



Tauira Ngā Utu | Fees and Charges 2025/26

1 July 2025 – 30 June 2026

All fees and charges are inclusive of GST unless otherwise stated.
Credit Card payments are accepted at Swim Zone Te Aroha, Te Aroha Mineral Spas and Te Aroha Visitor Information Centre with no transaction fees charged back to the customer. Credit Card transactions are accepted for payment-on-line (i.e. E-services) and at Matamata, Morrinsville and Te Aroha offices with transaction fees charged to the customer.

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Cemeteries		2025/26
Plot fees		
Plot fee - Adult		\$2,988.00
Plot fee - Child (under the age of 14 years)		\$1,489.00
Plot fee - Single ashes		\$802.00
Plot fee - Single ashes wall		\$625.00
Plot fee - Double ashes wall		\$934.00
Deposit for reserved plot		50% of plot type/ value
Interment fees		
Interment fee - Adult burial		\$2,212.00
Interment fee - Child burial (under the age of 14 years)		\$1,101.00
Interment fee – Ashes in ground		\$309.00
Interment fee – Ashes wall	Includes plaque installation	\$264.00
Late interment fee	Arrival at Cemetery more than 1 hour after specified burial time. Will be charged in addition to the relevant interment charge.	\$175.00
Disinterment fee		
Disinterment fee - Adult or child		At cost
Disinterment fee - Ashes (wall or in-ground)		\$309.00
Matamata Cemetery only		
Matamata Cemetery - Single RSA ashes wall	Wall 2	\$150.00
Matamata Cemetery - Single RSA ashes wall	Wall 3	\$635.00
Matamata Cemetery - Two adjacent single plots for a double interment RSA ashes wall		\$934.00
Matamata Cemetery - Matamata Memorial Garden		\$256.00
Piako Lawn Cemetery		
Piako Lawn Cemetery - Still born (Plaque installation only – no interment)		\$150.00
Piako Lawn Cemetery - Still born (Interment only)		\$264.00
Piako Lawn Cemetery - Still born (Plaque installation and interment)		\$309.00
Te Aroha Cemetery		
Te Aroha Cemetery - Still born (Plaque installation only – no interment)		\$150.00
Additional costs (if applicable)		
Vase Installation (Ashes Walls)		\$85.00
Plaque/Memorial Installation (Ashes Walls)		\$145.00

Cemeteries		2025/26
Breaking concrete & reinstatement	Per m3 concrete and hourly rate	At cost
Weekend fees (burial only)		\$642.00
Weekend fees (ashes only)		\$271.00
Public holiday fee (burial only)		\$851.00
Public holiday fee (ashes only)		\$489.00
Request to change reserved plot		\$60.00
Request to change warrant		\$120.00
Request to sell back reserved plot to Council		\$60.00
Admin fee for unpaid reserved plot		\$60.00
Monument installation application fee		\$70.00
Monument installation application fee - RSA		No charge

General Property		2025/26
Council boardroom facilities		
If cancellation notice is received within 7 days prior to the event – no refund. Only available during Council office hours		
Interview rooms (interview rooms in Matamata and Te Aroha)	Per hour	\$10.00
Boardroom hire - not including kitchen	Per hour	\$15.00
Boardroom – including kitchen	Per day	\$65.00
Boardroom - kitchen only	Per hour	\$10.00
Lease arrangement set up cost		
Lease where annual lease payments to Council are less than \$200.00		\$287.00
Lease where annual lease payments to Council are more than \$200.00		\$584.00
Rural Community Halls		
Fees for the hireage of rural community halls are set by each respective Rural Hall Committee. Contact details for each hall can be found here		

Libraries		2025/26
Hot picks	Per book (2 week issue only)	\$5.00
Inter loans fee – requests outside MPDC	Plus associated fees	\$10.00
Internet and email – ½ hour per person per day		No charge
Photocopying – A4 side – black and white	Self service	\$0.20
Photocopying – A3 side – black and white	Self service	\$0.40
Photocopying – A4 side – colour	Self service	\$1.00

Libraries		2025/26
Photocopying – A3 side – colour	Self service	\$2.00
Printing- black and white - per side	Self service	\$0.20
Printing - A4 page – colour – per side	Self service	\$1.00
Talking books	From	\$2.00
Borrow non-book item		Price varies
Replacement cards		\$5.00
Withdrawn books	Prices at the library manager's discretion	Charges vary between \$0.20-\$2.00
PC scanning		Actual cost
Lost books/item – replacement cost	Charge of book plus admin charge	\$16.00
Local request delivery		Actual cost
Library Merchandise		Price varies
Membership charge for non-residents from non-reciprocal districts (exemptions can be applied on a case by case basis)	Annual membership fee	\$62.00
Meeting rooms	Per hour	\$10.00
Pop-up meeting space	Per hour	\$5.00-\$10.00

Parks and Open Spaces		2025/26
<p>There is no GST on bonds for parks.</p> <p>If cancellation notice is received within 7 days prior to the event - no refund.</p> <p>For definition of Community Group, Sports Park, Casual Hirer, Alcohol Served, Commercial see Notes at end of this document.</p>		
Standard charges – all parks		
Booking fee - required per booking or group of bookings if made at one time	Does not apply to Community Groups	\$25.00
Daily charge - <i>Sports Parks</i>		\$62.00
Daily charge - this is for all other parks and reserves that are not listed as <i>Sports Parks</i> e.g. Hetana Street Reserve (Railside / The Village Green) Howie Park, Te Aroha Domain.		\$26.00
Bond for casual hirers	Per day	\$277.00
Key bond (where applicable)	Per set of keys	\$26.00
Optional extras - all parks (all users, including community groups)		
Charge per vehicle per night for booked groups on Council parks and reserves	Per vehicle per night	\$10.00
Rubbish bins, above what is normally provided in the park	Per additional bin	\$21.00

Parks and Open Spaces		2025/26
Wedding/ event site preparation (e.g. additional mowing prior to event)		\$103.00
Power service charge (if available)	Per day	\$77.00
Gate locking/ unlocking (if required after hours/ weekends)	Per locking/ unlocking	\$77.00
Commercial activities - all parks		
Hire		\$722
Building / Facilities		
For facilities such as Event Centres and Sports Stadiums, see Community Venues section		
AR Johns Building - Boyd Park, Te Aroha		
Daily charge (daily charge rates will be pro-rated on an hourly basis for regular bookings that cover one school term or a period of three months or more)	per 1/2 day (up to 6 hours)	\$93.00
	per day	\$144.00
Bond for casual hirers (no alcohol served)	per day	\$53.00
Bond for casual hirers (alcohol served)	per day	\$277.00
Domain House - Te Aroha Domain		
All hirers (lower rates for use of Domain House for three days or more may be negotiated)	per day	\$53.00
Bond for casual hirers (no alcohol served)	per day	\$53.00
Bond for casual hirers (alcohol served)	per day	\$277.00
Domain Pavilion - Te Aroha Domain		
Hire	per hour	\$15.00 Community Group
		\$31.00 Commercial
Bond for casual hirers (no alcohol served)	per day	\$53.00
Bond for casual hirers (alcohol served)	per day	\$277.00
Billboard Sign - Skidmore Reserve, Te Aroha		
Billboard events sign boards (includes sign and installation)		\$80.00

Community Venues	2025/26
<p>Definition of Casual / Regular Hirer, Alcohol Served, Commercial, Non Commercial see Notes.</p> <p>Information about Event Facilitator Assistance see Notes.</p> <p>Event Facility bookings of 3 or more consecutive days will have hourly rates capped at 10 hours per day maximum.</p> <p>Bond waived if making 10 or more bookings per year. These bookings/ payments must be made in a single transaction.</p> <p><u>Abbreviations for MPDC Event Centres</u></p>	

Community Venues		2025/26
Matamata-Piako Civic and Memorial Centre (MMCC) Silver Fern Farms Event Centre (SF FEC) Morrinsville Event Centre (MEC) Headon Event Centre (HEC)		
Bond		
No alcohol served (Low risk)		\$200-\$1,000
Alcohol served (High risk)		
Court access		
SF FEC: Number of courts x 2 MEC: Number of courts x 2 HEC: Number of courts x 1		
Opening time until 6pm	Per court per hour	\$20.00
6pm until closing time	Per court per hour	\$30.00
Changing rooms	Per changing room	\$40.00
Small		
MMCC: Pete Peterson Room, Te Tauihu Room SF FEC: Front Office MEC: Committee Room, Meeting Room		
Non-commercial	Per room per hour	\$10.00
Commercial	Per room per hour	\$20.00
Medium		
MMCC: Tainui 1 Room SF FEC: Seales Winslow Room, Ballance Room MEC: Motumaoho Room HEC: Rose Yorke Room		
Non-commercial	Per room per hour	\$15.00
Commercial	Per room per hour	\$40.00
Large		
MMCC: Te Takere Room (1/3 of Hall) SF FEC: Seales Winslow Room and Ballance Room combined		
Non-commercial	Per room per hour	\$20.00
Commercial	Per room per hour	\$50.00
Extra Large		
MMCC: Te Taurapa Room (2/3 of Hall)		
Non-commercial	Per room per hour	\$25.00
Commercial	Per room per hour	\$75.00
MMCC: Memorial Hall (Te Takere and Te Taurapa Rooms, including kitchen)		
Non-commercial	Per room per hour	\$40.00
Commercial	Per room per hour	\$150.00
Whole Facility		

Community Venues		2025/26
MMCC		
Non-Commercial	Hourly rate	\$65.00
Commercial	Hourly rate	\$220.00
SFFEC		
Non-Commercial	Hourly rate	\$85.00
Commercial	Hourly rate	\$115.00
HEC		
Non-Commercial	Hourly rate	\$60.00
Commercial	Hourly rate	\$85.00
MEC		
Non-Commercial	Hourly rate	\$85.00
Commercial	Hourly rate	\$115.00
Additional Fees		
Security/ traffic management. Council may require large or high risk events to have additional measures in place for the event		At actual cost
Replacement/loss of access card		\$54.00
Damage to facility		Bond plus actual cost
Carpet clean		Actual cost, minimum \$150.00
After hours call out (e.g. insecure building, fire brigade). Only charged when user is at fault		At cost
Cleaning if required, where the venue is left in an unsatisfactory condition (e.g. dishes left in kitchen, significant rubbish left behind, decorations left in place)	Actual cost per hour	Minimum \$75.00
Set up and pack up/ Events Facilitator assistance (if required)	Per hour	\$50.00
Optional additional extras		
Tea, percolator coffee, juice	Per person	\$5.00
Tablecloths (laundry included)	Per cloth	\$15.00
Stage		\$55.00
Carpet tiles - 1 court (required for all non-sport events on the courts)		\$350.00
Carpet tiles - 2 courts (required for all non-sport events on the courts)		\$550.00
Additional rubbish bins	Per bin	\$20.00
Firth Tower Historical Reserve		
General admission to reserve grounds only		No charge
General admissions to buildings and displays for individuals (is determined by the Matamata Historical Society)		See current fees at Firth Tower

Community Venues		2025/26
Facilitated historical activities by Firth Tower staff for groups	Per activity	\$35.00
Groups / schools (including 2 non-facilitated activities)	Per person	\$5.00
Events at Firth Tower		
Photos		\$65.00
Event venue hire (funeral or wedding ceremony, photos, buildings or reserve access)	Between 9am and 5pm	\$600.00
Set up and pack up assistance (if required)	Per hour outside of opening hours	\$50.00
Event bond	Bond (no alcohol served)	\$200.00
Heritage room hire		
Non-commercial – hourly rate	Per hour	\$15.00
Commercial – hourly rate	Per hour	\$40.00
Campervans (unpowered)	Per campervan per night	\$15.00
Campervans (powered)	Per campervan per night	\$20.00
Waharoa (Matamata) Aerodrome		
<p>The first of any of the following types of movements are charged at landing rates: landing, touch and go, approach and go.</p> <p>Direct bank payments must be made within 10 days or will revert to the invoiced rate. No cash option on site</p>		
Annual landing/ movement fee - recreational users (non-commercial)	Per year	\$165.00
Recreational operator – direct credit - per landing/ movement per day (paid within 10 days of the landing)	Per day	\$12.00
Commercial operator - direct credit - per landing/ movement per day (paid by the 10 th day of the following month)	Per day	\$26.00
Recreational and commercial operator – invoiced – per landing/ movement	Per day	\$56.00
Camping		
<p>Public camping closed.</p> <p>Commercial camping only granted by permission from MPDC.</p>		
Adults		
Un-powered site	Per person/ per day	\$15.00
Powered site	Per person/ per day	\$19.00
Soaring Centre bunk room	Per person/ per day	\$14.00
Children		
Camping (under 16 years)	Per person/ per day	\$8.00

Animal Control		2025/26
<p>Keeping an unregistered dog may result in an infringement fee of \$300.</p> <p>Owners are legally responsible for keeping their dog under control at all times. Failure to do so is an offence under Section 53 of the Dog Control Act with a fine of up to \$3000 or an infringement fee of \$200.</p> <p>Any dog found at large can be impounded at the owner's expense.</p>		
Dog ownership fees *Payment after 31 July will result in a 50% penalty fee		
Full registration fee*		\$162.00
Minus rebates/ bonus (below) if applicable		
<u>Note:</u> Rebate for <i>one</i> of the below: De-sexed dog Working dog Breeding dog owner registered with Dogs New Zealand		\$30.00
Responsible Owner Rebate		\$15.00
Bonus		
No complaints, impounding or infringements		\$35.00
Other		
Classified dangerous dog		150% of the relevant fee applies
Replacement tags		\$2.50
Dog impounding charges		
Impounding		\$100.00
Second impounding		\$200.00
Third and subsequent impounding in the same registration year		\$250.00
Daily sustenance		\$15.00
Microchipping		\$76.00
Disposal of unclaimed / surrendered dog		\$75.00
Stock call out fees		
During office hours		\$153.00
After hours (inclusive of mileage)		\$215.00
Impounding fee		\$61.00
Daily sustenance		\$7.00
All associated costs (i.e. transport, advertising)		Actual cost

Building	2025/26
<p>1. All amounts are inclusive of GST.</p> <p>2. The below fees are for Building Control only. You may incur additional fees for planning/ engineering approval, and development contribution assessments (if applicable).</p>	

Building		2025/26
<p>3. Fees marked with an *, CoAs (Certificate of Acceptance), PIMs (Project Information Memorandum) and Exemptions will also incur an Objective Build fee, an Accreditation fee and any applicable BRANZ and MBIE levies.</p> <p>4. Should any particular job significantly exceed the standard processing time an additional fee will be charged, based on the additional hours spent on the application.</p> <p>5. All fees are payable on application. An invoice will be sent to you shortly after the lodgement of your application and processing will not commence until payment has been received. Once the building consent has been granted, any additional processing time, and planning and engineering approval charges will be payable (if applicable). Further charges may be applicable i.e. Minor Variation Fee etc.</p> <p>6. Building consent fees include the cost of the Code Compliance Certificate.</p> <p>7. Lapsed or Refused consents: Building consents lapsed prior to the first inspection being carried out or refused before the application is granted, will be refunded the charge already paid, less the cost of the work already carried out.</p> <p>8. *These fees do not include: Objective Build fees, Accreditation levy, BRANZ and MBIE levies, any additional processing time or Planning/ Engineering/ Development Contribution fees that may be applicable. Further charges may also be applicable i.e. Minor Variation Fees etc.</p> <p>9. Development Contributions: Please be aware that there could be a development contribution fee charged for your building project. Development Contributions are payable under the Local Government Act 2002 for some projects. A Code Compliance Certificate will not be issued until the Development Contributions applicable to the project are paid in full. Development Contributions are adjusted at 1 July each year in accordance with our Development Contributions Policy.</p>		
Applicant meetings		
Pre-lodgement/ Building Consent/ Building Control Technical Officer meetings		First 30 minutes free, thereafter charged at \$205/ hour
Minor works		
Inbuilt solid fuel heaters		\$640*
Minor plumbing or drainage		
Garden sheds (up to 20m ²)		
Marquees		
Solar heating panels		
Installation of basic warning system		
Swimming Pool Fencing (Fencing only)		
Free standing solid fuel heaters		\$515*
Retrofit Codemarked Wall Insulation		
Standard Residential Building Works		
Carports/ Garages		\$1240.00*
Swimming Pools		
Decks and pergolas		
Shade sails/ archgolas/ conservatories		
Retaining wall (singular)		
Residential additions/alterations (less than 10m ²)		
Structures		

Building		2025/26
Hay barns/ Implement sheds/ Bridges/ Reservoirs/ Dams/ Tanks		\$1345.00*
Stock Underpasses		
Retaining Walls (multiple)		
Outbuildings Habitable (with no Plumbing and Drainage)		
Sleep outs/ Office/ Studio		\$2530.00*
Outbuildings Habitable (with Plumbing and Drainage)		
Sleep outs with toilet and shower		\$3140.00*
Dairy sheds		
Dairy sheds		\$2215.00*
Residential Alterations		
Between 10m2 and 30m2		\$2530.00*
Exceeding 30m2		\$3140.00*
Dwellings		
Single Storey Dwelling (up to 250m2)		\$4175.00*
Single Storey Dwelling (over 250m2)/Two Storey Dwelling (up to 250m2)		\$5090.00*
Two Storey Dwelling (over 250m2)/Three Storey Dwelling		\$6010.00*
Re-sited/transportable dwellings		\$2215.00*
Multi Proof consents		
Dwellings		\$3300.00*
Note: Objective Build, Accreditation, MBIE, BRANZ, planning and engineering fees will still apply		
New commercial/ Industrial buildings		
Buildings up to 100m2		\$6770.00*
Buildings between 101m2 and 300m2		\$7330.00*
Buildings exceeding 300 m2		\$8970.00*
Commercial Alterations and Additions		
Commercial Alterations and Additions (Up to 100m2) and Public Toilets and Commercial Fit Outs <\$500,000		\$3950.00*
Commercial Alterations and Additions (exceeding 100m2) and Commercial Fit Outs >\$500,000		\$3950.00* Plus hourly rate for additional processing and inspecting
Other building related fees		
PIM (Project Information Memorandum) only applications (planning and engineering fees are additional)		\$500.00*
Minor variation (Minor amendments)		\$290.00

Building		2025/26
Amendment to a Building Consent	Processing and inspection costs (per hour), Objective Build. Government levies may also apply	At cost + \$90.00*
Additional Processing time		
Additional processing time over and above what is allowed for in standard fees	Per hour	\$205.00
Additional Inspection Charges		
Additional inspections, not covered by the standard fee (for re-inspections of failed inspections)	Per hour	\$205.00
Late cancellation charge for Inspections (inspection is cancelled with less than 24 hours' notice)		
Urgent Residential CCC		
Urgent Residential Code of Compliance Certificate (CCC) By request ONLY and subject to available resources - CCC will be processed within 3 working days		\$500.00
External services		
Peer review		At cost +10%
Certificate for construction over two allotments (Section 75 Building Act 2004)		
Issue a Section 75 Certificate		At cost +10%
Notice when building on land subject to a natural hazard (Section 73 Building Act 2004)		
Process a Section 73 application		At cost +10%
Applications for Certificate of Public Use (Sections 363a and 363b Building Act 2004)		
Issue a Certificate of Public Use		\$610.00
Certificate of Acceptance (CoA)		
At cost of processing (hourly rate) plus fees that would have been charged if consent had been obtained before building work commenced.		*Cost of original consent plus per hour cost (\$205.00 per hour)
Application for Exemption from Building Consent		
Application for Exemption from Building Consent (Schedule 1, Building Act 2004)	Set fee plus Objective Build	*\$265.00
Extension of time/ Lapsing/ Refusals		
Process an extension of time	Administration and inspection cost	\$116.00
Lapsing of a Building Consent		

Building		2025/26
Refusal of a Building Consent		
Compliance schedules		
New Compliance Schedules (Section 102 Building Act 2004)		\$260.00 plus a charge of \$116.00 per system or feature
Amendments to existing Compliance Schedule (Section 106 and 107 Building Act 2004)		
Building Warrant of Fitness		
Actual cost to audit existing BWOFF	Per hour	\$205.00
Pool Inspections		
Pool Safety Inspections		\$205.00
Notice to fix (Section 164 and 167 Building Act 2004)		
Process a 'Notice to Fix'		\$420.00
Sale of Building Consent information		
Sale of Building Consent information	Per month	\$35.00
Application for a Building Certificate		
Sale and Supply of Alcohol Act 2012, Section 100		\$275.00
Amusement Devices (statutory charge)		
Fees set by Amusement Devices Regulations 1978: regulation 11, for approval to operate.		
A. One device for up to seven days	Set by Statute	\$11.50
B. Additional device for up to seven days	Set by Statute	\$2.30
C. Each device for every seven day period after first listing	Set by Statute	\$1.15
Accreditation Levy		
Payable on all building consents with an estimated value of \$20,000 and over, to cover costs of meeting criteria under the Building (Accreditation of Building Consent Authorities) Regulations 2006.		\$0.75 per \$1,000.00 of project value.
Objective Build Fees		
01/07/2025 – 10/11/2025 All consents marked * \$140 per application C0A/PIM/Exemptions \$140 per application		
11/11/2025 – 30/06/2026 All consents marked * calculated at value of work For work valued at less than or equal to \$124,999 the fee is \$80 per application. For work with value equal to or more than \$125,000 the fee is calculated at 0.075%		

Building		2025/26
(capped at \$2,500,000) CoA less than or equal to \$124,999 = \$80 per application CoA equal to or more than \$125,000 = \$350 per application PIM/ Exemption = \$80		
Building Research Association of New Zealand (BRANZ) Levy (set by statute)		
For every building consent with an estimated value of \$20,000 and over \$1.00 per \$1,000 (x0.001) is payable. (Note: GST is not applicable to this levy).	Set by Statute	\$1.00 per \$1,000.00 of project value
Building Performance (MBIE) Levy (set by statute)		
For every building consent with an estimated value of \$65,000 and over \$1.75 GST inclusive per \$1,000 (x0.00175) is payable. For every building consent major amendment where the original consent was issued before 1 July 2024, the levies applicable at the time of the original building consent issue will apply.	Set by Statute	\$1.75 per \$1,000.00 of project value

Licensing		2025/26
Health licences - Health Act 1956 and associated regulations		
Hairdressers** From 1 August 2025 this fee no longer applies due to revoking of The Health (Hairdressers) Regulations 1980		\$206.00
Additional inspections	Per hour	\$196.00
Change of ownership		\$129.00
Camping grounds		\$356.00
Funeral directors		\$129.00
Mortuaries		\$294.00
Penalty for all registrations if not applied and paid for, by 30 June each year for hairdressers** and camping grounds, and by 31 May each year for funeral directors and mortuaries.		\$206.00
Food Act 2014		
Food Control Plan		
Application for new registration of template food control plan *Statutory MPI levy and MPI levy admin fee are also payable		\$263.00
Application for renewal of template food control plan		\$206.00

Licensing		2025/26
*Statutory MPI levy and MPI levy admin fee are also payable		
Application for amendment of registration of template food control plan		\$200.00
Voluntary suspension of food control plan		\$200.00
*Statutory MPI Levy fee		\$66.13
Statutory MPI Levy Admin fee		\$12.65
National Programme		
Application for new registration of a national programme *Mandatory MPI levy and MPI levy admin fee are also payable		\$263.00
Application for renewal of a national programme *Mandatory MPI levy and MPI levy admin fee are also payable		\$206.00
Application for amendment of registration of a national programme		\$200.00
Voluntary suspension of a national programme		\$200.00
*Statutory MPI Levy fee		\$66.13
*Statutory MPI Levy Admin fee		\$12.65
Processing charges		
All verification activities including pre-registration assistance, annual audit, reporting non-compliance visits and any activity not specified in the schedule above (Environmental Health Officer)	Per hour	\$196.00
Administration	Per hour	\$100.00
Copies of food control plan or national programme		\$62.00
Mobile Shops		
Mobile Shops		\$310.00
Gambling venue (Class 4 consent)		
All applications that require a deposit will be charged at actual processing cost		
That meets all the criteria	Deposit only	\$1,500.00
That doesn't meet all the criteria	Deposit only	\$2,000.00
Noise control		
Return of seized stereo		\$200.00
Alarm deactivation/ disarming		Actual cost
Alcohol Licences		

Licensing		2025/26
Application fee for new licences, renewals of licences and variations to licences	See schedule in the Alcohol Fees Bylaw here	
Special licenses		
Temporary authority, temporary license		
Other fees	Set by statute	
Manager's certificate application		\$316.25
Appeal to Alcohol Regulatory & Licensing Authority (ARLA)		\$517.50
Extract of register (ARLA or District Licensing Committee)		\$57.50

Resource Consents and Monitoring		2025/26
Regulatory planning charges		
Set up fee (disbursements)	Per hour	\$100.00
Administration	Per hour	\$100.00
Graduate Consents Planner / Third Year Intern	Per hour	\$175.00
Intermediate Consents Planner / Planning Guidance Officer	Per hour	\$196.00
Senior Consents Planner	Per hour	\$212.00
Team Leader Resource Consents	Per hour	\$232.00
Planning Manager / Group Manager Growth and Regulation	Per hour	\$248.00
Monitoring	Per hour	\$175.00
Processing of completion certificates (s224)	Per hour	\$175.00
Team Leader Consents Engineer	Per hour	\$232.00
Consents Engineer	Per hour	\$196.00
Senior Consents Engineer	Per hour	\$212.00
Legal In House: Refer legal section in fees and charges		
External consultants (e.g. processing planner/engineer)		Actual cost plus 5%
Technical reports (e.g. peer review)		
Commissioners – independent		
Commissioners – Councillors - In accordance with Remuneration Authority Act 1977		Actual cost
Venue hire		Actual cost
Reports requested by commission		Actual cost plus 5%
Pre-lodgement meetings		First 30 minutes free. Thereafter charged at the officer's hourly rate.

Resource Consents and Monitoring		2025/26
Sale of planning consent information	Per month	\$80.00
Consent deposits and set fees		
All applications that require a deposit will be charged at actual processing costs		
Minor subdivision 1-9 lots	Deposit	\$4,000.00
Major subdivision 10+ lots	Deposit	\$9,000.00
Land Use		
For breaches of development controls (such as household recreation space and site coverage)	Deposit (includes 1 hour of monitoring)	\$2,500.00
Vehicle crossing only	Deposit (includes 1 hour of monitoring)	\$1,000.00
Combined minor subdivision and land use	Deposit	\$4,000.00
Combined major subdivision and land use	Deposit	\$10,000.00
Peat hazard land use consent - including monitoring	Set fee	
Second hand building land use consent - including 1 hour deposit for monitoring	Set fee	\$1,000.00
Permitted boundary activities	Set fee	\$500.00
Marginal and temporary activities	Deposit	\$1,000.00
Front yard encroachment land use consent (only applies where written approval from the affected parties are submitted with the application and there are no other matters of non-compliance - includes 1 hour deposit for monitoring)	Set fee	\$1,000.00
Limited notified applications (in addition to other deposits)	Deposit	\$9,000.00
Publicly notified applications (in addition to other deposits)	Deposit	\$6,000.00
Public or limited notified applications requiring a hearing	Deposit	\$10,000.00
Boundary adjustments	Deposit	\$2,000.00
Land Transfer Plan Approval 0-5 lots (s223 RMA)	Set fee	\$500.00
Land Transfer Plan Approval 6-10 lots (s223 RMA)	Set fee	\$800.00
Land Transfer Plan Approval 11 or more lots (s223 RMA)	Deposit	\$1,000.00
Approval of consent conditions (s224 RMA)	Deposit	\$1,000.00
Extensions of time (s125 RMA)	Deposit	\$1,500.00
Variations or cancellation of a consent condition (s127 RMA)	Deposit	\$1,500.00
Variations or cancellation of a consent notice (s221 RMA)	Deposit	\$1,500.00

Resource Consents and Monitoring		2025/26
Release of minor works bond	Deposit	\$500.00
Cancellation or variation of easements, building line restrictions and cancellation of compulsory amalgamations conditions (s241 and s243 RMA)	Deposit	\$1,500.00
Easements not requiring subdivision consent (s348 LGA)	Deposit	\$1,500.00
Surrender of consent	Deposit	\$1,000.00
Surrender of consent as required by a condition of consent	Deposit	\$500.00
Designation or heritage order	Deposit	\$3,000.00
Alteration of designation or heritage order	Deposit	\$3,000.00
Outline plan (s176a RMA)	Deposit	\$1,500.00
Outline plan waiver	Deposit	\$500.00
Certificate of compliance (s139 RMA)	Deposit	\$1,500.00
Existing Use Rights Certificate (s139A RMA)	Deposit	\$5,000.00
Alcohol licensing certificate for a new premises	Set fee	\$400.00
Alcohol licensing certificate for an existing premises	Set fee	\$155.00
Building consent processing – refer building consents and monitoring section		Hourly rates
All other functions under the RMA – refer regulatory planning charges		Hourly rates
Vehicle entrances - see Roading		

Roading		2025/26
Overweight/ high productivity vehicle permit application		
Any fees and charges that may be applicable for new overweight licensing requirements will be addressed at the time any new requirements come into force.		
Processing of permit - no supervision	Per permit	\$127.00
Processing renewal of existing permit	Per permit	\$59.00
Additional supervision cost	Per permit	\$292.00
Non notification which includes pavement and structural investigation work		\$754.00
RAPID number		
New RAPID number		No charge
Replacement of a RAPID number		No charge
Road events - non road closure		
Application - fundraising/ community events		\$30.00
Application - private events		\$127.00

Roading		2025/26
Roading events - road closures (including advertising)		
Closures requiring calls for submissions:		
Fundraising/community events		\$520.00
Private events		\$637.00
Closures not requiring calls for submissions:		
Private events/ utility work		\$520.00
Corridor access requests (CAR)		
Application fee		
Standard CAR		\$250.00
Works Access Permit (WAP) / Date extension		\$50.00
Project work (exceeding 28 days)		\$550.00
Generic Traffic Management Plan (TMP) (multiple sites up to a period of 12 months)		\$600.00
Further inspections due to non-compliance	Per inspection	\$213.00
Non-notification cost		\$738.00
Vehicle Crossings		
Application for a new/ upgraded vehicle crossing not part of a subdivision or building consent		\$380.00
CAR / TMP processing		\$110.00
Further inspections due to non-compliance	Per inspection	\$190.00
Stock underpasses (also refer building section)		
Applications (including all inspections)		\$955.00
Further inspections due to non-compliance	Per inspection	\$213.00
Fence permits		
Applications (including first inspection)		No charge
Further inspections due to non-compliance	Per inspection	\$213.00
Stock permits		
Applications (including first inspection)		No charge
Further inspections due to non-compliance	Per inspection	\$213.00
Abandoned vehicles		
Vehicles taken into custody (where owner can be identified)	For towing and storage (if required)	Actual cost
Disposal fee (where owner can be identified)	For towing and storage (if required)	Actual cost
Skateboard infringements		
First confiscation		No fee

Roading		2025/26
Second confiscation		\$40.00
Third and subsequent confiscations		\$74.00

Rubbish and Recycling		2025/26
<p>Transfer stations are located in Matamata, Morrinsville and Waihou.</p> <p>Charges based on weight rather than volume.</p> <p>All vehicles pass over a weigh bridge and fee applied according to weight of refuse or green waste.</p> <p>Minimum charge applied for small loads.</p>		
Replacement / delivery of bin:		
25 litre food waste bin	Included in targeted rates	Free
120 litre wheelie bin for refuse collection fortnightly	Included in targeted rates	Free
240 litre wheelie bin for recyclables	Included in targeted rates	Free
45 litre glass crate	Included in targeted rates	Free
Upon request to join kerbside collection service		
Provision of the following (including delivery)		The fee is charged at a varying rate based on 1/12th of the kerbside collection targeted rate for the current year multiplied by the number of full months to June that the service will be provided. The property will be rated for the service from the following year.
25 litre food waste bin		
120 litre wheelie bin for refuse collection		
240 litre wheelie bin for recyclables		
45 litre glass crate		
Transfer Station Fees		
Sorted and approved recyclables - Cardboard, clean glass, aluminium and tin cans, plastics (grades 1, 2 and 5, no motor oil or chemical containers).		Free
Commercial quantities will only be accepted by prior arrangement with management	Per tonne	\$111.00
Refuse		
Bags up to 60 Litres. Maximum of 3 bags per vehicle.	Over 60 Litres, bags will be weighed	\$6.90
Charged by weight		\$355 per tonne
Green waste		
Bags up to 60 Litres. Maximum of 3 bags per vehicle.	Over 60 Litres, bags will be weighed	\$6.50
Charged by weight		\$170 per tonne
Scrap steel		

Rubbish and Recycling		2025/26
Ute/ station wagon/ single axle trailer/ tandem axle/ high side trailer/ commercial		No charge
Electronic waste		
Desktop computer, server (box only), modem, keyboard, small peripherals		No charge
Fluorescent tubes, laptop battery, speakers (per unit)		\$5.00
DVD/CD/VCR player, stereo system, gaming console, laptop, small printer, scanner, fax, microwave		\$7.00
LCD Computer monitor		\$12.00
CRT Computer monitor, Plasma/LCD TV (flat screen)		\$22.00
CRT TV		\$32.00
Other recyclable charges - these apply to all three transfer stations		
Charges per type		
End of life tyres from consumers (up to 5 at a time)		Free
Car Batteries		Free
Whiteware	Additional charge for items requiring degassing will be payable as below	Free
Degassing of fridges, freezers, air conditioning units as required under the Ozone Layer Protection Act 1996 and Climate Change Response Act 2002	Per item	\$15.50
Hazardous waste and oil. Domestic quantities (up to 10 litres) of can also be disposed of at the transfer stations, including solvents (Original labelled), cleaning fluids (Original labelled), paints, car batteries and oils. Fertilisers, herbicides and pesticides may also be disposed of if they are placed in a sealed, clear plastic bag and labelled.		\$22.00
Weigh only		\$10.00

Wastewater		2025/26
Trade Waste application fees		
Permitted/ Controlled Discharge	per application	\$304.00
Conditional Consent (covering first 6 hours work)	per application	\$912.00
Hourly rate for applications, additional hours (per hour)	per hour	\$152.00
Temporary Discharge	per application	\$304.00

Wastewater		2025/26
Renewal Fee for permitted or conditional Trade Waste Consents (plus any inspection costs)	per application	\$152.00
Variation / Change of Details Request for Trade Waste consents (plus additional hourly rate for more than 30 minutes time noting that site inspection charges may also apply)		\$76.00
Special trade waste agreements, variations or renewals. Actual costs recovered including but not limited to consultant or legal fees		Actual cost
Site inspection fees		
Permitted/Controlled Discharge - Site Inspection/Audit	per site visit	\$228.00
Conditional Consent - Site Inspection/Audit	per site visit	\$304.00
Temporary Discharge - Site Inspection/Audit	per site visit	\$304.00
Non-Compliance - Site Inspection/Audit	per site visit	\$456.00
Annual fees		
Permitted		No charge
Permitted Audited		\$152.00
Conditional		\$274.00
Special		As per tradewaste agreement
Conditional/Special - Risk Class 2	Cost of any independent monitoring (sampling and analysis) is recovered through a separate fee.	\$1,456.00
Conditional/ Special - Risk Class 3	Cost of any independent monitoring (sampling and analysis) is recovered through a separate fee.	\$2,400.00
Tankered Waste administrative charge		\$932.00
Other fees		
Temporary discharge	Cost of any independent monitoring (sampling and analysis) is recovered through a separate fee.	\$270.00
Independent Monitoring	per sample collection	\$281.00
Tankered waste	The fixed tankered waste charge shall be calculated using a set fee per cubic metre	\$46.00 per M ³
Other tradewaste charges are as per individual tradewaste agreements		

Water		2025/26
District wide tanker fill points	Per M ³	\$8.00
	Initial registration	\$404.00
	Annual review	\$136.00
Backflow maintenance and annual testing		Actual cost plus admin fee of 10%
Meter administration fees		
Re-connection fee		\$3.00
Disconnection fee		At cost
Connection/installation fee		At cost
Backflow maintenance and annual testing		At cost

Strategies and Plan		2025/26
Private plan changes		
Private plan changes	Deposit	\$20,000.00
Administration fee	Per hour	\$100.00
Graduate RMA Policy Planner	Per hour	\$175.00
RMA Policy Planner	Per hour	\$196.00
Senior RMA Policy Planner	Per hour	\$212.00
Team Leader RMA Policy Planner		\$232.00
Planning Manager / Group Manager Growth and Regulation	Per hour	\$248.00
Consultant Planner	Per hour	Actual cost plus 5%
Legal		
In house: Refer legal section in Fees and Charges		
External consultants		Actual cost plus 5%
Commissioners – independent		Actual cost plus 5%
Commissioners – Councillors - In accordance with Remuneration Authority Act 1977		Actual cost
Venue hire		Actual cost
Reports requested by commission		Actual cost plus 5%
All photocopying and postage will be charged as per Customer Services fees and charges		

Engineering		2025/26
Graduate Engineer	Per hour	\$175.00
Surveyor	Per hour	\$186.00
Engineering Officer	Per hour	\$196.00
Senior/Design Engineer	Per hour	\$212.00
Team Leaders	Per hour	\$232.00

Engineering		2025/26
Roading Manager	Per hour	\$248.00
Group Manager Operations	Per hour	\$258.00

Customer Services		2025/26
Official information charges		
Time - first hour or part thereof		Free
Time - after first hour	Per half hour or part thereof	\$38.00
Pages copied - first 20 A4 (or smaller) pages free	Over 20 pages/ per page	\$0.50
A3 printing, other materials, viewing arrangements		Actual cost
Access to files		
Simple file (including property owner)		\$30.00
Complex files - e.g. business or industrial establishments (including property owner)		\$65.00
Building and resource consent files		\$25.00
Recovery of file from off-site		\$70.00
Record of Title and deposited plan search (searches are performed only to satisfy Resource Consents and Building Consents requirements, we do not do general public searches)	Per title	\$35.00
Access to register information	Per month	\$22.00
Supporting documents for search (Instruments registered against the title for example encumbrances, consents notices etc.)	Each per instrument	\$15.00
Photocopying/ GIS and mapping services		
Black and white photocopying/ printing		
External A4	Per page	\$0.50
External A3	Per page	\$1.00
Colour photocopying/ printing		
External A4	Per page	\$2.00
External A3	Per page	\$4.00
GIS		
GIS charge out rate	Per page	\$67.00
	Minimum charge	\$34.00
Policies, plans, bylaws, reports, agendas and minutes		
Long Term Plan, Annual Plan, Annual Report, Bylaws and all other policies, plans, agendas and minutes	Per page	

Customer Services		2025/26
Land Information Memorandum (electronic)		
Changes to the information requirements for LIMs come into effect 1 July 2025. There may be the need to remove the urgent LIM fees and increase the base LIM fee.		
Standard Land Information Memorandum (LIM)	(10 working days)	\$320.00
Urgent Land Information Memorandum (LIM)	(3 working days)	\$470.00
Standard business/industrial establishment Land Information Memorandum (LIM)	(10 working days)	\$530.00
Urgent business/industrial establishment Land Information Memorandum (LIM)	(5 working days)	\$680.00
Printed copy of LIM charged as per Official Information charges		Charged as per Official Information charges
Rates Refund		
Requests to refund credit balances on rates account at time of property settlement	This fee is for any request for refund of any credit balance on the rates account	\$50.00
See Notes for Official Information charges		

Communications		2025/26
Photos		
Community Groups and other organisations, where there is a benefit to Council		Free
Commercial / Other organisation	Standard Photo	\$52.00
	Panoramic Photo	\$103.00
Filming permit		
Community Groups and other organisations, where there is a benefit to Council	Per day	\$30.00
Commercial / Other organisation	Per day	\$150.00
Filming location		
Sole use of Council property for filming. Council will issue invoice and require payment upon receipt.	During work hours 8am-5pm (maximum 9 hours)	\$1000.00 per day
	After hours 5pm-10pm (maximum 6 hours)	\$750.00 per day

Legal		2025/26
In house services (performed by Council's legal staff)	Legal per hour	\$263.00
	Administration per hour	\$100.00
External services (performed by external legal firms)		Actual cost

Development and Financial Contributions		2025/26
<p><u>Development Contributions</u></p> <p>In accordance with section 106 of the Local Government Act 2002, the development contribution fees for 2025/26 set out below have been increased by an amount not exceeding the result of multiplying together:</p> <ul style="list-style-type: none"> (i) the rate of increase (if any) in the PPI since the development contribution was last set or increased; and (ii) the proportion of the total costs of capital expenditure to which the development contribution will be applied that does not relate to interest and other financing costs. <p>The rate for the Producer Price Index for construction (PPI), as at 31 March 2025 is 1.73%</p> <p>To view the full methodology demonstrating how the calculations for the development contributions were made, please see our Development Contributions Policy here</p> <p><u>Financial Contributions</u></p> <p>Financial contributions have been increased by PPI of 1.73%</p> <p>To view the provisions of the District Plan that relate to financial contributions, please see the District Plan, Part B Section 7 here</p>		
Matamata		
Development contributions		
Time Period / Relevant Policy	Activity	Fee
2024 to 2027 LTP 2024-34 Development Contributions Policy	Roading	\$1,916.24
	Stormwater	\$ -
	Wastewater	\$11,739.38
	Water	\$359.88
2021 to 2024 LTP 2021-31 Development Contributions Policy	Roading	\$7,802.41
	Stormwater	\$780.50
	Wastewater	\$13,294.00
	Water	\$6,637.88
2018 to 2021 LTP 2018-28 Development Contributions Policy	Roading	\$5,353.96
	Stormwater	\$610.60
	Wastewater	\$9,741.70
	Water	\$5,209.70
2015 to 2018 LTP 2015-25 Development Contributions Policy	Roading	\$2,723.40
	Stormwater	\$3,097.83
	Wastewater	\$6,423.17
	Water	\$4,629.02
2012 to 2015 LTP 2012-22 Development Contributions Policy	Roading	\$2,818.55
	Stormwater	\$2,821.58
	Wastewater	\$5,579.54
	Water	\$4,503.83

Financial contributions		
Relevant Document	Activity	Fee
District Plan Part B, Section 7	Parks/reserves	\$1,717.74
Morrinsville		
Development contributions		
Time Period / Relevant Policy	Activity	Fee
2024 to 2027 LTP 2024-34 Development Contributions Policy	Roading	\$1,111.69
	Stormwater	\$ -
	Wastewater	\$13,432.96
	Water	\$2,281.36
2021 to 2024 LTP 2021-31 Development Contributions Policy	Roading	\$2,671.11
	Stormwater	\$ -
	Wastewater	\$9,210.38
	Water	\$7,122.86
2018 to 2021 LTP 2018-28 Development Contributions Policy	Roading	\$2,316.52
	Stormwater	\$ -
	Wastewater	\$7,821.70
	Water	\$4,938.85
2015 to 2018 LTP 2015-25 Development Contributions Policy	Roading	\$3,537.63
	Stormwater	\$428.61
	Wastewater	\$4,275.26
	Water	\$3,619.90
2012 to 2015 LTP 2012-22 Development Contributions Policy	Roading	\$2,971.18
	Stormwater	\$2,014.49
	Wastewater	\$8,727.32
	Water	\$2,059.37
Financial contributions		
Relevant Document	Activity	Fee
District Plan Part B, Section 7	Parks/reserves	\$1,717.74
Te Aroha		
Development contributions		
Time Period / Relevant Policy	Activity	Fee
2024 to 2027 LTP 2024-34 Development Contributions Policy	Roading	\$58.22
	Stormwater	\$ -
	Wastewater	\$116.43

	Water	\$359.88
2021 to 2024 LTP 2021-31 Development Contributions Policy	Roading	\$1,284.21
	Stormwater	\$ -
	Wastewater	\$1,664.96
	Water	\$31.44
2018 to 2021 LTP 2018-28 Development Contributions Policy	Roading	\$1,134.33
	Stormwater	\$ -
	Wastewater	\$3,821.66
	Water	\$38.39
2015 to 2018 LTP 2015-25 Development Contributions Policy	Roading	\$826.05
	Stormwater	\$2,559.57
	Wastewater	\$4,843.78
	Water	\$2,743.42
2012 to 2015 LTP 2012-22 Development Contributions Policy	Roading	\$2,927.43
	Stormwater	\$4,670.66
	Wastewater	\$7,626.52
	Water	\$3,769.53
Financial contributions		
Relevant Document	Activity	Fee
District Plan Part B, Section 7	Parks/reserves	\$1,717.74

Independent Commissioner		2025/26
Engaging external commissioner/s to hear an application		Actual cost
Secretarial and administrative support	Per hour	\$100.00
Staff time in preparing, organising and holding a hearing	Per hour	\$186.00
Additional equipment, materials or meeting space required for the hearing		Actual cost

Swimming Pools		2025/26
Single entry		
Child (under 16 years)	Single swim	\$5.00
Adult (16 years +)		\$8.00
Senior (65 years +)		\$7.00
Family pass 2 adults or seniors and up to 3 children		\$25.00

Swimming Pools		2025/26
Shower only		\$5.00
Spa (where facilities are available)	In addition to entry fee	\$2.00
Concession cards (pool entry)		
Child (under 16 years)	10 swims	\$42.00
	20 swims	\$80.00
	30 swims	\$112.00
Adult (16 years +)	10 swims	\$68.00
	20 swims	\$128.00
	30 swims	\$180.00
Senior (65 years +)	10 swims	\$59.00
	20 swims	\$112.00
	30 swims	157.00
Membership (pool entry)		
Child (under 16 years)	3 month	\$117.00
	6 month	\$182.00
	12 month	\$286.00
Adult (16 years +)	3 month	\$187.00
	6 month	\$291.00
	12 month	\$458.00*
Senior (65 years +)	3 month	\$164.00
	6 month	\$255.00*
	12 month	\$400.00*
SZTA No.2 Bath House (public 30 min sessions*)		
Public sessions	Per person	\$8.00
SZTA No.2 Bath House (public 30 min sessions*) and pool/ outdoor spa combo		
Child (under 16 years)		\$13.00
Adult (16 years +)		\$16.00
Senior (65 years +) and Active Health		\$15.00
Family pass 2 adults or seniors and up to 3 children		\$57.00*
*Public sessions (minimum 2 – maximum 10 persons per session)		
School groups		
All schools within the district	Per child/swim	\$3.00
Out of district schools	Per child/swim	\$4.50
Amateur swimming clubs		
Squad member (pool entry) 6 months		\$155

Swimming Pools		2025/26
Squad member (pool entry) 12 months	Valid only during squad training session times	\$243
Hire (bookings essential)		
Lane hire	Per lane per hour	\$20.00
Inflatable hire for private bookings (Includes additional lifeguard)	Hire per hour where available	\$50.00
Inflatable - Public session	Per person plus cost of general admission	Free
Barbeque hire	Per hour	\$20.00
Full pool hire	Per hour per pool (includes one additional lifeguard. Additional charges may apply depending on ratio numbers)	\$100.00
Customer & lifeguard numbers will be calculated by the level of risk and approved by Swim Zone management. Lifeguard ratios are 1:40. An additional lifeguard is required if ratios are exceeded.	Over the 1:40 ratio additional lifeguard per hour	\$35.00
Aqua Group Fitness (where available, minimum of 6 people per class)		
Per session		\$8.50
Concession card	10 sessions	\$72.00
	20 sessions	\$136.00
	30 sessions	\$191.00
Active Health club rehabilitation (access to exercise equipment and staff assistance)		
Child (under 16 years) Includes spa	Restricted hours of use and current medical certificate apply	\$4.00
Adult (16 years +) Includes spa		\$7.00
Senior (65 years +) Includes spa		\$6.00
Summer Swim Card (school aged children)	6 weeks of summer school holiday	\$65.00
Little Swimmer sessions	Children under 5 years	\$5 per child, one adult 16+ years swims free
Active Health concession rates		
Child (under 16 years)	General	\$4.00
	10 sessions	\$34.00
	20 sessions	\$64.00
	30 sessions	\$90.00
Adult	General	\$7.00
	10 sessions	\$59.00

Swimming Pools		2025/26
	20 sessions	\$112.00
	30 sessions	\$158.00
Senior	General	\$6.00
	10 sessions	\$51.00
	20 sessions	\$96.00
	30 sessions	\$135.00

Notes
Community Group/ Non Commercial
<p>A not for profit organisation that provides services that are of benefit to the community, including the provision, promotion or facilitation of:</p> <ul style="list-style-type: none"> - public health or wellbeing, - social advisory or rehabilitation services, - sports or recreational activities, - public amenities or recreational facilities, - the protection or enhancement of the environment, - the protection of human life, - the relief of poverty, - the advancement of education (eg schools) or religion, - animal welfare, - public works or services, <p>the efficiency of the armed forces</p>
Commercial
Any other entities not covered above
Sports Parks
<p>The following parks are classified as sports parks:</p> <ul style="list-style-type: none"> - Matamata: Matamata Domain, Pohlen Park, Swap Park - Morrinsville: Morrinsville Recreation Ground, Wiseley Reserve - Te Aroha: Boyd Park, Herries Park, Waihou Recreation Reserve
Casual/ regular hirers
<p>Regular hirers are those who make regular bookings that cover one school term or a period of three months or more.</p> <p>Regular hirers are not required to pay a bond.</p> <p>All other hirers are classified as casual hirers.</p>
Alcohol served
Serving alcohol at Council facilities is subject to licensing requirements under the Sale and Supply of Alcohol Act 2012 and/ or obtaining permission from Council.
Event Facilitator assistance
<p>Available during events.</p> <p>Please contact the Events and Promotions Coordinator to discuss your requirements and rates.</p> <p>Rates depend on the size of the event and set up requirements.</p>
Official Information Charges

Notes

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

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

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

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

Under the Act we are not permitted to charge for:

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

The liability to pay any charge may be modified or waived at the discretion of the delegated officer receiving the request. Such decisions should have regard to the circumstances of each request.

However, it would be appropriate to consider:

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

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