

Palmerston North City Council

Notice of Special Consultation

**Fees and Charges
for
Planning & Miscellaneous Services**

**Summary of Information
& Statement of Proposal**

Consultation Period:
Monday 25 March - Tuesday 30 April 2024

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. Some of the fixed charges and deposits will increase to reflect that more time is being required to be spent assessing issues such as urban design, stormwater and roading. Charges based on hourly charge out rates will increase by approximately 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 2021. The policy is being reviewed in conjunction with the development of the 2024-34 Long-term Plan but no changes are being proposed for this activity.

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 2024/25 compared to the proposed funding policy is as follows:

Activity	Target Policy	Budget 2024/25	Compliance with Policy?
Planning Services – Private	100% Fees and Charges	103% Fees and Charges	<i>Meets the policy</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 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 which has become more constrained in recent months.

2.4.2 Miscellaneous Services

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

Most of the charges are proposed to be increased by approximately 7% to reflect increased operating costs.

2.5 Level of Service

As part of the process of preparing the 10 Year Plan 2021-31 the level of service for all areas was considered. This determined that the current levels are appropriate. No change is proposed in the 2024-34 Long-term Plan.

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 2024/25 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 \$1.33 million for 2024/25 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 25 March 2024 and closes at 5.00 pm on Tuesday 30 April 2024. Enquiries may be directed to the Planning Service Manager on telephone 356 8199.

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

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

Palmerston North City Council		Attachment A
Planning Services		Fees & Charges

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

Section 36 of the Resource Management Act 1991 enables the Council to charge additional fees to recover actual and reasonable costs when the indicative (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. We may also refund part of the fee if the work required to process the application is less than any deposit paid.

The Council's normal approach will be to invoice charges progressively on a monthly basis but it reserves the right to require a deposit of up to the amounts shown below before any work is commenced by the Council.

All fees and charges shown are GST inclusive unless indicated

Consent Charges

Charges payable by applicants for resource consents, for the carrying out by the local authority of its functions in relation to the receiving, processing and granting of resource consents (including certificates of compliance [and existing use certificates] pursuant to Section 36(1)(b)).

Flat Fees

Activity Type	Flat Fees from 1 Jul 2023	Flat Fees from 1 Jul 2024
Small-scale resource consents	\$ 730	\$ 780
Boundary Activity	\$ 400	\$ 430
Temporary or Marginal Breaches	\$ 620	\$ 660
Certificates of compliance	\$ 510	\$ 550
Town Planning Certificate (Alcohol)	\$ 400	\$ 430
Existing use certificates	\$ 1,170	\$ 1,250
Waiver for requirement for Outline Plan	\$ 510	\$ 550

Other Consent Fees/Designation Fees

Activity Type	Indicative Charges from 1 Jul 2023*	Indicative Charges from 1 Jul 2024*	Deposit from 1 Jul 2024
Non notified land use consents (minor, see note (d) (b))	\$ 2,100	\$ 2,200	\$ 1,500
Non notified land use consents (other than minor)	\$ 4,700	\$ 5,000	\$ 3,000
Limited notified land use consents	\$ 68,000	\$ 73,000	\$ 48,000
Notified land use consents (full notification)	\$ 91,000	\$ 97,000	\$ 64,000
Non notified subdivision consents (Controlled Activity)	\$ 3,200	\$ 3,400	\$ 1,900
Non notified subdivision consents (Discretionary Restricted)	\$ 3,400	\$ 3,600	\$ 2,400
Non notified subdivision consents (other)	\$ 6,400	\$ 6,800	\$ 4,500
Notified subdivision consents for up to and including 20 lots in total (full and limited notification)	\$ 26,000	\$ 28,000	\$ 18,000
Notified subdivision consents for more than 20 lots (full and limited notification)	\$ 45,000	\$ 48,000	\$ 31,000
Outline Planning Approval	\$ 1,300	\$ 1,400	\$ 900
Notified notice of requirements, heritage orders, designation alterations.	\$ 19,000	\$ 20,000	\$ 13,000
Non notified notice of requirements, heritage order, designation alterations	\$ 3,200	\$ 3,400	\$ 2,000
District Plan changes	\$ 30,000	\$ 32,000	\$ 20,000

* Pursuant to Section 36AAB(2), these are identified as 'Indicative Charges' (or 'fixed charges' under the RMA) whereby in the event of an objection to a fee, Council would be unlikely to discount below the Indicative Charge.

Charges payable by holders of resource consents, for the carrying out by the local authority of its functions in relation to the administration, monitoring and supervision of resource consents and other planning related functions.

Activity Type	Indicative Charge from 1 Jul 2023*	Indicative Charge from 1 Jul 2024*	Deposit from 1 Jul 2024
Monitoring of non notified resource consents	At cost of Officer's time per hour (minimum of two hours)	At cost of Officer's time per hour (minimum of two hours)	
Monitoring of notified resource consents	At cost of Officer's time per hour (minimum of four hours)	At cost of Officer's time per hour (minimum of four hours)	
Variations to conditions (section 127 and 221 - subdivision and land use)	\$ 2,035	\$ 2,175	\$ 1,400
Extensions of time (section 125)	\$ 1,285	\$ 1,375	\$ 900
Cancellation of building line restrictions (under Local Government Act 1974)	\$ 1,285	\$ 1,375	\$ 900
Adjustment of easements	\$ 1,285	\$ 1,375	\$ 900
Subdivision certificates (including section 223, 224)	\$ 455	\$ 485	\$ 300
Subdivision certificates (section 226)	\$ 1,605	\$ 1,715	\$ 1,100
Subdivision inspections for up to and including 5 lots, or staged, in total	\$ 965	\$ 1,035	\$ 600
Subdivision inspections for between 6 lots and up to and including 10 lots, or staged, in total	\$ 1,820	\$ 1,945	\$ 1,300
Subdivision inspections for between 11 lots and up to and including 20 lots, or staged, in total	\$ 3,640	\$ 3,895	\$ 2,500
Subdivision inspections for more than 20 lots un-staged	\$ 5,350	\$ 5,725	\$ 4,000
Removal of designations	\$ 300	\$ 320	\$ 280
Purchase of District Plan & District Plan updates	At cost	At cost	At cost

Charges payable by holders of resource consents, for the carrying out by the local authority of its functions in relation to reviewing consent conditions if:

Activity Type	Fixed Charge from 1 Jul 2023	Fixed Charge from 1 Jul 2024	Deposit from 1 Jul 2024
Review at the request of the consent holder	\$ 1,925	\$ 2,060	\$ 1,300
Review pursuant to section 128(1)(a)	\$ 1,925	\$ 2,060	\$ 1,300
Review pursuant to section 128(1)(c)	\$ 5,670	\$ 6,065	\$ 4,000

Charges for supply of documents payable by the person requesting the document. (Section 36(1)(f))			
Activity Type	Fixed Charge from 1 Jul 2023	Fixed Charge from 1 Jul 2024	Deposit from 1 Jul 2024
Replacement copies of certificates	\$ 120	\$ 130	
Replacement copies of resource consents	At cost of officer's time per hour + disbursements	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	\$1 per page
Additional copies of order papers	\$ 40	\$ 40	\$ 40
Notes:			
(a) The number of lots in a subdivision includes the balance lot			
(b) The fixed charges do not include other charges that may be imposed under the Resource Management Act or other legislation such as:			
(i) Additional charges (section 36(5));			
(ii) Bonds;			
(iii) Monitoring and supervision charges expressly provided for in a resource consent;			
(iv) Development contributions			
(c) If the fixed charges are not sufficient to meet the Council's actual and reasonable costs then additional charges may be payable- Note this may include but not be limited to charges for consultants, solicitors, independent Commissioners and Council officers' time.			
(d) Fees Methodology:			
(a) Land use and subdivision consents have been based on an average costs of consents issued. Deposits have generally been set at rates consistent to the previous year. In terms of the Indicative Charge they are set at an appropriate level based on historical data. Final charges will be charged at staff hourly rates, technical officer or consultant time and any other relevant Council fees applicable.			
(b) Minor non notified land use consents usually applies to:			
(i) Applications for a dwelling or a minor dwelling, dependent dwellings, accessory buildings, home occupations and access in the residential and rural zones.			
(ii) Applications for non-illuminated signage in the business and industrial zones.			
(c) Monitoring and inspection charges are based on staff hourly rates to complete the task. In terms of dealing with compliance issues this is based on the actual time spent by the Monitoring Officer based on the hourly rate for the Monitoring & Enforcement Officer.			

Other Charges		
General Enquiries - Applies where staff provide information in response to customer queries	For enquiries received - no cost for an individual enquiry up to 30min (whether in person or in writing), where an individual enquiry is for a period longer than 30min, charged at cost based on the relevant officer's hourly rate	
Pre-application advice; Applies where staff provide professional advice prior to the lodgement of an application	\$1,000 fee for use of the pre-application advice service (standard proposals). Additional advice, or special circumstances, to be charged at the relevant officer's hourly rate.	
Objections considered by a Hearings Commissioner (section 36(1)(af))	At cost plus disbursements of the Hearings Commissioner	
Consultant Charges		
Work Type	Rate per hour from 1 Jul 2023	Rate per hour from 1 Jul 2024
Consultants and Solicitors fees associated with all work types, including the processing of a consent or certificate (including specialist technical or legal advice where a consent involves creating legal instruments) and new notice of requirements, heritage orders, designation alterations, removal of designations and District Plan changes.	At cost plus disbursements	
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.	Rate per hour from 1 Jul 2023	Rate per hour from 1 Jul 2024
	At cost of officers time per hour as per rates listed below	
Production of Order Papers	At cost plus disbursements	
The following hourly rates for Council Officers and Decision Makers will be charged for the processing of consents, hearings, designations etc that do not have a indicative charge or where the indicative charge is inadequate to cover the actual and reasonable costs of the Council.		
Council Officer's Hourly Rates	Rate per hour from 1 Jul 2023	Rate per hour from 1 Jul 2024
Planning Technician	\$ 195	\$ 209
Planning Officers/Graduate Planning Officer	\$ 220	\$ 235
Monitoring and Enforcement Officer	\$ 195	\$ 209
Senior Planning Officer	\$ 235	\$ 251
Principal Planner	\$ 245	\$ 262
Planning Services Manager	\$ 255	\$ 273
City Planning Manager	\$ 255	\$ 273
General Manager/Group Manager	\$ 275	\$ 294
Team Leader Business Support	\$ 205	\$ 219
Senior Business Support Officer	\$ 185	\$ 198
Administration/Committee Administration Staff	\$ 135	\$ 144
Technical and Professional Staff from all other Council units	\$ 250	\$ 268
Commissioner	At cost plus disbursements	
Hearing Panel of Elected Members (Chair & members)	At cost (\$116 per hour for Chair & \$93 per hour for members) plus disbursements	

Miscellaneous Services **Fees & Charges**

The miscellaneous charges detailed below 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).*

All fees and charges shown are GST inclusive

Fixed Fees

Payable when request for service/information is submitted to Council. No additional charges will be applied.

Work Type	Fixed Fee from 1 Jul 2023	Fixed Fee from 1 Jul 2024
LIMS		
Land Information Memorandum	\$ 487	\$ 521
GIS		
GIS Inputting (per consent)	\$ 204	\$ 218
Street Numbering		
Request for street number changes	\$ 438	\$ 469
Noise		
Return of seized sound equipment:		
- for first offence	\$ 201	\$ 215
- for second or subsequent offence	\$ 470	\$ 503
Disconnection of alarms under the Resource Management Act	Recovery of actual cost incurred by Council, including staff time and contractor costs	Recovery of actual cost incurred by Council, including staff time and contractor costs
Food Act 2014 Non-refundable Food Control Plan Auditing (including site visit, reporting and general administration)		
Processing an application under the Food Act 2014 for registration of a Food Control Plan or a National Programme	\$ 312	\$ 334
Verification -Initial site visit (including reporting)(hourly rate)	\$ 194	\$ 208

Deposits		
Charges for the following services are based on the actual costs incurred by the Council. Any deposit specified in the table below is payable before the Council commences the service. The total charge for the service will be determined upon completion of the service, on the basis of the time spent by the relevant officer undertaking the work specified at that officer's hourly rate.		
Work Type	Deposit from 1 Jul 2023	Deposit from 1 Jul 2024
Right of Way Approval		
Right of Way Approval- section 348	\$ 500	\$ 500
Certificates		
Certificate of Compliance Building Code - Alcohol	\$109 Deposit, then billed at actual cost of officer's time per hour	Billed at actual cost of officer's time per hour
Gambling		
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. Note that photocopying and scanning charges includes both material and labour costs associated with such work.		
Work Type	Charge from 1 Jul 2023	Charge from 1 Jul 2024
Photocopying / Copy of scanned documents		
A0, A1, A2	\$10/page	\$10/page
A3	\$0.50/page	\$0.50/page
A4	\$0.40/page	\$0.40/page
Double sided A3	\$0.60/sheet	\$0.60/sheet
Double sided A4	\$0.50/sheet	\$0.50/sheet
For colour copies		
Single sided	Additional charge of \$1.70/page	Additional charge of \$1.70/page
Double sided	Additional charge of \$3.80/sheet	Additional charge of \$3.80/sheet
Request for Property Information		
Copy of Property Information	At cost of officer's time per hour plus disbursements	At cost of officer's time per hour plus disbursements
Certificate of Title	\$ 31	\$ 33
Swimming Pools		
Swimming Pool initial compliance inspection	\$ 226	\$ 242
Swimming Pool reinspections (second and subsequent inspections)	\$226 per inspection	\$242 per inspection
Vehicle Crossings (cost per inspection)		
T1; Inspect existing vehicle crossing	\$ 241	\$ 258
T2; New vehicle crossing	\$ 445	\$ 476
T3; Alter an existing vehicle crossing	\$ 241	\$ 258
Over-weight Vehicle Permit (note 4)		
Application for each single, multiple trip or linked permit *	\$ 18.18	\$ 18.18
Application for each continuous, high-productivity motor vehicle, or specialist vehicle permit *	\$ 54.55	\$ 54.55
Application for each renewal of each continuous permit *	\$ 9.09	\$ 9.09
Asset Bonds		
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	\$ 212	\$ 227
Overgrown Trees/Shrubbery		
Removal of Overgrown Trees/Shrubbery	Recovery of actual cost incurred by Council, including staff time and contractor costs	Recovery of actual cost incurred by Council, including staff time and contractor costs

Charges for Council Officers and Decision Makers		
The following hourly rates will be charged for those approvals, authorities and inspections listed in this schedule that are not listed as a fixed fee		
Council Officer's Hourly Rates (per hour)	Charge from 1 Jul 2023	Charge from 1 Jul 2024
General Manager/Group Manager	\$ 275	\$ 294
City Planning Manager	\$ 255	\$ 273
Senior Planning Officer	\$ 235	\$ 251
Planning Officers/Graduate Planning Officer	\$ 220	\$ 235
Monitoring and Enforcement Officer	\$ 195	\$ 209
Team Leader - Building	\$ 235	\$ 251
Senior Plumbing and Drainage Officer and Advanced Building Officer	\$ 235	\$ 251
Building Officer	\$ 216	\$ 231
Environmental Health Officer and Environmental Health Technical Officer	\$ 208	\$ 223
Environmental Health Officer Cadet	\$ 188	\$ 201
Team Leader Business Support	\$ 205	\$ 219
Senior Business Support Officer	\$ 185	\$ 198
Administration	\$ 135	\$ 144
Technical and Professional Staff from all other Council Units	\$ 250	\$ 268
Commissioner	At cost plus disbursements	At cost plus disbursements
Hearing Panel of Elected Members (Chair & members)	At cost (\$116 per hour for Chair & \$93 per hour for members) plus disbursements	At cost (\$116 per hour for Chair & \$93 per hour for members) plus disbursements
Notes:		
1	The hourly rates for Council Officers noted above will be charged for the work type listed above which do not have a fixed fee	
2	The hourly rates for the services which are listed in the above tables are for those staff listed in the table headed "Charges for Council Staff"	
3	Where it states above the fee per hour, please note this should be read in full as "fee per hour or part thereof".	
4	Over-weight vehicle permit fees are set by the Land Transport (Certification & Other Fees) Regulations 2014	

PROPOSED AMENDMENTS TO FEES AND CHARGES FOR PLANNING AND MISCELLANEOUS SERVICES

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 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
- 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 Planning Services Manager 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 25 March 2024 and closes at 5.00 pm on Tuesday 30 April 2024. Submissions must be in writing and may be delivered, posted or emailed to:

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