative procedure or a similar procedure.

#### **2. BACKGROUND**

##### **2.1 Revenue & Financing Policy Requirements**

As part of Council's financial framework it has in place a Revenue and Financing Policy that was adopted in 2024.

The policy defines how operating expenditure for each activity will be funded. In summary the funding sources are from either, user charges or targeted rates (private), rates (public), or based on the exacerbator principle whereby the cost of an activity can be attributed to an individual or a group of individuals.

For the fees and charges being considered funding is based on the following principles:

##### **2.1.1 Planning Services**

The entire community benefits from safe reliable infrastructure and resources and consistent transparent Council procedures. The entire community benefits from advice relating to potential resource consents or resource management as well as from resource consent monitoring and enforcement activities. Developers and property owners benefit from the resource consent advice, information and certainty provided by the Council.

The Revenue & Financing Policy outlines that the funding source for public services (namely planning advice, information, consent monitoring and enforcement) as compared to private services (being resource consent processing) should be clearly separated to reflect those who benefit from the service, the period of benefit and those who create the need.

The Policy indicates that a “high” percentage of planning (public) services should be funded from rates with a “high” percentage of planning (private) services to be funded by fees and charges.

The proposed budget for 2025/26 compared to the proposed funding policy is as follows:

| Activity                    | Target Policy         | Budget 2025/26       | Compliance with Policy?   |
|-----------------------------|-----------------------|----------------------|---|
| Planning Services – Private | 100% Fees and Charges | 88% Fees and Charges | <i>Falls within policy band however aim is to achieve 100% recovery</i> |
| Planning Services – Public  | 100% Rates            | 100% Rates           | <i>Meets the policy</i>   |

## 2.2 Statutory Requirements

The setting of the fees and charges for the fee group entitled **Planning Services** is empowered by Section 36 of the Resource Management Act 1991 (RMA) and requires the Council to follow the special consultative procedure as set out in section 83 of the Local Government Act 2002 (LGA). This requires the fees and charges proposed for planning to be initially referred to Council and then notified for public consultation before they can be approved by Council.

The Council is required to have regard for the criteria outlined in section 36AAA of RMA when establishing fees and charges. The key purpose of such charges is required to be to recover the reasonable costs incurred by the Council in relation to the activity for which the charge is being made.

Most of the charges for the fee group entitled **Miscellaneous** (except for those set under the Food Act 2014) are empowered under the LGA. This authorises the Council to recover the costs it incurs for approvals, authorities and inspections not covered by the primary legislation under which the Council operates, e.g., RMA. Accordingly, in terms of section 150 of the LGA they are required to be set in a manner which gives effect to the consultation principles in section 82 of the LGA. However, as they are being reviewed in conjunction with the charges for planning services it is practical to use the special consultative procedure.

Those set under section 205 of the Food Act 2014 to cover the Council’s activities relating to registration, verification and compliance and monitoring under the Act must be set using the special consultative procedure.

## 2.3 Factors Impacting on Setting Fees and Charges

A number of other considerations are factored into the proposed fees. They are:

Transparency

It is important that fees and charges are structured in a manner that clearly identifies the specific service being provided and the true cost of providing such services.

Fair and reasonable

That the charges are demonstrated to be fair and reasonable.

## **2.4 Outline of Proposed Fees and Charges**

### **2.4.1 Planning Services**

The proposed fees and charges are shown in detail in **Attachment A**.

Most of the charges are proposed to be increased by approximately 3.7% to reflect increased operating costs. In the case of the other consent/designation fees an indicative charge is shown, but in each instance the actual charge would be based on the time spent on the application. In the event of any objection to the final charge the Council is unlikely to discount below the indicative charge (pursuant to section 36AAB(2) of the Resource Management Act).

No change is proposed to the level of deposits in recognition of the present development market.

The fees for Planning Services have been compared against ten other Councils in New Zealand and are typically at, or near the top of the list. This is consistent with comparisons done in previous years. It may reflect the varying approaches to the funding policy expectations across the sample Councils and/or the way their costs are allocated to the various activities. Meaningful comparisons are very difficult to make. Although future efforts will be made to better understand some of the reasons for the differences the current focus is to continually improve the effectiveness and efficiency of the service delivered by Council.

### **2.4.2 Miscellaneous Services**

The proposed fees and charges are shown in detail in **Attachment B**. Standard fees and those based on hourly rates are proposed to be increased by approximately 3.7% to reflect increased operating costs. No change is proposed for the LIM charge as work is being done to endeavour to streamline this process and reduce or hold the costs for Council. Food plan charges are proposed to be increased by 3.4%.

## **2.5 Level of Service**

As part of the process of preparing the 2024-34 Long-term Plan the level of service for all areas was considered. This determined that the current levels are appropriate.

### **3. DESCRIPTION OF OPTIONS**

It is Council policy to review fees and charges on a yearly basis. This enables Council to be satisfied that they are transparent, fair and reasonable and market comparable. This does not necessarily mean that fees will be increased every year.

The options available include no change being made, proceeding with the recommendations or changing fees by a different amount. If no change is made or fees are increased by a lesser amount, the proposed budgeted revenue for 2025/26 cannot be met. This will result in the level of ratepayer funding having to be increased to make up the shortfall or the level of services being reduced.

The remaining option is to proceed with the recommended changes. This will ensure that the charges for providing the services are fair and reasonable. It will ensure that the revenue attained from fees and charges reflects the true cost to Council of providing such services.

### **4. FINANCIAL IMPLICATIONS**

The proposed fees and charges will enable the budget target of \$1.75 million for 2025/26 as defined in the proposed Long-term Plan to be met based on the volume assumed.

### **5. MAKING A SUBMISSION**

Submissions on the proposal are invited and must be received by the Council during the submission period which opens on Monday 17 March 2025 and closes at 5.00 pm on Friday 11 April 2025. Enquiries may be directed to the Manager Planning Service on telephone 356 8199.

Submissions must be in writing and may be delivered, posted or emailed to:

Manager Governance  
Palmerston North City Council  
Private Bag 11-034  
Palmerston North 4442  
Email [submission@pncc.govt.nz](mailto:submission@pncc.govt.nz)

Submissions should include the name and address of the person making the submission, including a daytime telephone contact number, and also advise if they wish to speak about their submission to a meeting of Councillors.

Waid Crockett  
Chief Executive

## Planning Services fees and charges

All fees and charges include GST unless indicated. Effective from 1 July 2025

Planning services charges listed below are imposed under the Resource Management Act 1991 (RMA) to recover the cost to Council for processing applications, monitoring consents and for Notice of Requirements Designations and Private District Plan Changes.

The Council's normal approach will be to invoice charges progressively (month by month) but we reserve the right to require a deposit of up to the amounts shown below before any work begins.

### Flat Fees

| Activity Type                           | Charge from 1 July 2024 | Charge from 1 July 2025 |
|---|-------------------------|-------------------------|
| Small-scale resource consents           | \$ 780                  | \$ 810                  |
| Boundary Activity                       | \$ 430                  | \$ 450                  |
| Temporary or Marginal Breaches          | \$ 660                  | \$ 680                  |
| Certificates of Compliance              | \$ 550                  | \$ 570                  |
| Town Planning Certificate (Alcohol)     | \$ 430                  | \$ 450                  |
| Existing Use Certificates               | \$ 1,250                | \$ 1,300                |
| Waiver for requirement for Outline Plan | \$ 550                  | \$ 570                  |

### Indicative charges

These charges are payable by applicants for resource consents, for the local authority to carry out its functions in relation to receiving, processing and granting resource consents, including certificates of compliance and existing use certificates (RMA Section 36(1)(b)).

These charges were previously known as fixed fees. The terminology has been changed to indicative charges to make it clearer.

Section 36 of the RMA enables the Council to charge additional fees to recover actual and reasonable costs when the "fixed fee" is inadequate. This means that applications that exceed standard processing times or which involve a hearing may incur additional charges. Consultants' and solicitors' fees associated with all work types are also included.

Part of the charge may be refunded if the work required to process the application is minimal.

| Activity Type  | Charge from 1 July 2024 | Charge from 1 July 2025 | Deposit   |
|--|-------------------------|-------------------------|-----------|
| Non notified land use consents (minor)   | \$ 2,200                | \$ 2,300                | \$ 1,500  |
| Non notified land use consents (other than minor)  | \$ 5,000                | \$ 5,200                | \$ 3,000  |
| Limited notified land use consents   | \$ 73,000               | \$ 76,000               | \$ 48,000 |
| Notified land use consents (full notification)   | \$ 97,000               | \$ 100,000              | \$ 64,000 |
| Non notified subdivision consents (controlled activity)  | \$ 3,400                | \$ 3,500                | \$ 1,900  |
| Non notified subdivision consents (discretionary restricted)   | \$ 3,600                | \$ 3,700                | \$ 2,400  |
| Non notified subdivision consents (other)  | \$ 6,800                | \$ 7,100                | \$ 4,500  |
| Notified subdivision consents for up to and including 20 lots in total (full and limited notification) | \$ 28,000               | \$ 29,000               | \$ 18,000 |
| Notified subdivision consents for more than 20 lots (full and limited notification)                    | \$ 48,000               | \$ 50,000               | \$ 31,000 |
| Outline planning approval  | \$ 1,400                | \$ 1,500                | \$ 900    |
| Notified notice of requirements, heritage orders, designation alterations                              | \$ 20,000               | \$ 21,000               | \$ 13,000 |
| Non notified notice of requirements, heritage orders, designation alterations                          | \$ 3,400                | \$ 3,500                | \$ 2,000  |
| District Plan changes  | \$ 32,000               | \$ 33,000               | \$ 20,000 |

The following charges are payable by resource consent holders for Council to carry out its functions relating to administering, monitoring and supervising resource consents, including certificates of compliance and existing use certificates, and for carrying out its resource management functions under Section 35 (Section 36(1)(c)).

| Activity Type   | Charge from 1 July 2024                              | Charge from 1 July 2025                              | Deposit  |
|---|--|--|----------|
| Monitoring of non notified resource consents                                  | At cost of Officer's time per hour (minimum 2 hours) | At cost of Officer's time per hour (minimum 2 hours) | N/A      |
| Monitoring of notified resource consents                                      | At cost of Officer's time per hour (minimum 4 hours) | At cost of Officer's time per hour (minimum 4 hours) | N/A      |
| Variations to conditions (section 127 and 221 - subdivision and land use)     | \$ 2,175   | \$ 2,255   | \$ 1,400 |
| Extensions of time (section 125)  | \$ 1,375   | \$ 1,425   | \$ 900   |
| Cancellation of building line restrictions (under Local Government Act 1974 ) | \$ 1,375   | \$ 1,425   | \$ 900   |
| Adjustment of easements   | \$ 1,375   | \$ 1,425   | \$ 900   |
| Subdivision certificates (including section 223, 224)                         | \$ 485   | \$ 505   | \$ 300   |
| Subdivision certificates (section 226)  | \$ 1,715   | \$ 1,780   | \$ 1,100 |
| Removal of designations   | \$ 320   | \$ 330   | \$ 280   |
| Purchase of District Plan & District Plan updates                             | At cost  | At cost  | N/A      |

The following charges are payable by resource consent holders, for Council to carry out its functions relating to reviewing consent conditions.

| Activity Type                               | Charge from 1 July 2024 | Charge from 1 July 2025 |
|---|-------------------------|-------------------------|
| Review at the request of the consent holder | \$ 2,060                | \$ 2,135                |
| Review pursuant to section 128(1)(a)        | \$ 2,060                | \$ 2,135                |
| Review pursuant to section 128(1)(c)        | \$ 6,065                | \$ 6,290                |

| Document charges  | Charge from 1 July 2024                            | Charge from 1 July 2025                            |
|---|--|--|
| Charges for supply of documents payable by the person requesting the document. (Section 36(1)(f)) |  |  |
| Replacement copies of certificates  | \$ 130   | \$ 135   |
| Replacement copies of resource consents   | At cost of officer's time per hour + disbursements | At cost of officer's time per hour + disbursements |
| Other documents   | \$1 per page                                       | \$1 per page                                       |
| Additional copies of order papers   | \$ 40  | \$ 40  |

## Other Charges

### Advisory Service

There is no charge for an individual enquiry up to 30 minutes (whether in person at our Customer Service Centre, by phone or in writing). Where an individual enquiry is for a period longer than 30 minutes, it will be charged at cost, based on the relevant officer's hourly rate.

### Pre-application advice

A \$1,000 fee will be charged for use of the pre-application service (standard proposals). This applies where staff provide professional advice before you lodge a resource consent application. For additional advice or special circumstances, time will be charged at the relevant officer's/**consultant's** hourly rate.

### Consultant Charges

Consultants' and solicitors' fees associated with all work types will be charged at cost plus disbursements. This includes processing a consent or certificate (including specialist technical or legal advice where a consent involves creating legal instruments) and new notices of requirement, heritage orders, designation alterations, removal of designations and District Plan changes.

### Charges for hearings

Hearings for all applications, designations, notice of requirements private District Plan changes, development contributions and remittance fees and associated work by relevant staff will be charged at the cost of officers' time per hour, as shown below.

Production of order papers will be at cost plus disbursements.

| Council Officer's Hourly Rates  | Charge from 1 July 2024   | Charge from 1 July 2025   |
|---|---|---|
| These charges are the rates per hour for Council officers and decision-makers for processing consents, hearings, designations etc that do not have an indicative charge or where the indicative charge is inadequate to cover the actual and reasonable costs of the Council. |   |   |
| Planning Technician   | \$ 209  | \$ 215  |
| Planning Officers   | \$ 235  | \$ 245  |
| Monitoring and Enforcement Officer  | \$ 209  | \$ 215  |
| Senior Planning Officer   | \$ 251  | \$ 260  |
| Team Leader, Planning Services  | \$ 262  | \$ 270  |
| Manager, Planning Services  | \$ 273  | \$ 285  |
| City Planning Manager   | \$ 273  | \$ 285  |
| General Manager   | \$ 294  | \$ 305  |
| Team Leader, Business Support   | \$ 219  | \$ 227  |
| Senior Business Support Officer   | \$ 198  | \$ 205  |
| Administration/Committee Administration Staff   | \$ 144  | \$ 149  |
| Technical and Professional Staff from all other Council units   | \$ 268  | \$ 245  |
| Commissioner  | At cost plus disbursements  | At cost plus disbursements  |
| Hearing Panel of Elected Members (Chair & members)  | At cost (\$116 per hour and \$93 per hour for members) plus disbursements | At cost (\$116 per hour and \$93 per hour for members) plus disbursements |

## Guidance notes

The number of lots in a subdivision includes the balance lot.

The fixed charges do not include other charges that may be imposed under the RMA or other legislation such as:

- Additional charges (section 36(5));
- Bonds
- Monitoring and supervision charges expressly provided for in a resource consent
- Development contributions

## Fees Methodology

Council now generally no longer takes deposits and instead charges fees on a monthly basis. However, provision still remains for the Council to require deposits in special circumstances. Land use and subdivision consent charges have been based on average costs of consents issued. Deposits have generally been set at rates consistent with the previous year. Indicative charges are set at an appropriate level based on historical data. Final charges will be based on staff hourly rates, technical officer or consultant time and any other relevant Council fees that apply.

Minor non notified land use consents usually applies to:

- applications for a dwelling, or a minor dwelling, dependent dwellings, accessory buildings, home occupations and access in the residential and rural zones
- applications for non-illuminated signs in the business and industrial zones.

Monitoring and inspection charges are based on staff hourly rates to complete the task. Dealing with compliance issues is based on the actual time spent by the officer, based on the hourly rate for the Monitoring and Enforcement Officer.

## Miscellaneous fees and charges

Miscellaneous charges are for inspections, information and other services not specified in our other fees schedules. They include LIMs, swimming pool inspections, vehicle crossing applications and charges for Council staff, among other things.

All fees and charges include GST. Effective from 1 July 2025.

These miscellaneous charges are imposed under the Local Government Act 2002. They seek to recover the cost to Palmerston North City Council for approvals, authorities and inspections not covered by the primary legislation under which the Council operates. (These being the Resource Management Act 1991, Building Act 2004, Dog Control Act 1996, Impounding Act 1955, Food Act 2014 and Land Transport Act 1998).

| LIMS, GIS inputting, Street number changes | Fixed Fee<br>from 1 Jul 2024 | Fixed Fee<br>from 1 Jul 2025 |
|--|------------------------------|------------------------------|
|--|------------------------------|------------------------------|

These are payable when a request is made to Council for a service or for information. No additional charges will be applied.

|                                   |        |        |
|-----------------------------------|--------|--------|
| Land Information Memorandum       | \$ 521 | \$ 521 |
| GIS Inputting, per consent        | \$ 218 | \$ 226 |
| Request for street number changes | \$ 469 | \$ 486 |

| Noise  | Fixed Fee<br>from 1 Jul 2024   | Fixed Fee<br>from 1 Jul 2025 |
|--|--|------------------------------|
| Return of seized sound equipment: First offence                | \$ 215   | \$ 223                       |
| Return of seized sound equipment: Second or subsequent offence | \$ 503   | \$ 522                       |
| Disconnection of alarms under the Resource Management Act      | Recovery of actual cost incurred by Council, including staff time and contractor costs |                              |

| Food control plan auditing   | Fixed Fee<br>from 1 Jul 2024 | Fixed Fee<br>from 1 Jul 2025 |
|--|------------------------------|------------------------------|
| These fees are non-refundable. They are charged under the Food Act 2014 and include site visits, reporting and general administration. |                              |                              |
| Processing an application for registration or renewal of a food control plan or a national programme                                   | \$ 334                       | \$ 345                       |
| Verification, initial or follow-up site visits (including reporting) (hourly rate)   | \$ 208                       | \$ 215                       |

| Domestic Food Business Levy  |  | Fixed Fee<br>from 1 Jul 2025 |
|--|--|------------------------------|
| The Council is required to collect levies on behalf of the Ministry of Primary Industries to cover their costs associated with administering food safety legislation.  |  |                              |
| Charge per annum for each food business for operators that are required to operate under a food control plan or a food business subject to a national programme. (note: this levy will increase to \$99.19 from 1 July 2026 and \$132.25 from 1 July 2027) |  | \$ 66.13                     |
| Council administration charge for acting as collection agent   |  | \$ 11                        |

| Deposits | Charge from 1 Jul 2024 | Charge from 1 Jul 2025 |
|----------|------------------------|------------------------|
|----------|------------------------|------------------------|

Charges for all services are based on the actual costs incurred by the Council. Any deposits specified below are payable before the Council starts the service. The total charge for the service will be determined when the service is completed, based on the time spent on the work by the relevant officer at that officer's hourly rate.

|   |  |  |
|---|--|--|
| Right of Way Approval- section 348                | \$ 500   | \$ 500   |
| Certificate of Compliance Building Code - Alcohol | Billed at the actual cost of the officer's time per hour | Billed at the actual cost of the officer's time per hour |
| Gambling venue consent                            | \$472 plus officer's hours after 3 hours                 | \$472 plus officer's hours after 3 hours                 |

### Other Charges

These fees may be applicable to a consent or may be applied as a single charge.

| Photocopying or copy of scanned documents | Charge from 1 Jul 2024            | Charge from 1 Jul 2025            |
|---|-----------------------------------|-----------------------------------|
| A0, A1, A2                                | \$10.00/page                      | \$10.00/page                      |
| A3  | \$0.50/page                       | \$0.50/page                       |
| A4  | \$0.40/page                       | \$0.40/page                       |
| Double sided A3                           | \$0.60/page                       | \$0.60/page                       |
| Double sided A4                           | \$0.50/page                       | \$0.50/page                       |
| Single sided (colour copies)              | Additional charge of \$1.70/page  | Additional charge of \$1.70/page  |
| Double sided (colour copies)              | Additional charge of \$3.80/sheet | Additional charge of \$3.80/sheet |

| Request for Property Information | Charge from 1 Jul 2024                                | Charge from 1 Jul 2025 |
|----------------------------------|---|------------------------|
| Copy of Property Information     | At cost of officer's time per hour plus disbursements |                        |
| Certificate of Title             | \$ 33   | \$ 34                  |

| Swimming Pools  | Charge from 1 Jul 2024  | Charge from 1 Jul 2025  |
|---|-------------------------|-------------------------|
| Initial compliance inspection                                   | \$ 242                  | \$ 251                  |
| Swimming Pool reinspections (second and subsequent inspections) | \$242.00 per inspection | \$251.00 per inspection |

| Vehicle crossings                     | Charge from 1 Jul 2024 | Charge from 1 Jul 2025 |
|---------------------------------------|------------------------|------------------------|
| T1 Inspect existing vehicle crossing  | \$ 258                 | \$ 268                 |
| T2 New vehicle crossing               | \$ 476                 | \$ 494                 |
| T3 Alter an existing vehicle crossing | \$ 258                 | \$ 268                 |

| Asset bonds  | Charge from 1 Jul 2024 | Charge from 1 Jul 2025 |
|--|------------------------|------------------------|
| Council Asset Bond, payable for each building consent above the value of \$100,000 | \$1,000 (no GST)       | \$1,000 (no GST)       |
| Administration & processing fee  | \$ 227                 | \$ 235                 |

| Overgrown Trees/Shrubbery               | Charge from 1 Jul 2024   | Charge from 1 Jul 2025 |
|---|--|------------------------|
| Removal of overgrown trees or shrubbery | Recovery of actual cost incurred by Council, including staff time and contractor costs |                        |

**Charges for Council officers and decision-makers**

|   | Charge<br>from 1 Jul 2024   | Charge<br>from 1 Jul 2025   |
|---|---|---|
| These charges are the rate per hour (or part thereof) for Council staff services, by work type, for approvals, authorities and inspections that are not listed on this page as a fixed fee. |   |   |
| General Manager   | \$ 294  | \$ 305  |
| City Planning Manager   | \$ 273  | \$ 285  |
| Manager Planning Services   | \$ 273  | \$ 285  |
| Team Leader, Planning Services  | \$ 262  | \$ 270  |
| Senior Planning Officer   | \$ 251  | \$ 260  |
| Planning Officers   | \$ 235  | \$ 245  |
| Planning Technician   | \$ 209  | \$ 215  |
| Monitoring and Enforcement Officer  | \$ 209  | \$ 215  |
| Team Leader Building  | \$ 251  | \$ 260  |
| Senior Plumbing and Drainage Officer and Advanced Building Officer  | \$ 251  | \$ 260  |
| Building Officer  | \$ 231  | \$ 240  |
| Manager Environmental Protection  | \$ 275  | \$ 284  |
| Environmental Health Officer  | \$ 223  | \$ 231  |
| Team Leader Business Support  | \$ 219  | \$ 227  |
| Senior Business Support Officer   | \$ 198  | \$ 205  |
| Administration staff  | \$ 144  | \$ 149  |
| Technical and professional staff from other parts of Council  | \$ 268  | \$ 245  |
| Commissioner  | At cost plus disbursements  |   |
| Hearing Panel of elected members  | At cost (\$116 per hour and \$93 per hour for members) plus disbursements | At cost (\$116 per hour and \$93 per hour for members) plus disbursements |

**PROPOSED AMENDMENTS TO FEES AND CHARGES  
FOR PLANNING AND MISCELLANEOUS SERVICES**

Appendix 3b

**SUMMARY OF INFORMATION**

Pursuant to Sections 83 and 150 of the Local Government Act 2002, the Palmerston North City Council gives notice that it is commencing the Special Consultative Procedure to obtain community feedback on proposed updates to fees and charges for Planning and Miscellaneous Services. It is Council's policy to review the above fees and charges every year to ensure there is sufficient revenue to match the increase in operational costs and satisfy the requirements of Council's Revenue and Financing Policy.

As a result of the most recent review it is proposed to increase most fees and charges by approximately 3.7% to cover increasing costs.

A copy of the Statement of Proposal including the schedule of proposed fees and charges can be inspected and/or obtained as follows:

- Through the Council's website [pncc.govt.nz](http://pncc.govt.nz)
- At the Customer Services Centre, Civic Administration Building or the City Library (both in the Square)
- By telephoning 356 8199.

Enquiries may also be directed to the Manager Planning Services on telephone 356 8199.

Submissions on the proposal are invited and must be received by the Council during the submission period which opens on Monday 17 March 2025 and closes at 5.00 pm on Friday 11 April 2025. Submissions must be in writing and may be delivered, posted or emailed to:

Manager Governance  
Palmerston North City Council  
Private Bag 11-034  
Palmerston North 4442  
Email [submission@pncc.govt.nz](mailto:submission@pncc.govt.nz)

All submissions received will be considered. Submissions should include the name and address of the person making the submission, including a daytime telephone contact number, and also advise if they wish to speak about their submission to a meeting of Councillors.

Waid Crockett  
**CHIEF EXECUTIVE**

# Building Services Fees and Charges

Appendix 4

## 1. INTRODUCTION

The Council's Revenue and Financing Policy (Long-term Plan 2024-34, page 287) outlines that as the main beneficiaries of the building activity are those who use the service (i.e. property developers and building owners), a significant portion of the cost should be borne by users. For the purposes of the Policy this portion is described as medium/high (i.e. 60-79% of the costs).

Broadly the Policy is based on the belief that consents processing and inspections should be user funded with information gathering and monitoring to be publicly funded.

Fees and charges were last increased from 1 July 2024.

## 2. BACKGROUND

### 2.1 Statutory Requirements

The setting of fees and charges for Building Services is empowered by Section 219 of the Building Act 2004. As such, they can be set by Council resolution and do not require any special consultative procedures. In accordance with the spirit of the LGA it is recommended that they be publicly notified.

### 2.2 Factors Impacting on Setting Fees and Charges

The following factors impact on the fees and charges;

- The legislative requirements as to the nature of the work required to be undertaken by the Council
- The volume of work undertaken as some costs are fixed and do not fluctuate depending on volume

## 3. PROPOSED FEES AND CHARGES

The proposed amended fees and charges are contained in the attached schedule (**Attachment A**).

Increases of approximately 3.7% are proposed to reflect the desire to cover sufficient of the estimated costs to meet Council's policy target.

#### 4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables the Council to be satisfied that the fees and charges are transparent, fair and reasonable. The options available are:

- no change being made to existing fees and charges; or,
- proceeding with the recommendations set out in this proposal

#### 5. FINANCIAL IMPLICATIONS

The proposed amended fees and charges will assist budget targets for 2025/26 being met, based on the volume of work assumed. The actual fees and charges for 2023/24 represented 66% of costs incurred and the budget for 2024/25 is 77%. The proposed budget for 2025/26 includes a 70% fee recovery assumption.

| Activity                    | Target Policy                | Budget 2025/26          | Compliance with Policy?   |
|-----------------------------|------------------------------|-------------------------|---------------------------|
| Building services<br>– PNCC | 60 – 79% Fees and<br>Charges | 70% Fees and<br>Charges | Within policy target band |

## Building Services fees & charges

All fees and charges include GST unless indicated. Effective from 1 July 2025

Building Services charges listed below are imposed under the Building Act 2004 to recover the cost to Palmerston North City Council for processing applications, undertaking inspections, and related work.

### Fixed building consent fees

The fixed fee contains all fees applicable, however a refundable asset bond may be taken, or Building and BRANZ levies may also apply (depending on the project value).

| Minor Consents (minor building works)   |   | from 1 July 2024 | from 1 July 2025 |
|---|---|------------------|------------------|
| Criteria for submitting applications under minor consents are part of the application process. Criteria include: Building works comply with the District Plan and are clear of any easements, all buildings on one legal allotment. External building works on land subject to natural hazards, or on land with a high risk of liquefaction are excluded. When the criteria are not met, the minor consent application will revert to a standard building consent application, at Council's discretion. |   |                  |                  |
| K1  | Residential: Demolition/Removal of existing residential building or outbuilding. A separate consent is required to replace. | \$ 881           | \$ 914           |
| K2  | Commercial:- Demolition/Removal of existing commercial building or outbuilding. A separate consent is required to replace.  | \$ 993           | \$ 1,030         |
| K3  | Conservatory (proprietary). Conventional construction placed on existing deck or platform only. No Foundations included.    | \$ 836           | \$ 867           |
| K4  | External wall insulation - from removing internal linings   | \$ 1,349         | \$ 1,399         |
| K5  | Install additional sanitary fixtures into dwelling with timber subfloor - single storey                                     | \$ 1,349         | \$ 1,399         |
| K6  | Install additional sanitary fixtures into dwelling with concrete floor  | \$ 1,575         | \$ 1,633         |
| K7  | Remove non-load bearing wall with bracing element   | \$ 1,015         | \$ 1,053         |
| K8  | Remove load bearing internal wall   | \$ 1,642         | \$ 1,703         |
| K9  | Level entry shower - timber subfloor  | \$ 1,466         | \$ 1,520         |
| N1  | Level entry shower - concrete floor   | \$ 1,638         | \$ 1,699         |
| N2  | Stormwater to Council services  | \$ 1,061         | \$ 1,100         |
| N3  | Erect unlined proprietary garage (excluding sanitary services and/or firewall)  | \$ 1,503         | \$ 1,559         |
| N4  | Freestanding wood burner - single storey residential only   | \$ 734           | \$ 761           |
| N5  | Inbuilt wood burner - residential only , within existing chimney  | \$ 979           | \$ 1,015         |
| N6  | Swimming pool & pool fence (barrier).   | \$ 1,412         | \$ 1,464         |

| Fast-track minor consents   |                                | from 1 July 2024 | from 1 July 2025 |
|---|--------------------------------|------------------|------------------|
| These are available to approved customers only. An "approved customer" must be pre-approved by Palmerston North City Council Building Services. Approved customers are those who submit applications within agreed construction parameters using a refined method, to Council's satisfaction. |                                |                  |                  |
| F1  | Freestanding solid fuel heater | \$ 681           | \$ 706           |
| F2  | Inbuilt solid fuel heater      | \$ 926           | \$ 960           |
| F3  | Proprietary garage             | \$ 1,428         | \$ 1,481         |

| Project Information Memorandum |  | from 1 July 2024 | from 1 July 2025 |
|--------------------------------|--|------------------|------------------|
| PIM Fixed Fee Work             |  | \$ 153           | \$ 159           |

## Processing Fees

| Private building consent authorities | from 1 July 2024 | from 1 July 2025 |
|--------------------------------------|------------------|------------------|
| BCA Filing Fee                       | \$ 131           | \$ 136           |

| Warrant of fitness and compliance schedules | from 1 July 2024     | from 1 July 2025     |
|---|----------------------|----------------------|
| Annual building warrant of fitness renewal  | \$ 119               | \$ 123               |
| New compliance schedule                     | \$ 219               | \$ 227               |
| Alteration to existing compliance schedule  | \$ 141               | \$ 146               |
| Building WoF site audit and reinspection    | \$242 per inspection | \$251 per inspection |
| IQP Registration for new IQPs               | \$ 454               | \$ 471               |
| IQP annual renewal                          | \$ 126               | \$ 131               |

| Engineering checking            |   |
|---------------------------------|---|
| Structural Engineering Checking | Actual cost as charged by the consultant engineer |

| Advisory Service   |   |
|--|---|
| This applies when staff provide information in response to customer queries. | No cost for an individual enquiry up to 30 minutes whether in person or in writing. If the enquiry is for longer than 30 minutes, this will be charged based on the relevant officer's hourly rate (listed below) |

| Pre Lodgement Vetting  |  |
|--|--|
| This applies when staff vet information before an application is lodged. | Charged based on the relevant officer's hourly rate (listed below) |

## Other Fees

| Code compliance certificate | from 1 July 2024 | from 1 July 2025 |
|-----------------------------|------------------|------------------|
| Residential                 | \$ 189           | \$ 196           |
| Commercial                  | \$ 611           | \$ 634           |

| Building inspections  | from 1 July 2024   | from 1 July 2025     |
|---|--|----------------------|
| Standard Building Inspection  | \$242 per inspection   | \$251 per inspection |
| Late Cancellation Inspection Fee (inspections that are cancelled within 48 hours) | \$ 242   | \$ 251               |
| Additional paperwork in relation to a failed or extra building inspection.        | Charged at relevant officer's hourly rate, plus any additional relevant fees and charges |                      |
| Third Party Report  | \$ 688   | \$ 713               |
| Section 72 certificate condition  | \$ 843   | \$ 874               |
| Section 75 certificate condition  | \$ 930   | \$ 964               |
| Removal of Certificate Condition  | \$ 767   | \$ 795               |

| Application fees   | from 1 July 2024   | from 1 July 2025 |
|--|--|------------------|
| Extend timeframe for building consent or code compliance certificate   | \$ 107   | \$ 111           |
| Building consent application, amendment to building consent, certificate of public use, exempt building work, waiver and modification applications | Charged based on the relevant officer's hourly rate, plus any additional relevant fees and charges. Officers' rates are listed below |                  |

| Licensed building practitioner registration                      | from 1 July 2024 | from 1 July 2025 |
|--|------------------|------------------|
| This an additional fee for all restricted building work projects | \$ 175           | \$ 181           |

| Certificate of acceptance      | from 1 July 2024   | from 1 July 2025 |
|--------------------------------|--|------------------|
| Lodgement fee (non-refundable) | \$ 750   | \$ 750           |
| Processing Fee                 | Charged based on the relevant officer's hourly rate, plus any inspections, planning, checks and other applicable fees and charges. Officers' rates are listed below. |                  |

| BCA accreditation fee        | from 1 July 2024 | from 1 July 2025 |
|------------------------------|------------------|------------------|
| Per \$1,000 of project value | \$ 1.89          | 1.96             |

| Scanning fee, digital storage and file management  | from 1 July 2024 | from 1 July 2025 |
|--|------------------|------------------|
| This fee is for all building consent applications other than fixed fee applications. Online building consent applications or lodging additional information online in a format that meets Council requirements does not attract scanning, digital storage and file management charges. |                  |                  |
| A0 - A2  | \$3.75/page      | \$3.75/page      |
| A3 & A4  | \$2.25/page      | \$2.25/page      |

#### Online Consenting Service Charge and System Implementation Charge

This is a charge to use the online system, to recover the cost the Council has incurred in implementing the system. It is charged against all applications we process.

|  | from 1 July 2024 | from 1 July 2025 |
|--|------------------|------------------|
| Value of work less than \$125,000              | \$ 86            | \$ 92            |
| Value of work more than \$125,000 up to \$2.5m | 0.0748%          | 0.0863%          |
| Value of work more than \$2.5m                 | \$ 1,868         | \$ 2,157         |

#### Charges for Earthquake-prone building matters

These charges are to recover the cost Council has incurred in implementing the legislative requirements under the Building (Earthquake-prone Buildings) Amendment Act 2016.

|  | from 1 July 2024 | from 1 July 2025 |
|--|------------------|------------------|
| Extension of time  | \$ 107           | \$ 111           |
| Determine earthquake rating (NBS)                                    | \$ 1,407         | \$ 1,459         |
| Exemption  | \$ 430           | \$ 446           |
| Alterations to EPB. This is added to building consent fees & charges | \$ 620           | \$ 643           |

## Charges for Council Staff

Charged for processing consents that don't have a set fee.

| Council Officer's Hourly Rates                                     | from 1 July 2024 | from 1 July 2025 |
|--|------------------|------------------|
| Team Leader Building   | \$ 251           | \$ 260           |
| Senior Plumbing and Drainage Officer and Advanced Building Officer | \$ 251           | \$ 260           |
| Building Officer   | \$ 231           | \$ 240           |
| Building Services Advisor  | \$ 209           | \$ 217           |
| Senior Planning Officer  | \$ 251           | \$ 260           |
| Team Leader, Planning Services                                     | \$ 262           | \$ 270           |
| Planning Officers  | \$ 235           | \$ 245           |
| Monitoring and Enforcement Officer                                 | \$ 209           | \$ 215           |
| Manager Environmental Protection                                   | \$ 275           | \$ 284           |
| Environmental Health Officer                                       | \$ 223           | \$ 231           |
| Team Leader Business Support                                       | \$ 219           | \$ 227           |
| Senior Business Support Officer                                    | \$ 198           | \$ 205           |
| Manager Building Services  | \$ 272           | \$ 282           |
| General Manager  | \$ 294           | \$ 305           |
| Technical and professional staff from other parts of Council       | \$ 268           | \$ 245           |
| Administration staff   | \$ 144           | \$ 149           |

## Levies

Additional to Council charges are levies imposed by the Building Research Association of New Zealand (BRANZ) and the Ministry of Business, Innovation and Employment (MBIE) on all building consents that have a building work value of more than \$20,000 (BRANZ) or more than \$65,000 (MBIE). BRANZ levies contribute to the cost of testing and certifying building materials for use while MBIE levies contribute to the cost of building consent administration at the national level.

| Current levies (subject to change)  | from 1 July 2024 | from 1 July 2025 |
|---|------------------|------------------|
| Building (MBIE) levies per \$1,000 of project value, over the threshold of \$65,000 (GST inclusive) | \$ 1.75          | \$ 1.75          |
| BRANZ levies per \$1,000 of project value, over the threshold of \$20,000 (no GST)                  | \$ 1.00          | \$ 1.00          |

## 1. INTRODUCTION

It is the Council policy to review fees and charges each year. The Council's Revenue and Financing Policy (2024-34 Long-term Plan, page 298) outlines that as licensed business' are major beneficiaries of the environmental/public health activity they should bear a significant portion of the cost of the activity. For the purposes of the Policy this portion is described as medium/low (ie 20-39% of the costs).

This activity consists of Environmental Health, Alcohol Licensing and Bylaws. The Policy seeks to ensure that inspections and processing of applications is generally user funded from fees and charges. Also, that the provision of information and enforcement, particularly in terms of Bylaws, be generally funded by rates.

Fees and charges were last increased from 1 July 2024. The latest review proposes that an increase of approximately 3.7% to fees and charges is needed to enable Council's targeted recovery from users to be obtained.

## 2. BACKGROUND

### 2.1 Statutory Requirements

The charges for Environmental Health Services are empowered by Regulation 7 of the Health (Registration of Premises) Regulations 1966.

Alcohol licensing fees are set through the Sale and Supply of Alcohol (Fees) Regulations 2013. The Council does have the authority to make bylaws in relation to the fees payable to it (as authorised by the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013) in respect of on-licences, off-licences and club licences. The Council has chosen to continue to use those set by regulation at this stage.

Fees set under section 205 of the Food Act 2014 to cover the Council's activities relating to registration, verification and compliance and monitoring under the Act must be set using the special consultative procedure.

### 2.2 Factors Impacting on Setting Fees and Charges

The following factors impact on the fees and charges;

- The legislative requirements as to the nature of the work required to be undertaken by the Council
- The volume of work undertaken as some costs are fixed and do not fluctuate depending on volume

For 2023/24 environmental health revenue represented 44% of operating expenses which was marginally higher than the target policy band. The budgets for 2024/25 and 2025/26 assume user charges of 43% and 43% respectively will be achieved.

### 3. PROPOSED FEES AND CHARGES

The proposed fees and charges are contained in attached schedule (**Attachment A**). Alcohol licensing fees are not included in the schedule as they are prescribed by regulation. Charges set under the Food Act 2014 (and associated Regulations) are likewise not included. Those set by the Council under the Food Act 2014 are contained in the separate schedule of Miscellaneous Services.

### 4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables the Council to be satisfied that the fees and charges are transparent, fair and reasonable.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal: or
- changing fees by a different amount.

### 5. FINANCIAL IMPLICATIONS

The proposed fees and charges will enable the budget targets for 2025/26 as defined in the Long-term Plan to be met. This is projected to generate revenue of \$484k which at 43% is marginally above the Policy band.

| Activity      | Target Policy             | Budget 2025/26       | Compliance with Policy?                                 |
|---------------|---------------------------|----------------------|---|
| Public Health | 20 – 39% Fees and Charges | 43% Fees and Charges | <b>No</b><br><i>(only marginally above policy band)</i> |

## Environmental Health Services fees and charges

All fees and charges include GST. Effective from 1 July 2025.

Environmental Health charges are imposed under Regulation 7 of the Health (Registration of Premises) Regulations 1966 to recover the cost to the Palmerston North City Council of providing environmental health services.

### Fixed charges

These charges cover the standard cost to Council in carrying out the work listed. However, additional charges may apply depending on the circumstances, such as additional inspections, change of ownership or interpretation services that may be incurred by the Council during or after processing the application, or carrying out related inspections.

| Work Type                              | Discounted fee if paid in July 2024 | Discounted fee if paid in July 2025          | Total fee (including penalty) if paid after 31 July 2025 |
|--|-------------------------------------|--|--|
| Annual Health Licence of Hairdressers  | \$ 202                              | \$ 209                                       | 313.50   |
| Annual Inspection of Camping Grounds   | \$ 511                              | \$ 530                                       | 795.00   |
| Annual Inspection of Mortuaries        | \$ 511                              | \$ 530                                       | 795.00   |
| Annual Inspection for Offensive Trades | \$ 511                              | \$ 530                                       | 795.00   |
| <b>Activity fees</b>                   |                                     |  |  |
|  |                                     | Fee per activity from 1 July 2024            | Fee per activity from 1 July 2025                        |
| Mobile trader food permit              |                                     | \$ 241                                       | \$ 250   |
| Mobile trader non-food permit          |                                     | \$ 129                                       | \$ 134   |
| Event or festival food inspections     |                                     | At cost of Officer's time per hour           | At cost of Officer's time per hour                       |
| Amusement device inspection fee        |                                     | \$11.50 (plus Officer's Time for inspection) | \$11.50 (plus Officer's Time for inspection)             |
| Change of ownership for health licence | \$ 257                              |  | \$ 267   |
| Change of ownership for hairdresser    | \$ 128                              |  | \$ 133   |

### Other Fees

These fees may be applicable to an application or inspection, or may be applied as a single charge.

| Work Type                                    | Fee  |
|--|--|
| Hairdressers - additional inspection         | At cost of officer's time per hour                         |
| Setting up premises inspection(s)            | At cost of officer's time per hour                         |
| Interpretation service                       | Actual cost plus 10% to cover Council administration costs |
| Inspections for tank removal or installation | At cost of officer's time per hour                         |

### Charges for Council Staff

| Charges for Council staff (Rate per hour or part thereof) | Effective from 1 July 2024 | Effective from 1 July 2025 |
|---|----------------------------|----------------------------|
| Environmental Health Officer                              | \$ 223                     | \$ 231                     |
| Administration Staff                                      | \$ 144                     | \$ 149                     |
| Team Leader Business Support                              | \$ 219                     | \$ 227                     |
| Manager Environmental Protection                          | \$ 275                     | \$ 284                     |
| General Manager   | \$ 294                     | \$ 305                     |

The Manager Environmental Protection is authorised to remit, reduce or refund any of these fees or part of a fee in any particular case where there are special grounds for doing so.

# Animal Management Fees and Charges

Appendix 6

## 1. INTRODUCTION

It is the Council policy to review fees and charges each year. The Council's Revenue and Financing Policy (2024-34 Long-term Plan, page 298) outlines that the animal control activity is principally related to the actions or inactions of dog owners. These owners, and the public at large (through reduced nuisance), benefit from this. A significant portion of the costs should therefore be borne by dog owners. For the purposes of the Policy this portion is described as medium/high (ie 60-79% of the costs).

The Policy reflects the belief that services related to dog registration, enforcement work, housing and feeding animals be funded by user charges. Also, that the provision of education, and response to enquiries, complaints and patrolling is a public good to be covered by rates.

Registration fees and charges were last increased from 1 July 2024.

## 2. BACKGROUND

### 2.1 Statutory Requirements

Animal Control Services includes impounding fees and driving charges that are set under the Impounding Act 1955.

Animal Control Services also includes dog registration and dog control fees that are empowered by Section 37 (1) of the Dog Control Act 1996. It also includes fees for impounding dogs which are empowered under Section 68 of the Dog Control Act 1996. No consultative procedure is required to be followed to adopt the fees but they are required to be publicly notified during June.

## 3. PROPOSED FEES AND CHARGES

The proposed fees and charges are contained in attached schedule (**Attachment A**).

As there was a significant restructure of the fees in 2019/20 no further structural change is proposed for 2025/26.

The draft annual budget for animal management for 2025/26 assumes the following:

- An increase in fees and charges of 2-3% and total revenue of \$1.074m
- Total operating costs of \$1.57m

The proposed schedule of fees and charges includes an assumption that most fees would be increased by approximately 3.4%. There are a few exceptions to the proposed increase and these include:

| Category                      | Explanation   |
|-------------------------------|---|
| Preferred owner               | Council is encouraging good dog owner behaviour through the preferred owner scheme & to ensure preferred owners obtain financial benefits from participation no increase in fee is proposed   |
| Pound fees incl. Adoption fee | Pound fees were increased in 2024/25 to reflect increasing operating costs to service debt & other costs associated with the new animal shelter. They are at the upper end of the scale nationally & no change is proposed.<br><br>Adoption fees we reviewed in detail by the Council in 2024 and no further change is proposed as a consequence. |

#### 4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis. This enables the Council to be satisfied that the fees and charges are transparent, fair and reasonable.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal: or
- changing fees by a different amount.

#### 5. FINANCIAL IMPLICATIONS

The proposed fees and charges will help the budget targets for 2025/26 as defined in the proposed annual budget to be met.

Over recent years the actual portion of the costs of the activity funded from fees and charges has varied from 92% in 2018/19 to 77% in 2019/20, 89% in 2020/21, 90% in 2021/22, 88% for 2022/23 and 73% for 2023/24. The budget for 2024/25 is 66% whilst the draft budget for 2025/26 is 68%.

| Activity       | Target Policy             | Budget 2025/26       | Compliance with Policy? |
|----------------|---------------------------|----------------------|-------------------------|
| Animal Control | 60 – 79% Fees and Charges | 68% Fees and Charges | Yes                     |

# Animal management fees and charges

All charges include GST, effective from 1 July 2025

Dog registration and dog impounding fees are imposed under the Dog Control Act 1996. Driving charges and impounding fees for animals other than dogs are imposed under the Impounding Act 1955. The fees and charges are necessary to recover the cost to Council of providing animal control services.

## Fixed fees

These charges cover the standard cost to Council in carrying out the work listed. However, additional charges may be charged depending on the circumstances, such as additional inspection fees that may be incurred in doing the work noted below.

| Dog registration                                   | Standard fee from 1 July 2024 | Standard fee from 1 July 2025 | Total fee (including penalty) if paid after 1 August |
|--|-------------------------------|-------------------------------|--|
| General Registration                               | \$ 176                        | \$ 182                        | \$ 273.00  |
| General Registration (desexed dog)                 | \$ 131                        | \$ 135                        | \$ 202.50  |
| Preferred owner                                    | \$ 99                         | \$ 99                         | \$ 148.50  |
| Working dogs                                       | \$ 61                         | \$ 63                         | \$ 94.50   |
| Disability assist                                  | no charge                     | no charge                     | no charge  |
| Certified for use by specified agency              | no charge                     | no charge                     | no charge  |
| Preferred owner or multiple dog permit application | \$ 64                         | \$ 64                         |  |

Disability assist and specified agency are as defined in section 2 of the Dog Control Act 1996.

The registration fee for a dog that is declared a dangerous dog will be 150% of the level that would apply if it were not so classified (as required by section 32 (1)(e) of the Dog Control Act 1996).

| Pound fees for dogs   | Standard fee from 1 July 2024 | Standard fee from 1 July 2025 |
|---|-------------------------------|-------------------------------|
| When a dog is registered, microchipped, has no history with our animal management team within the past 12 months and can be returned home immediately, there is no cost.                                  | nil                           | nil                           |
| When a dog is registered, microchipped, has no history with our animal management team within the past 12 months and needs to be held in the pound pending same-day collection, a holding fee will apply. | \$ 50                         | \$ 50                         |
| First impound   | \$ 148                        | \$ 148                        |
| Second impound, within 12 months of first impound   | \$ 222                        | \$ 222                        |
| Third or subsequent impound, within 12 months of previous impound   | \$ 298                        | \$ 298                        |
| Daily charge per dog per day or part of a day   | \$ 23                         | \$ 23                         |
| Surrender of a dog  | \$ 98                         | \$ 98                         |
| Adoption fee (covers microchipping, vaccination, neutering and registration)  | \$ 425                        | \$ 425                        |

| Pound fees for all animals other than dogs | Standard fee from 1 July 2024 | Standard fee from 1 July 2025 |
|--|-------------------------------|-------------------------------|
| First offence                              | \$ 124                        | \$ 128                        |
| Repeated offence                           | \$ 187                        | \$ 193                        |
| Sustenance and care                        | \$15 per day                  | \$16 per day                  |

### Other Fees

These fees may be added to the fixed fees list above or may be applied as a single charge.

### Supplementary feed for stock

150% of sustenance charge.

### Emergency release of animals from the pound outside normal hours

Normal hours are 8am to 5pm, Monday to Friday, excluding statutory and public holidays. Emergency release fees are in addition to the impound fees.

| Emergency release of dogs   | Standard fee from 1 July 2024 | Standard fee from 1 July 2025 |
|---|-------------------------------|-------------------------------|
| First emergency release   | \$ 74                         | \$ 74                         |
| Second emergency release, within 12 months of first impound                   | \$ 111                        | \$ 111                        |
| Third and subsequent emergency releases, within 12 months of previous impound | \$ 149                        | \$ 149                        |

| Emergency release of other animals                          | Standard fee from 1 July 2024 | Standard fee from 1 July 2025 |
|---|-------------------------------|-------------------------------|
| First emergency release                                     | \$ 70                         | \$ 70                         |
| Second emergency release, within 12 months of first impound | \$ 105                        | \$ 105                        |

| Driving charges  | Standard fee from 1 July 2024   | Standard fee from 1 July 2025 |
|------------------|---------------------------------|-------------------------------|
| Hire transport   | Actual cost incurred by Council |                               |
| Council vehicles | \$2.26 per kilometre            | \$2.34 per kilometre          |

| Microchipping              | Standard fee from 1 July 2024 | Standard fee from 1 July 2025 |
|----------------------------|-------------------------------|-------------------------------|
| To carry out microchipping | \$30 per dog                  | \$30 per dog                  |

### Charges for Council Staff

| Charges for Council staff (Rate per hour or part thereof) | Effective from 1 July 2024 | Effective from 1 July 2025 |
|---|----------------------------|----------------------------|
| Team Leader Animal Management & Education                 | \$ 223                     | \$ 231                     |
| Animal Control Officer                                    | \$ 157                     | \$ 162                     |
| Administration Staff                                      | \$ 144                     | \$ 149                     |
| Manager Environmental Protection                          | \$ 275                     | \$ 284                     |
| General Manager   | \$ 294                     | \$ 305                     |

### Guidance note

The Manager Environmental Protection is authorised to remit, reduce or refund the dog control fee or part of the fee in any particular case or class of dog where there are special grounds for doing so.

# Burial & Cremation Charges

## Appendix 7

### 1. INTRODUCTION

It is the Council policy to review fees and charges each year. The Council's Revenue and Financing Policy 2024-34 outlines that as the main beneficiaries of the cemetery and crematorium activity are those who use the service, a significant portion of the cost should be borne by the users. For the purposes of the Policy this portion is described as medium/high (i.e. 60-79% of the costs). The remaining costs are funded from rates recognising there is a wider community benefit to providing cemetery and crematorium services.

Fees and charges were increased from 1 July 2024 by an average of 7%, following an increase of 5% in 2023.

### 2. BACKGROUND

#### 2.1 Statutory Requirements

The Council adopted a revised Cemeteries and Crematorium Bylaw in 2018 under its statutory powers contained in the Burial and Cremation Act 1964. The Bylaw prescribes the Council may, by resolution publicly notified, set fees and charges for all services relating to the operation and maintenance of cemeteries and crematoria.

#### 2.2 Factors Impacting on Setting Fees and Charges

The Council's Community Support Plan outlines the Council provides cemeteries and cemetery services that are culturally appropriate and responsive, with the community able to access cemeteries and easy to use services. Primary community needs are met through providing a final resting place for former residents of the city and surrounding area. Cemeteries are not just a place for burials, they hold significant social connections, historical character, along with amenity features and memorials for living residents. The other focus area for meeting community need is the burial and cremation services provided to families of the deceased.

The community has high expectations relating to the standards of presentation of cemeteries. As the cemetery expands, and the Council better meets community needs through enabling family decoration of graves in the lawn cemetery, the cost of management and maintenance of cemeteries increases.

The following factors impact on the fees and charges;

- Costs of managing and maintaining cemeteries and the crematorium
- The number of burials and cremations
- The level of charges set by other providers – i.e. private crematoria.

Cost of Service Provision: Table 1 summarises the budgets for cemeteries for 2022/23 through to 2025/26. Cemetery and crematorium revenue represented 57% of the operating costs in 2022/23, and 59% in 2023/24. The budget for 2024/25 assumes recovery of 59% will be achieved.

|                             | Actual<br>2022/23 | Actual<br>2023/24 | Budget<br>2024/25 | Draft Budget<br>2025/26 |
|-----------------------------|-------------------|-------------------|-------------------|-------------------------|
| Expenses (\$k)              | 1,448             | 1,582             | 1,449             | 1,803                   |
| Revenue (\$k)               | 824               | 929               | 860               | 899                     |
| Revenue as %<br>of Expenses | 57%               | 59%               | 59%               | 50%                     |

Table 1: Cemeteries Budget Summary

The draft 2025/26 budget is based on recovery through fees and charges of 50%, well below the policy setting. The budgeted operating costs in 2025/26 are \$310K higher than the \$1,493K budgeted in Year Two of the 2024-34 LTP. This increase is mainly due to the allocation of Council overheads. There is also a budgeted increase in energy costs as a result of increases in the price of gas.

The budget is based on revenue from fees and charges increasing by 4.5% compared to the 2024/25 budget.

Demand for services: Volumes of burials have remained reasonably static over recent years. By comparison cremations dipped in 2020 and have increased year on year ever since. Figure 1 summaries the burial and cremation trends.

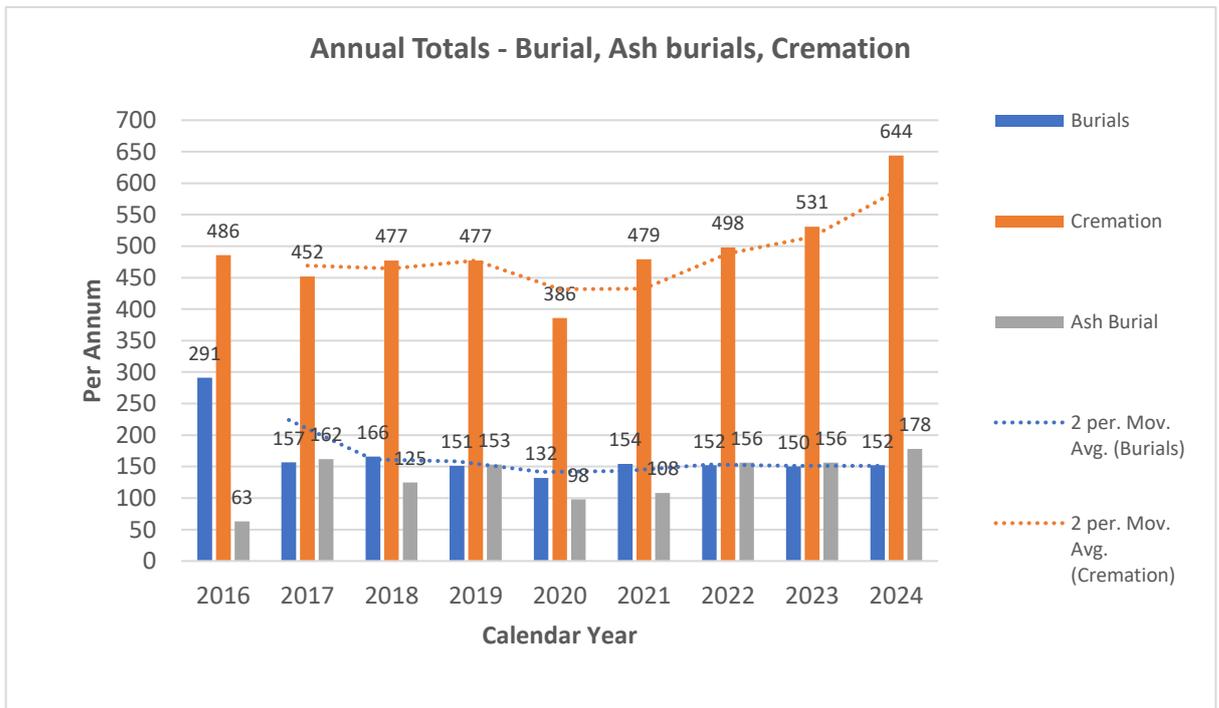


Figure 1 – Palmerston North City Council Burial and Cremation Trends

The high level of cremations in 2023 and 2024 was due to cremations undertaken on behalf of other parties when their cremators were out of service. We are forecasting the number of cremations will drop back in 2025/26. The budget assumption is 520 cremations and 150

burials per annum, providing fees and charges do not increase to an extent as to alter demand for services.

Level of Charges: Palmerston North City Council fees for burials, including plot purchase, are on par with Horowhenua and Manawatu District Councils and higher than Whanganui District Council. The Council fees for cremation are higher than Whanganui District Council but lower than private crematoria in the district and the Hastings District Council.

### **3. PROPOSED FEES AND CHARGES**

It is recommended that Council increases fees and charges for cemetery services in 2025/26.

#### Cremation

The budgeted increase in the cost of gas in 2025/26 is \$43K. The cost of gas is directly attributable to operation of the cremator. To fully recover the increase in the price of gas, noting that the benefactor of cremation is the family of the deceased, rather than ratepayers, Council would need to increase the fee for cremation by \$95 (including GST). This would increase the fee from \$730 to \$825 (including GST). This would place the cost of cremation in Palmerston North at the same level as Hastings, but considerably higher than Whanganui. Whilst it is likely that other regional providers will increase cremation fees to offset increases in gas prices, a one-off increase of \$95, may impact demand for our services.

The budgeted revenue of \$899K for 2025/26 for the whole cemeteries activity has been prepared based on an increase in the price of cremation of \$50, making the new fee for cremation \$780 (including GST). Increasing the fee by \$50 would result in 53% of the additional gas costs being recovered through fees. If the fee was increased to \$825 to fully recover the additional cost of gas, the revenue would rise by \$20K to \$919K.

#### Other Fees and Charges

It is recommended that Council increase the balance of fees and charges by 3%. This would increase the forecast revenue by \$16K to \$915K. The rationale for an increase is that the share of the costs borne by users is well outside the policy setting for Cemeteries and Crematorium. With costs forecast to continue to increase year on year in the LTP, it is prudent to continue to incrementally increase the fees, to avoid the need for larger fee increases in the future to offset cost increases.

#### Bond for use of Chapel

There has been an increase in enquiries from families wishing to arrange their own funerals. This includes booking the chapel.

Council has developed a booking form to ensure that families and celebrants can access the chapel, for one-off bookings.

Council renewed the Chapel in 2023/24 as part of the project to earthquake strengthen the Kelvin Grove Crematorium. The facility is now of a very high standard. It is appropriate that a bond be introduced for one-off bookings of the chapel to ensure that any damage or additional cleaning requirements arising from the booking can be recovered from the user.

It is proposed that Council introduce a bond of \$250, and a cleaning fee (for unreasonable cleaning of the chapel) of \$130. The new fees would cover costs and therefore not generate any additional revenue.

#### **4. DESCRIPTION OF OPTIONS**

It is Council policy to review fees and charges on a yearly basis. This enables the Council to be satisfied that the fees and charges are transparent, fair and reasonable.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal: or
- changing fees by a different amount.

#### **5. FINANCIAL IMPLICATIONS**

The proposed fees and charges (increasing the cremation fees by \$50K (including GST), and all other fees by 3% on average would result in a revenue of \$915K and a forecast recovery rate of 51% (based on the volume assumptions).

This revenue is \$38K higher than the revenue budgeted in the 2024-34 LTP for 2025/26.

The budgeted revenue, at 51% of costs, is below the Council's targeted % recovery from users.

An option for Council is to increase the cost of cremation to \$825 to fully recover the increase in the cost of gas, in conjunction with an average increase in other fees and charges of 3%. If adopted, this option would result in a forecast revenue of \$935k and a recovery rate of 52%.

Palmerston North City Council

## Burial and Cremation Charges

(Terrace End, Kelvin Grove, Ashhurst & Bunnythorpe Cemeteries)

All fees and charges shown are GST inclusive

| <b>BURIAL FEES *See Note 1</b>  |   | <b>From 1 July<br/>2024</b>   | <b>From 1 July<br/>2025</b>   |
|---|---|-------------------------------|-------------------------------|
| <b>Purchase of Plot</b>   |   |                               |                               |
|   | Kelvin Grove, Ashhurst & Bunnythorpe Cemeteries (Double beam plots)   | \$ 2,389                      | \$ 2,461                      |
|   | Kelvin Grove Cemetery (Single beam areas) Section V   | \$ 3,530                      | \$ 3,636                      |
|   | Children's Section at Kelvin Grove (up to 13 years old)   | \$ 1,194                      | \$ 1,230                      |
|   | Services Section (RSA) - Kelvin Grove & Ashhurst  | \$ 598                        | \$ 616                        |
| NOTE: Each plot is able to be used for two burials providing that, at the first interment, an extra depth requirement is advised to the Cemetery Administration Officer |   |                               |                               |
| <b>Interment Fees (Standard hours Mon-Fri 9.00am - 4.00pm)</b>  |   |                               |                               |
|   | Adult (14 years or over, including Services Personnel)  | \$ 1,160                      | \$ 1,195                      |
|   | Child up to 13 years  | \$ 400                        | \$ 400                        |
|   | Child up to 12 months   | \$ 238                        | \$ 238                        |
|   | Extra depth surcharge   | \$ 255                        | \$ 263                        |
|   | "Fill-your-own" surcharge (Clean-up)  | \$ 293                        | \$ 302                        |
|   | Overtime surcharge per hour or part thereof - applied if funeral activities at the cemetery have not concluded by 4pm Monday - Friday | \$235/hour                    | \$242/hour                    |
|   | Disinterment  | \$ 2,397                      | \$ 2,469                      |
| <b>Interment Fees (Saturdays) - Applies to Interment, Extra depth and "Fill-your-own" fees</b>  |   |                               |                               |
|   | Saturday morning  | Standard fee x 1.5            | Standard fee x 1.5            |
|   | Saturday afternoon<br>(By arrangement with cemetery staff) *See Note 3  | Standard fee x 2              | Standard fee x 2              |
| <b>CREMATION AND ASH BURIAL FEES *See Note 1</b>  |   | <b>From 1 July<br/>2024</b>   | <b>From 1 July<br/>2025</b>   |
| (Standard hours: Monday-Friday 9am - 4pm)   |   |                               |                               |
|   | Adult Cremation only  | \$ 730                        | \$ 780                        |
|   | Child (1-13 years) - cremation only   | \$ 330                        | \$ 340                        |
|   | Child (up to 12 months) - cremation only  | \$ 80                         | \$ 80                         |
|   | Medical Referee's Fee   | \$ 68                         | \$ 70                         |
| <b>USE OF CHAPEL - (Standard Hours: Monday-Friday 9am - 4pm)</b>  |   |                               |                               |
|   | Committal service (total 1 hour)  | \$ 145                        | \$ 145                        |
|   | Full service (total 2 hours)  | \$ 196                        | \$ 200                        |
|   | Bond (for non-regular users)  | n/a                           | \$ 250                        |
|   | Cleaning Fee (for unreasonable cleaning of the chapel)  | n/a                           | \$ 130                        |
| <b>CREMATION FEES (Saturdays)</b>   |   |                               |                               |
|   | Saturday morning cremation  | Cremation & chapel fees x 1.5 | Cremation & chapel fees x 1.5 |
|   | Saturday afternoon cremation<br>(by arrangement with cemetery staff) *See note 3  | Cremation & chapel fees x 2   | Cremation & chapel fees x 2   |

| <b>PURCHASE OF ASHES PLOT FOR ASH INTERMENT</b> |  |  |                         |
|---|--|--|-------------------------|
|   | Lawn Cemetery - (Plaque) Section P/1A,<br>(Headstone) Section T, P/2A, V/A,<br>(Memorial Gardens) - Section T, Bunnythorpe and Ashhurst          | \$ 766   | \$ 789                  |
|   | Remembrance Garden Kerb - Section GK 1, 2 & 3  | \$ 766   | \$ 789                  |
|   | Niche Walls - Kelvin Grove and Ashhurst  | \$ 856   | \$ 882                  |
|   | Services Section (RSA) - Kelvin Grove and Ashhurst   | \$ 192   | \$ 198                  |
|   | Child - Section T/4A & Section O ash beams   | \$ 625   | \$ 625                  |
| <b>PURCHASE OF MEMORIAL PLAQUE PLOT</b>         |  |  |                         |
|   | Remembrance Garden Kerb - Section GK 4 - Plaques only  | \$ 642   | \$ 661                  |
| <b>OTHER CREMATION FEES</b>                     |  |  |                         |
|   | Burial of Ashes - Weekdays *See Note 2   | \$ 226   | \$ 233                  |
|   | Burial of ashes with no family present and no service  | \$ 156   | \$ 161                  |
|   | Burial of Ashes - on Saturday morning *See Note 2  | \$ 339   | \$ 349                  |
|   | Burial of Ashes - on Saturday afternoon *See Note 3  | \$ 452   | \$ 466                  |
|   | Disinterment of Ashes  | \$ 89  | \$ 92                   |
|   | Overtime surcharge (per hour or part thereof) will be applied if funeral activities at the crematorium have not concluded by 4pm Monday - Friday | \$100/hour   | \$100/hour              |
| <b>OTHER CHARGES *See Note 1</b>                |  | <b>From 1 July 2024</b>  | <b>From 1 July 2025</b> |
|   | Memorial permit fee (for all headstones and plaques)   | \$ 45  | \$ 45                   |
|   | Plot cancellation fee  | \$ 100   | \$ 100                  |
|   | Entry in Book of Remembrance   | \$ 100   | \$ 100                  |
|   | Out of District Surcharge *See note 1  | Plus 30% on all services except Chapel and Cremation.<br>Plus 10% on Chapel and Cremation charges. |                         |

| <b>NOTES</b>   |  |
|--|--|
| <p><b>Note 1:</b> "Out of District" surcharge applies to persons normally resident outside of the Palmerston North City boundary. (These people do not pay rates to Palmerston North City Council). Exemptions apply to persons who can provide evidence of residence in the City for at least 20 years or who have operated a rate-paying business in the City for at least 20 years.</p> |  |
| <p><b>Note 2:</b> For regular ash interment the site is prepared for a ceremony. The hole is cut and tidied, soil left alongside with a shovel, and a container of sand provided. Requests for Ash interment by cemetery staff with no friends or family present will incur the reduced fee.</p>   |  |
| <p><b>Note 3:</b> Burials or cremations <u>may</u> be provided by arrangement, subject to availability of staff, after 12.00 noon Saturday.</p>  |  |

## Service Connection Fees

## Appendix 8

## **1. INTRODUCTION**

Service connection fees are levied on those wishing to connect to one or more of the Council's water, wastewater, or stormwater systems. The actual physical connection is made at the applicant's cost, by an approved contractor. The charges levied by the Council cover the administration of processing the application, and the researching of plans, the inspection of the finished work to ensure it meets Council's standards and the production of as built plans of the connection(s). The data gathered in the as built process is then input to Council's asset management system.

## **2. BACKGROUND**

### **2.1 Statutory Requirements**

The setting of fees and charges for service connections is empowered by Section 12 of the Local Government Act 2002 i.e. the general power of competence to carry on any activity or business with associated rights, powers and privileges. As such, they can be set by Council resolution and do not require any special consultative procedures.

### **2.2 Factors Impacting on Setting Fees and Charges**

The Council's Revenue and Financing Policy (2024-34 Long-term Plan, pages 276-311) outlines Council's views about the extent to which users should bear the cost of providing particular services. The policy outlines that "an activity should be funded on a user pays basis if an individual or group of individuals directly receives benefits of the activity exclusively, and the costs of the activity can easily be attributed to that individual or groups of individuals."

As service connections is a relatively small activity the policy does not specifically address what proportion of the costs should be covered by user fees.

Service connection fees were considered in detail in 2017 and as a consequence restructured and increased. The charges have increased by an inflationary factor each year since then. The resulting fee structure included a discount for applications for multiple connections at any single property. The discount was introduced on the assumption there was a cost saving to processing and administration, but this was reassessed in 2021 and the fee structure simplified.

The current fees and charges are as follows:

| Service required                                 | Current Fees (\$) GST Inclusive<br>from 1 July 2024 |                |           |
|--|---|----------------|-----------|
|  | Application Fee                                     | Inspection Fee | Total Fee |
| One connection (water, wastewater or stormwater) | 120.00  | 193.00         | 313.00    |

### 3. PROPOSED FEES AND CHARGES

The proposed fees and charges, incorporating an allowance for an increase of approx. 4% are as follows:

| Service required                                 | Proposed Fees (\$) GST Inclusive<br>from 1 July 2025 |                |           |
|--|--|----------------|-----------|
|  | Application Fee                                      | Inspection Fee | Total Fee |
| One connection (water, wastewater or stormwater) | 125.00   | 201.00         | 326.00    |

### 4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis although a review of these particular fees and charges has been overlooked.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal; or
- changing fees by a different amount.

### 5. FINANCIAL IMPLICATIONS

It is the expectation that services such as connections to the infrastructure should be funded by users so it is important to adjust charges to reflect changing costs. The proposed charges reflect this.

# Resource Recovery Fees & Charges

## 1. INTRODUCTION

Council's resource recovery activity comprises a number of elements including rubbish collection and disposal and recycling. There are a number of sub-activities with different funding arrangements and each of these has been reviewed for the 2025/26 year and no changes are proposed.

## 2. BACKGROUND

### 2.1 Statutory Requirements

The setting of fees and charges for resource recovery is empowered by Section 12 of the Local Government Act 2002 i.e. the general power of competence to carry on any activity or business with associated rights, powers and privileges. As such, they can be set by Council resolution and do not require any special consultative procedures.

Rates for kerbside recycling and rubbish and public recycling are set through the processes contained in the Local Government Rating Act 2002.

### 2.2 Factors Impacting on Setting Fees and Charges

The Council's Revenue and Financing Policy (2024-34 Long-term Plan, pages 276-311) outlines Council's views about the extent to which users should bear the cost of providing particular services. The policy outlines that "an activity should be funded on a user pays basis if an individual or group of individuals directly receives benefits of the activity exclusively, and the costs of the activity can easily be attributed to that individual or groups of individuals."

The policy outlines that kerbside rubbish collection should be funded by users of the service, that costs of rubbish collection from public spaces should be funded by way of a targeted rate assessed on all properties, that recycling costs should be funded from the sale of recyclables and the balance funded by users of the services (where practicable) and the net cost of the kerbside recycling service be funded by way of a targeted rate on properties on the recycling route.

In addition to the policy fees and charges for waste management activities are impacted by:

- Volumes of rubbish & recycling material
- Costs of waste disposal (including any government waste levies)
- Prices for the products sold from the recycling process
- Plant maintenance and operating costs

### 3. PROPOSED FEES AND CHARGES

#### 3.1 Current Fees and Charges with no\_change recommended

The following table summarises the current range of fees and charges for resource recovery.

| Item  | Current Fee (GST incl)                               | Last Change  | Comments   |
|---|--|--|--|
| Car Seats   | \$5  | Jan 2018   | See Below  |
| E-Waste & Batteries   | Varies depending on item                             |  | See Below  |
| Tyres   | Scooter/Bike Tyres \$4<br>(From Non-motorised items) | 1 July 2023  | Product Stewardship Scheme introduced 1 September 2024 |
| Ashhurst Transfer Station<br><i>Green Waste and Rubbish</i>                                 | Varies depending on item                             | 1 July 2023  |  |
| Awapuni Resource Recovery Park<br><i>Green Waste, Compost (Bagged and Bulk) &amp; Mulch</i> | Varies depending on item                             | Bulk Compost 1 July 2023<br><br>Bagged Compost 1 July 2024 |  |
| Events Recycling  | Varies depending on item                             | 1 July 2024  |  |
| Kerbside Rubbish Bags   | 60L \$3.80<br><br>40L \$2.80                         | 1 July 2024  |  |

## **3.2 Subsidy levels for some recyclable items**

### **3.2.1 Car Seats (accepted at Ferguson St)**

The current public charge of \$5 per car seat has remained the same since the introduction of this service in January 2018. The cost to recycle these through Council's service provider has increased during the last few years and is currently \$35 per car seat.

When this service was first introduced in January 2018, the fee from the provider was \$15 per seat. At 300 car seats per year, Council was subsidising this service at approximately \$2,600 (excl. GST) per year.

The number of car seats received has remained steady over the last few years at 250 – 300 car seats per year. Providing the number of seats collected per year continues to be consistent, the amount subsidised by the council for this service will be circa \$7,800 (excl. GST) per annum.

Resource recovery budgets have been prepared on the assumption this level of subsidisation continues and is acceptable to the Council.

### **3.2.2 E-Waste and Batteries (accepted at Ferguson Street)**

There are various E-waste categories with pricing based on the item, with some items accepted with no charge. The amount of E-waste collected and recycled at Ferguson Street has slowly increased since 2018/19, with around 9,000 items being received and recycled in 2023/24.

A previous Council decision introduced a subsidy to promote and encourage E-Waste Recycling. The charges for E-Waste have remained unchanged since this decision (1 July 2018). At the time of this Council decision, officers estimated the subsidy required would be \$25,000 (excl. GST) per year. In 2023/24 this increased to approximately \$35,000 excl. GST.

While the amount subsidised has increased no change to fees is recommended for 2025/26. Council's service provider is currently trialling dismantling of select E-waste items locally, and if successful, they intend to expand dismantling operations of E-waste in Palmerston North prior to 1 July 2025. This will reduce Council's costs to provide the E-waste recycling service.

## **4. DESCRIPTION OF OPTIONS**

It is Council policy to review fees and charges on a yearly basis.

The options available are:

- no change being made to existing fees and charges (as recommended), or
- changing fees by an amount to be determined.

## **5. FINANCIAL IMPLICATIONS**

The two largest components of the revenue for resource recovery are the sale of rubbish bags and the sale of recyclable materials.

The revenue assumption for rubbish collection is very dependent on volumes of rubbish bag sales. Likewise, revenue from the sale of recyclables is very dependent on fluctuating market conditions.

The other elements of the revenue stream are relatively small.

The net cost of the resource recovery activity is allocated to ratepayers through fixed targeted rates for rubbish & public recycling (to all ratepayers) and kerbside recycling (to ratepayers on the recycling collection route).

The draft budget will require the rubbish and public recycling rate to increase from \$51 to \$77 and the kerbside recycling rate to increase from \$144 to \$189.

## **1. INTRODUCTION**

It is the Council policy to review fees and charges each year. Fees for sportsfields are covered by the Council's Revenue and Financing Policy, which outlines that users of sportsfields are expected to contribute through charges a low (i.e. 1-19%) proportion of the costs.

The policy also acknowledges that either it is not practical to identify and charge users (e.g. for city-wide or local reserves) or that in some instances charges would be prohibitively high if they were set at the level which would be necessary to cover the entire cost.

In April 2019 Council reviewed the funding policy for sportsfields, concluding it would continue with its funding model of charging sportsfield users a percentage of the costs of sportsfield provision, targeting a level of approximately 5% cost recovery. Council also resolved to continue its policy of not charging for sportsfields used exclusively by junior players.

Charges for sportsfields and reserves, were increased in 2024/25. Fees for the Ashhurst Camping Ground were last increased in 2023/24.

## **2. BACKGROUND**

### **2.1 Statutory Requirements**

Under its statutory powers contained in the Local Government Act 2002 (LGA) the Council has power to set fees and charges for the use of reserves.

### **2.2 Factors Impacting on Setting Fees and Charges**

The following factors impact on the fees and charges for parks and reserves, including sportsfields:

- Cost of building, maintaining and administering sportsfields and playing surfaces, and associated facilities
- Cost of administering licences and events
- The practicability of charging for some types of use
- Council's policy on the extent to which users should contribute toward the cost
- The utilisation of the sportsfield network
- The standard of playing surface provided (level of service)
- The number of fields required by various sports codes – this varies depending on changing ground allocation practices and the number of teams playing/training each year.

The following factors impact on the fees for the Ashhurst campground:

- Cost of building, maintaining and operating the Ashhurst Campground facilities
- The practicality and cost associated with administering the campground, including the ability to collect and accurately account for revenue
- The utilisation of the camping ground (demand)
- The type and standard of facilities provided (level of service)
- The level of fees charged at campgrounds with similar facilities (the market)

### 3. PROPOSED FEES AND CHARGES

#### a. Sportsfields

Fees and charges would need to be increased significantly before revenue from sportsfields increased to any significant extent compared with operating costs.

Table 1 summarises the budget forecasts for Sportsfields for 2022 through to 2025/26.

|                             | Actual<br>2022/23 | Actual<br>2023/24 | Budget<br>2024/25 | Draft Budget<br>2025/26 |
|-----------------------------|-------------------|-------------------|-------------------|-------------------------|
| Expenses (\$k)              | 3,306             | 3,670             | 4,024             | 4,718                   |
| Revenue (\$k)               | 113               | 139               | 163               | 166                     |
| Revenue as %<br>of Expenses | 3.4               | 3.8               | 4.1               | 3.5                     |

*Table 1: Sportsfield Budget Summary*

The revenue received in 2023/24 was slightly higher than forecast, and costs were considerably higher than budgeted leading to a recovery of 3.8%. Revenue budgeted from 2024/25 onwards increased considerably due to revenue from land leases to sports clubs and Manawatu Cricket's share of the cost of the Fitzherbert practice nets and being recorded within the new financial system as income. The portion of the forecast income attributable to fees and charges in the 2024/25 budget is \$123K.

The budgeted revenue from fees and charges for 2025/26 is \$126K, \$3K higher than the budgeted for 2024/25. Sports codes determine how many fields they need to manage competition for the upcoming season and enter a Service Level Agreement (SLA) with Council. The revenue forecast for 2024/25 is based on last year's allocation of senior fields – including a reduction in the number of fields allocated to senior football in Winter 2024.

The budgeted expenses for 2025/26 are higher than 2024/25 due to overhead allocations and costs associated with sportsfield buildings. The forecast increase in revenue is lower than the forecast percentage increase in costs, and the recovery is forecast to decrease from 4.1 to 3.5%.

If user fees and charges are not increased again in 2025/26, the council will not achieve the budgeted increase in revenue from fees and charges of \$3K.

Priority 5 of Council Goal 2 is to be one of the most active communities in New Zealand. Success measures include an increase in use of parks, sportsfields and playgrounds and an increase in participation rates for all adults in sport and recreation. Whilst Council fees and charges are only a small portion of the overall cost for an adult participating in organised sport, a large increase in Council fees could potentially impact adversely on the attraction and retention of adult players.

Increasing sportsfields fees by 3% for the 2025/26 year will increase the budgeted income from sportsfields to \$130K and the overall income from fees and charges from \$166K to \$170K. This represents a recovery rate for sportsfields of 3.6%.

**b. One- off use of Sportsfields**

Council allocates fields to sports codes based on a 22-week season and charges for senior grounds and any other services requested by the codes based on the schedule of fees and charges. The SLA with the code covers use of the fields for regular play/practice.

The fees and charges schedule also includes one-off fees for field bookings for pre-season games and tournaments. The schedule was developed for pre-season games or tournaments organised by codes on fields they are allocated under the seasonal SLA.

There has been an increase in booking requests for fields for one-tournaments and games, from clubs or codes who do not have an SLA with the Council. The current schedule is not clear on the appropriate fees for casual one-off bookings. Minor adjustments to the schedule are proposed to make this clearer.

**c. Ashhurst Campground**

The Ashhurst campground fees were reviewed in 2023 as part of the annual review of Council fees and charges. To make it easier for campers and simplify cash handling, the ability to pay fees online was introduced. Many campers have taken up the option to pay online and this has reduced the volume of cash our staff handle.

The adult fee for an unpowered site is \$7, a powered site is \$10/adult and a child stay in the campground is \$5 per night.

Overall, the level of fees at the Ashhurst Campground appear to be market comparable for the level of service provided. Whilst the way in which fees are charged varies between campgrounds, the overall per night fee for a family is on par with other camping grounds in our region offering similar facilities.

It is recommended that the fees be unchanged. Increasing patronage year on year is ensuring that revenue at the campground is keeping pace with increasing costs.

**d. Recommended changes to fee schedule**

Recommended changes shown in the **attached schedule** comprise the following elements:

- An increase of 3% on the current fees and charges
- Continuing to impose zero fees for fields used exclusively for junior sport (school age teams)
- Introduction of a per field per ½ day fee for casual bookings

**2. DESCRIPTION OF OPTIONS**

It is Council policy to review fees and charges on a yearly basis. This enables the Council to be satisfied that the fees and charges are transparent, fair and reasonable.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal: or
- changing fees by a different amount.

**3. FINANCIAL IMPLICATIONS**

The proposed fees and charges will enable an increase in budgeted revenue for sportsfields of \$4K, and a lift in the budgeted percentage recovery, in the draft 2025/26 Annual Budget from 3.5 to 3.6%.

**Parks and Reserves Fees and Charges**

All fees and charges shown are GST inclusive

| <b>Sportsfield Season Charges</b> |   | <b>Current</b>                           | <b>Proposed</b>                          |
|-----------------------------------|---|--|--|
|                                   |   | For summer<br>2024/25 and<br>Winter 2025 | For summer<br>2025/26 and<br>Winter 2026 |
| <b>Winter</b>                     |   |  |  |
| Rugby Union                       | per field (8,280 m <sup>2</sup> )                             | \$1,430                                  | \$1,472                                  |
| League                            | per field (8,280 m <sup>2</sup> )                             | \$1,266                                  | \$1,304                                  |
| Football                          | per field (7,300 m <sup>2</sup> )                             | \$1,338                                  | \$1,378                                  |
| Netball (Vautier Park)            | per court (665 m <sup>2</sup> )                               | \$635                                    | \$654                                    |
| Lacrosse                          | per field (5,500m <sup>2</sup> )                              | \$963                                    | \$992                                    |
| Skating (Memorial Park)           | per rink  | \$337                                    | \$347                                    |
| <b>Winter Training Grounds</b>    |   |  |  |
| Football                          | 1 @ Skoglund - 3,000 m <sup>2</sup>                           | \$585                                    | \$603                                    |
|                                   | 1 @ Waterloo - 11,000 m <sup>2</sup>                          | \$2,153                                  | \$2,218                                  |
|                                   | 1 @ Takaro - 8,400 m <sup>2</sup>                             | \$1,642                                  | \$1,691                                  |
|                                   | 1 @ Hokowhitu - 2,500 m <sup>2</sup>                          | \$490                                    | \$505                                    |
|                                   | 2 @ Monrad - 5,580 m <sup>2</sup>                             | \$1,096                                  | \$1,129                                  |
|                                   | 2 @ Bill Brown - 6,000 m <sup>2</sup>                         | \$1,294                                  | \$1,333                                  |
|                                   | 1 @ Ashhurst Domain - 8,400 m <sup>2</sup>                    | \$1,642                                  | \$1,691                                  |
|                                   | 2 @ Ongley - 7,000 m <sup>2</sup>                             | \$1,394                                  | \$1,436                                  |
|                                   | 1 @ Bill Brown - 7,000 m <sup>2</sup>                         | \$1,394                                  | \$1,436                                  |
|                                   | 1 @ Lincoln - 6,050 m <sup>2</sup>                            | \$1,182                                  | \$1,217                                  |
| Rugby                             | 1 @ Colquhoun - 6,050 m <sup>2</sup>                          | \$1,182                                  | \$1,217                                  |
|                                   | 1 @ Bunnythorpe – 4,000 m <sup>2</sup>                        | \$780                                    | \$803                                    |
|                                   | 1 @ Coronation - 7,700 m <sup>2</sup>                         | \$1,277                                  | \$1,315                                  |
| League                            |   |  |  |
|                                   |   |  |  |
| <b>Summer</b>                     |   |  |  |
| Cricket                           | Per field (14,320 m <sup>2</sup> )                            | \$3,094                                  | \$3,187                                  |
|                                   | per grass wicket  | \$293                                    | \$302                                    |
|                                   | per artificial wicket   | \$222                                    | \$229                                    |
| Softball                          | per grass diamond (playing/ training) (6,013 m <sup>2</sup> ) | \$950                                    | \$979                                    |
|                                   | per skin diamond (6,013 m <sup>2</sup> )                      | \$860                                    | \$886                                    |
| Touch                             | per field (3,500 m <sup>2</sup> )                             | \$392                                    | \$404                                    |
|                                   | Coronation Pavilion   | \$2,334                                  | \$2,404                                  |
| Athletics                         | per grass track   | \$1,256                                  | \$1,294                                  |
| Tennis (669sq m)                  | per court @ Vautier   | \$531                                    | \$547                                    |
|                                   | per court @ Colquhoun   | \$181                                    | \$186                                    |
|                                   | per court @ Awapuni per season                                | \$445                                    | \$458                                    |
|                                   | per court @ Takaro and Wallace                                | \$337                                    | \$347                                    |
| Summer Football                   | per field   | \$670                                    | \$690                                    |
| Rugby 7's                         | per field   | \$715                                    | \$736                                    |
| Skating (Memorial Park)           | per rink  | \$337                                    | \$347                                    |
| <b>Charge Grounds</b>             |   |  |  |
| Fitzherbert Park                  | Summer  | \$4,970                                  | \$5,119                                  |
|                                   | Winter  | \$4,828                                  | \$4,973                                  |
| Memorial Park                     | Summer  | \$4,994                                  | \$5,144                                  |
|                                   | Winter  | \$4,994                                  | \$5,144                                  |

**Winter Season = 2nd week April to 3rd week September. (22 weeks)****Summer Season = 2nd week October to 3rd week March. (22 weeks)**

| <b>One off Charges (Inc GST)</b>                    |   |                   |                              | <b>Current</b>                       | <b>Proposed</b>                      |
|---|---|-------------------|------------------------------|--------------------------------------|--------------------------------------|
|   |   |                   |                              | Summer<br>2024/25 and<br>Winter 2025 | Summer<br>2025/26 and<br>Winter 2026 |
| <b>Sportsfields</b>                                 | Playing Field                                     | Pre-Season        | per game                     | \$104                                | <b>\$107</b>                         |
|   | Playing Field                                     | Casual            | per game                     | \$133                                | <b>\$137</b>                         |
|   | <b>Playing Field</b>                              | <b>Casual</b>     | <b>Per ½ day</b>             | <b>N/A</b>                           | <b>\$250</b>                         |
|   | Touch field                                       | Casual/Preseason  | per game                     | \$47                                 | <b>\$48</b>                          |
|   | Ongley Park                                       | Tournament        | per day (excl change rooms)  | \$792                                | <b>\$816</b>                         |
|   | Ashhurst Domain                                   | Tournament        | per day (excl change rooms)  | \$792                                | <b>\$816</b>                         |
|   | Fitzherbert Park                                  | Casual            | 1/2 day                      | \$233                                | <b>\$240</b>                         |
|   | Fitzherbert Park                                  | Casual            | per day                      | \$447                                | <b>\$460</b>                         |
|   | Memorial Park                                     | Casual            | 1/2 day                      | \$233                                | <b>\$240</b>                         |
|   | Memorial Park                                     | Casual            | per day                      | \$447                                | <b>\$460</b>                         |
|   | Cricket   | Grass Wicket      | per day                      | \$364                                | <b>\$375</b>                         |
|   | Cricket   | Artificial Wicket | per day                      | \$162                                | <b>\$167</b>                         |
| <b>Manawaroa Pavilion</b>                           | Pavilion Hire                                     | Regular           | 1/2 day per week per season  | \$612                                | <b>\$630</b>                         |
|   | Pavilion Hire                                     | Regular           | 1/2 day per week per year    | \$1,225                              | <b>\$1,262</b>                       |
|   | Pavilion Hire                                     | Regular           | 1 day per week per season    | \$1,045                              | <b>\$1,076</b>                       |
|   | Pavilion Hire                                     | Regular           | 1 day per week per year      | \$2,087                              | <b>\$2,150</b>                       |
| Sports pavilions/<br>changing rooms                 | Changing Room Hire                                | Casual            | per day                      | \$104                                | <b>\$107</b>                         |
|   | Pavilion Hire                                     | Casual            | per hour                     | \$31                                 | <b>\$32</b>                          |
| <b>The Square</b>                                   | Serviced Rest rooms open after hours              |                   | per hour                     | \$64                                 | <b>\$66</b>                          |
| <b>Railway Land</b>                                 | Commercial Occupancy                              |                   | Small event per day          | \$186                                | <b>\$192</b>                         |
|   | Commercial Occupancy                              |                   | Large event per day          | \$375                                | <b>\$386</b>                         |
| <b>Bonds</b>  | Large commercial event                            | Major Event       | e.g. Food & Wine Festival    | \$2,000                              | \$2,000                              |
|   | Large tournament                                  | Large Event       | e.g. NZ Touch Nationals      | \$1,000                              | \$1,000                              |
|   | All other events                                  | Medium Event      | e.g. Marching                | \$250                                | \$250                                |
|   | Weekday booking of sportsfield by non- PN schools |                   | Per booking                  | \$250                                | \$250                                |
|   | Key Bond  |                   | Per Key                      | \$50                                 | \$50                                 |
| <b>Storage Rental Commercial</b>                    | Rental of storage space in pavilion               | Non- Commercial   | Per 6 months                 | \$150                                | \$150                                |
| Mobile vendor e.g. coffee cart, food truck (Note 1) | Up to 2 days – 6 months                           |                   | Per site - licence to occupy | \$500                                | \$500                                |
| Mobile vendor                                       | Each additional day - six months                  |                   | Per site - licence to occupy | \$250                                | \$250                                |
|   | Power   |                   | per site per six months      | \$260                                | <b>\$270</b>                         |
| Mobile Vendor                                       | One off   |                   | Per event                    | \$27                                 | <b>\$28</b>                          |
| Tennis Coaching                                     | Per season  |                   | Per court                    | \$569                                | <b>\$586</b>                         |
|   | Per day   |                   | Per court                    | \$32                                 | <b>\$33</b>                          |

**Note 1: In line with Council policy for the use of public spaces - applies to all Council land. Vendor trading on sportsfields requires support from the sports code allocated the grounds.**

| <b>Ashhurst Campground Fees per night</b> |                 | <b>Current</b> | <b>Proposed</b> |
|---|-----------------|----------------|-----------------|
| <b>Powered Site</b>                       | Per Adult/night | \$10           | \$10            |
|   | Per Child/night | \$5            | \$5             |
| <b>Unpowered Site</b>                     | Per Adult/night | \$7            | \$7             |
|   | Per Child/night | \$5            | \$5             |



### 1 INTRODUCTION

Testable backflow preventers (BFPs) are required on all non-residential water connections. These prevent any contaminated water from within a property affecting the water supply and other consumers. There are in excess of 450 properties classified as requiring BFPs.

In an effort to reduce public health risks the Council, as from 1 July 2021, assumed full responsibility for repairs and renewals of all BFPs as well as for annual testing to confirm compliance. An annual charge was introduced for this work. The fixed annual fee avoids the need for large one-off fees to be recovered from property owners when major upgrade work is required for a specific BFP. It also ensures that issues are solved quickly to protect public health. The fee is only payable on the property water connection at the boundary and not any internal connections which are dealt with under the Building Warrant of Fitness.

Costs associated with BFPs consist of:

- Regular testing
- Repairs
- Replacements
- Administration

While repairs and replacements are more expensive for larger BFPs, the uniform charge that applies to all premises spread costs, provides clarity to customers, and reduces administration cost and time for Council.

There are 455 BFPs on the Council's reticulation. These are tested annually, with the exception of 25 which are tested six-monthly. This equates to 480 total tests per year.

### 2. BACKGROUND

#### 2.1 Statutory Requirements

The setting of fees and charges for wastewater is empowered by Section 12 of the Local Government Act 2002 i.e. the general power of competence to carry on any activity or business with associated rights, powers and privileges. As such, they can be set by Council resolution and do not require any special consultative procedures.

Rates for water services are set through the processes contained in the Local Government Rating Act 2002.

## 2.2 Factors Impacting on Setting Fees and Charges

The Council's Revenue and Financing Policy (2024-34 Long-term Plan, pages 276-311) outlines Council's views about the extent to which users should bear the cost of providing particular services. The policy outlines that "an activity should be funded on a user pays basis if an individual or group of individuals directly receives benefits of the activity exclusively, and the costs of the activity can easily be attributed to that individual or groups of individuals."

## 3. PROPOSED FEES AND CHARGES

It is proposed that the fees be increased by approx. 7% to cover increases in costs, as shown in the following table.

### Proposed Fees and Charges for BFP testing and maintenance

| Item               | Current Charges (GST incl.) | Proposed Charges (GST incl.) | Unit             |
|--------------------|-----------------------------|------------------------------|------------------|
| Annual BFP charge  | \$289                       | \$301                        | Per BFP per year |
| Administration fee | \$30                        | \$31                         | Per BFP per year |
| Total charge       | \$319                       | \$332                        | Per BFP per year |

Note that properties with multiple BFPs pay separately for each. For example, a property with two BFPs would pay  $\$332 \times 2 = \$664$  per year.

## 4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis although a review of these particular fees and charges has been overlooked.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal; or
- changing fees by a different amount.

## 5. FINANCIAL IMPLICATIONS

The proposed 2025/26 annual budget includes provision of revenue of \$48k from these charges, thereby reducing the sum required to be collected from rates.

### 1 INTRODUCTION

A Corridor Access Request (CAR) is an application to the Council for access to the road corridor in order to carry out works. It is required to ensure all work sites on roads are as safe as possible for workers, motorists, pedestrians, and cyclists. As from 1 July 2021 a fee for CARS was introduced. Prior to that the costs associated with administering and issuing CAR were funded by rates.

This user pays model is working satisfactorily and it is proposed to increase the charges to cover increasing costs.

### 2. BACKGROUND

#### 2.1 Statutory Requirements

The setting of fees and charges for an activity such as corridor access is empowered by Section 12 of the Local Government Act 2002 i.e. the general power of competence to carry on any activity or business with associated rights, powers and privileges. As such, they can be set by Council resolution and do not require any special consultative procedures.

#### 2.2 Factors Impacting on Setting Fees and Charges

The Council's Revenue and Financing Policy (2024-34 Long-term Plan, pages 276-311) outlines Council's views about the extent to which users should bear the cost of providing particular services. The policy outlines that "an activity should be funded on a user pays basis if an individual or group of individuals directly receives benefits of the activity exclusively, and the costs of the activity can easily be attributed to that individual or groups of individuals."

The policy makes no specific mention of corridor access fees.

### 3. PROPOSED FEES AND CHARGES

Reflecting the cost of issuing CARs there are two types of CAR charges:

- Standard CAR Charges
- Generic CAR Charges

### 3.1 Standard CAR Charges

The standard CAR is a one-off corridor access request. The following table contains the current charging schedule showing proposed increases to cover rising costs:

| Item   | Charges from 1 Jul 24 (GST incl.) | Charges from 1 Jul 25 (GST incl.) | Comment  |
|--|-----------------------------------|-----------------------------------|--|
| Administration Fee   | \$132                             | <b>\$137</b>                      | Per application  |
| Reinstatement Inspection Fee – first 20m of trench opening                                       | \$92                              | <b>\$96</b>                       | Provides for two reinstatement inspections to be made per CAR.   |
| <b>Standard CAR Charge</b>   | <b>\$224</b>                      | <b>\$233</b>                      | <b>Assuming no more than two reinstatement inspections required</b>  |
| Additional Reinstatement Inspection fee – payable for every additional 100m of road opening >20m | \$47                              | <b>\$49</b>                       | An additional reinstatement fee would be payable for one additional inspection for each additional 100m of trench beyond the 20m standard fee. |
| Rebate for Overlap CAR and Vehicle Crossing Inspection   | -\$92                             | <b>-\$96</b>                      | When CAR and Vehicle Crossing Inspections overlaps, a rebate payment of \$96 would apply   |

### 3.2 Generic CAR Charges

The generic CAR is a long-term permit that allow utility service contractors to work on road corridors without having to apply for a different CARs for each job. The following table contains the current charging schedule showing proposed increases to cover rising costs:

| Item                                    | Charges from 1 Jul 24 (GST incl.) | Charges from 1 Jul 25 (GST incl.) | Comment  |
|---|-----------------------------------|-----------------------------------|--|
| Administration Fee                      | \$263                             | <b>\$274</b>                      | Per application  |
| Reinstatement Inspection Fee            | \$92                              | <b>\$96</b>                       | Provides for two reinstatement inspections                                     |
| <b>Generic CAR Charge</b>               | <b>\$355</b>                      | <b>\$370</b>                      | <b>Assuming no more than two reinstatement inspections required</b>            |
| Additional Reinstatement Inspection fee | \$47                              | <b>\$49</b>                       | Additional reinstatement will incur an additional charge on a per visit basis. |

### 4. DESCRIPTION OF OPTIONS

It is Council policy to review fees and charges on a yearly basis although a review of these particular fees and charges has been overlooked.

The options available are:

- no change being made to existing fees and charges,
- proceeding with the recommendations set out in this proposal; or
- changing fees by a different amount.

### 5. FINANCIAL IMPLICATIONS

The proposed annual budget for 2025/26 includes provision for revenue of \$140k from these charges.

### 1 INTRODUCTION

The draft budget for 2025/26 assumes revenue from metered parking will increase by 2% compared with the budget for 2024/25.

In the report to the meeting on 11 December 2024 it was indicated that officers had assumed there would be no further increase to parking fees and charges for the 2025/26 year. Below is a brief outline of the rationale for this.

### 2. BACKGROUND

#### 2.1 Statutory Requirements

The setting of fees and charges is empowered by Section 12 of the Local Government Act 2002 i.e. the general power of competence to carry on any activity or business with associated rights, powers and privileges. As such, they can be set by Council resolution and do not require any special consultative procedures.

The Palmerston North Traffic and Parking Bylaw 2018 provides that “the Council may prescribe the charges to be paid for the use of any parking place or transport station, as measured by parking meters or by a fee or permit to use the parking place or transport station, or by any other prescribed method of time measurement or payment”. Further it says, “the Council may charge a fee for receiving and processing an application and issuing a permit” and that “the Council must prescribe a fee for any permit issued under the Bylaw in accordance with the Local Government Act 2002.”

Parking Infringements are regulated by the Land Transport (Offences and Penalties) Regulations 1999 (as most recently amended with effect from 1 October 2024).

#### 2.2 Factors Impacting on Setting Fees and Charges

The Council’s Revenue and Financing Policy (Long-term Plan 2024-34, pp 276-311) outlines Council’s views about the extent to which users should bear the cost of providing particular services. The policy outlines that “an activity should be funded on a user pays basis if an individual or group of individuals directly receives benefits of the activity exclusively, and the costs of the activity can easily be attributed to that individual or groups of individuals.”

The policy provides that “parking users should pay at levels that are appropriate to manage demand and provide a net return that can be applied to reduce the net cost to ratepayers of roading and transportation”.

### **3. CURRENT FEES AND CHARGES**

The main parking related charge is for metered parking. This was reviewed last year and the on-street charge was increased from \$1.70 to \$2 per hour effective from 1 July 2024.

The primary reason for charging for on-street parking is to ensure there is a ready supply of parking within the central city.

On-street parking charges in other nearby regional centres are at similar levels to Palmerston North as shown below:

- Whanganui - \$2 per hour (except Victoria Ave which is \$3)
- Hastings - \$2.50 per hour
- Napier - \$2 per hour
- New Plymouth - \$3 per hour

From 1 October 2024 a range of parking infringement fees were increased significantly by the government. One of the anticipated outcomes from this was that parkers would be encouraged to pay for parking rather than risk incurring the much higher fees.

At this stage the outcomes of this are still be monitored and it is too early to be sure.

When the 2024-34 LTP was finalised the parking revenue budget was increased by \$450k to reflect the anticipated additional revenue from the increase in the on-street parking charge (on the assumption the increase would not impact demand). Metered parking revenue for the first six months of the year is below budget expectations and the contributors to this are being investigated.

In the meantime it is recommended there be no change to current parking fees and charges.

### **4. DESCRIPTION OF OPTIONS**

It is Council policy to review fees and charges on a yearly basis although a review of these particular fees and charges has been overlooked.

The options available are:

- no change being made to existing fees and charges (as proposed), or
- changing fees by an amount to be determined.

### **5. FINANCIAL IMPLICATIONS**

Actual metered parking revenue for 2023/24 amounted to \$2.52m and the budget for 2024/25 is \$3.17m with the actual for the half year to 31 December 2024 being \$1.33m. The draft budget for 2025/26 is \$3.233m.