

**Palmerston North City Council**

**Notice of Special Consultation**

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

**Summary of Information  
& Statement of Proposal**

**Consultation Period:**  
Monday 17 March - Thursday 17 April 2025

# 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 Thursday 17 April 2025. Enquiries may be directed to the Manager Planning Services 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 from 1 Jul 2024	Fixed Fee from 1 Jul 2025
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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 from 1 Jul 2024	Fixed Fee 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 from 1 Jul 2024	Fixed Fee 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 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
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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 from 1 Jul 2024	Charge 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**

## **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 Thursday 17 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**