

Fees and User Charges Policy, including Schedule for 2024-25



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1. Resource management charges

Section 36 of the Resource Management Act 1991 (RMA) enables local authorities to allocate fixed charges for various administrative and monitoring activities to specific resource users. These fixed charges can be either specific amounts or determined by charging scales.

There are four types of resource management charges and they relate to:

- consent applications
- compliance monitoring
- freshwater science research and monitoring
- contaminated sites.

There is also a charging regime for gravel taken under independent resource consents, or taken under the Regional Council global resource consents that apply to the Tūtaekurī, Ngaruroro and Tukituki river catchments. This is not a resource management charge but is established to identify how the Regional Council will recover the costs of managing the abstraction of gravel

resources from these rivers while maintaining and managing the river and flood control schemes.

These charges will reflect actual and reasonable costs agreed and adopted in the 2024-2027 Three-Year Plan following consultation, and applied in the year 2024-2025.

1.1 Charges relating to resource consent applications

Charges for receiving, processing, and deciding on applications for:

- resource consents
- certificates of compliance
- changes to, cancellation of, or review of resource consent conditions
- transfers of resource consent

are comprised of an initial fixed fee payable in advance (a deposit) and an additional charge payable once the application has been decided. An additional fixed charge will be required before notification and the start of a hearing, if the application requires these processes.

Initial fixed fees for processing resource consent applications

Table 1 and Table 2 set out the initial fixed charges payable for processing resource consent applications. These fees are charged in accordance with section 36(1)b of the RMA.

Section 36(7) of the RMA specifies that where a fixed charge has not been paid, the Regional Council need not perform the action to which the charge relates until it has been paid in full. The Regional can suspend processing an application until a fixed charge has been paid.

Table 1: Charges payable for processing resource consent applications, 2024-2025

Item	Initial fixed fee – payable upon lodgment (excl GST)	Additional charge – payable subsequent to processing
- Land use application for bore permit	\$1,000	Based on actual and reasonable costs ¹
- Land use for bore field where 3 or more bores are to be drilled for the same purpose on the same site (or in close proximity)	\$1,500	
- Land use consent for gravel extraction	\$1,000	
- Other consent applications	\$2,000	
Other changes or cancellations of consent conditions	\$750	
Review of conditions as per RMA s128 1a, 1c or 2	\$1,500	
Transfer a consent to another site	\$1,500	
Extensions to lapse dates	\$1,000	
Transfer of resource consent (1 only, with transfer form completed and signed) to a new owner/occupier	\$200	Based on actual and reasonable costs ¹ for non-standard process

Item	Initial fixed fee – payable upon lodgment (excl GST)	Additional charge – payable subsequent to processing
Transfer of resource consent (2 or more, with transfer form completed and signed) to a new owner/occupier, or change of name	\$250	
Certificate of compliance/deemed permitted activity		
Bore sealing	no charge	N/A
Issuing a notice under s87BA or BB stating whether an activity is a permitted activity	\$1,500	Based on actual and reasonable ¹ (likely to be lodged as a consent)
Certificate of compliance	\$1,500	Based on actual and reasonable costs ¹

Table 2: Charges for resource consent applications requiring notification or a hearing, 2024-2025

Application type	Type of fixed fee (excl GST)			Additional charge – payable subsequent to processing
	Initial fixed fee: payable upon application	Fixed fee: payable upon notification	Fixed fee: payable 5 days before hearing	
Individual resource consent application (including applications for ancillary activities)	(per Table 8)	\$5,000	\$10,000	Based on actual and reasonable costs ¹
Application processed as part of a catchment-wide replacement process	(per Table 8)	\$1,500	\$2,000	Based on actual and reasonable costs ²
Request for independent commissioner under section 100A	Fixed fee payable on requesting a commissioner (excl GST)			Additional charge – payable subsequent to processing
Fixed fee payable on requesting an independent commissioner	\$3,000 per commissioner			Based on actual and reasonable costs ¹ of additional cost incurred as a result of using an independent commissioner

Note 1: Actual and reasonable costs include time spent by staff in receiving, processing, and deciding on the applications, hearing costs and any external disbursements (which shall include any external expert advice from consultants at cost). Staff costs shall be calculated by multiplying the actual hours involved in receiving, processing and granting a consent by the hourly rates for the staff involved and adding any actual disbursements (as in Table 15); plus adding any hearing costs and any costs of consultants and commissioned reports; and then subtracting the fixed charge that was paid in advance. The total calculated amount shall then, if necessary, be adjusted to reflect HBRC's actual and reasonable costs having regard to the factors referred to in section 36(4) of the RMA and any relevant discounts. (This does not apply to applications which are not subject to additional charges or refunds).

Note 2: Where an activity requires multiple ancillary consents, and the application will be processed in a bundle, HBRC may require payment of only one initial fixed fee (deposit). The deposit shall be equal to the highest deposit required for any of the applications required, as per Table 1.

Additional resource consent charges

In addition to these fixed charges, in most cases additional charges will be payable subsequent to processing, in accordance with section 36(3) of the RMA.

Refunds

Except for applications for bore permits, minor administrative changes or cancellations, a portion of the charge as set out in Table 1 and Table 2 will be remitted if the actual cost of receiving processing and deciding on the application is less than that already paid.

Hearings

The Regional Council is conscious of the cost that can be incurred by applicants when a resource consent application goes to a hearing. Therefore, the Regional Council will carefully assess the number of members

who will participate in each hearing. Also, they may appoint independent commissioners if there is a need to ensure that areas of expertise are covered, to avoid conflicts of interest or to expedite the process. The numbers involved in a hearing panel will usually range from three to a maximum of five. Where a hearing is required, the following charges shall be payable by the applicant, except for those costs incurred under section 100A of the RMA.

- Actual meeting fee allowances at the rate approved for elected members by the Remuneration Authority, which is currently \$93 an hour for each hearing panel member other than the chairperson who is paid \$116 an hour.
- Actual mileage for hearing panel members travelling to and from the hearing at the rate approved by the Remuneration Authority which is

currently 95¢ per kilometre for petrol, diesel, hybrid or electric vehicle.

- Actual accommodation costs for a hearing panel member to stay overnight rather than return home.
- Actual meeting fee allowances for each of the hearing panel members attending and participating in a formal site inspection, or any meeting subsequent to the hearing for formal deliberations.
- Mileage and accommodation costs associated with any formal site inspection or deliberation meetings.
- Actual costs (including disbursements) of any commissioner appointed by the Minister of Conservation.
- The actual cost of staff attendance at a hearing (typically the reporting officer, hearings administrator, decision writer, relevant technical officers, and the manager consents or the group manager policy and regulation).
- The costs associated with the use of an independent hearing commissioner where the use of a commissioner has been occasioned by the application. The apportionment of costs when an independent hearing commissioner is requested by an applicant and/or submitters is noted below. Independent hearing commissioner costs will be calculated on an actual and reasonable basis and include fees for disbursements, reading the application material, site visit, hearing attendance, deliberations and drafting the decision.
- The costs for photocopying, hall hire, catering (for the panel and decision writer), and any administration services relating to hearings and deliberations will be recovered from the applicant on a case-by-case basis.

Independent hearing commissioners (section 100A)

Applicants and/or submitters have the ability to request that independent commissioners hear and decide publicly on limited notified applications. If an applicant makes the request, he or she is responsible for paying all costs associated with the use of the independent commissioner (as noted above). In accordance with section 36 (1) (ab), if one or more submitters requests an independent commissioner (and the applicant does not), those submitters are responsible for paying the extra costs incurred as a result of an independent commissioner being used (compared with the cost of using an elected member).

If a request is made for an independent commissioner, a fixed charge of \$3,000 per commissioner shall be paid at the time of the request. The actual and reasonable costs of the commissioner will also be charged as an

additional charge in accordance with section 36(3) of the RMA. The Regional Council decides which accredited independent commissioner(s) will be appointed to the hearing panel.

Hearing decision writers

The following charges shall be payable by the applicant except for those costs incurred under section 100A of the RMA:

- The cost of the decision writer to attend the hearing and deliberations, and the decision writing time.
- Where the decision writer is an independent commissioner sitting as a panel member, the commissioner's time to attend the hearing, deliberate and write the decision will be charged at actual cost.
- Where an independent consultant is engaged as the decision writer their time to attend the hearing and deliberations, and to write the decision will be charged at actual cost.

Charging for consultants

Where the use of consultants is required to provide particular technical or cultural input to the consent process, the applicant will be responsible for the actual costs charged by the consultant.

Contribution to the costs of commissioning reports in accordance with section 92(2)

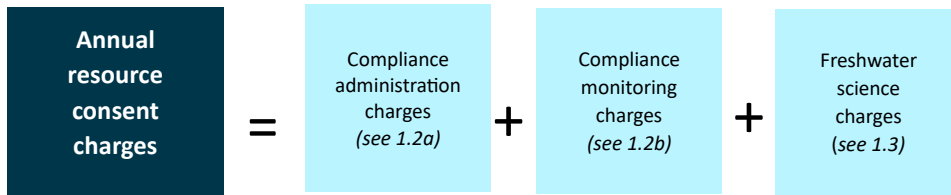
The Regional Council from time to time may commission reports in accordance with section 92(2) of the RMA to determine the cumulative effects of an activity or activities. Where the activity meets the following criteria, the Regional Council may contribute to the costs of preparing the report to a maximum of 25% or \$5,000, whichever is lower.

The Regional Council's contribution is at the discretion of the Group Manager, Policy and Regulation and the following criteria must be met for a discount to be considered:

- the commissioned report must directly inform a plan change that the Regional Council has committed to in the applicable long-term plan; and/or
- the commissioned report must develop a method, or provide information that is applicable to sites beyond the immediate scope of the application; and
- the commissioned report must contain information that is of benefit to the regional community as a whole.

1.2 Charges to holders of resource consents for administration, compliance and impact monitoring

Annual consent monitoring and admin charges are made up of the following:



Not all the charges in the diagram above are applicable to all resource consents. Refer to the relevant section below for further detail.

1.2a Compliance administration charges

Annual consent administration fee

Holders of consents that require ongoing monitoring will be charged an annual administration fee (as set out in Table 3). This annual charge covers routine administration costs such as consent database and file system maintenance, compiling and monitoring accounts, correspondence to consent holders (e.g. around expiring consents) and general administration and enquiries.

Exemptions to the annual compliance administration charge include the following consent types: gravel extraction, water takes, residential domestic effluent systems (permitted activity and accredited/non-accredited systems), bore permits, forestry permitted activities, land use permitted activities, and consents that no longer require monitoring.

Water measuring device administration charge

Holders of resource consents to take water which require a water measuring device, will be charged an annual administration fee for:

- administration and checking of the records for the installation and verification of the water meters; and
- the retrieval, checking and processing of water meter data.

The fixed charges are set according to the number of meters required per consent, as outlined in Table 3. Where water measuring devices do not meet the Regional Council's approved devices criteria, or are not installed by an approved installer, a full compliance audit will be undertaken and charged on an actual and reasonable costs basis.

Table 3: Charges for compliance administration, 2024-2025

	Annual charge (excl GST)
Annual consent administration fee	\$85
Annual water measuring device admin charge (for first meter)	\$230
PLUS, each additional water measuring device	\$55
Annual water measuring device admin charge - non exercised consent	\$45

1.2b Compliance monitoring charges

Consent holders whose consents require annual inspection, and/or information return, and/or a sampling undertaken by the Regional Council staff will be charged based on the actual and reasonable costs to undertake the total annual monitoring activity. This shall be calculated by multiplying the actual hours involved in undertaking the monitoring of the consent by the hourly rate for the staff involved and adding any actual disbursements (as in Table 15). The total calculated shall then, if necessary, be adjusted to reflect the Regional Council's actual and reasonable costs having regard to the factors referred to in section 36(4) of the RMA.

These charges are invoiced after inspections or invoiced quarterly for the consents that either have more than one inspection or ongoing monitoring throughout the year.

Consent holders should check the conditions of the consent to determine whether sampling, water use or other information is required. For new consents, the consent holder will be advised of the likely annual monitoring requirements when the consent is issued; thereafter, the previous year's monitoring costs will act as an indication of monitoring costs.

Monitoring of National Environmental Standards for Plantation Forestry (NES-PF) permitted activities

Charges for monitoring of NES-PF permitted activities will be for actual and reasonable costs as permitted by the regulations, including:

- site inspection (where required)
- reporting
- associated administration, and
- non-compliance follow ups.

Monitoring of all other permitted activities will be undertaken in accordance with the relevant National Environment Standards or relevant legislation for the activity. Those undertaking the activity may be charged based on the actual and reasonable costs to the Regional Council for monitoring the activity, where charges are permitted to be made by the relevant regulations.

Monitoring of domestic on-site wastewater treatment systems charges

Consent holders with a domestic on-site wastewater treatment system type that is not on the Regional Council's Accredited Manufacturer list, and who do not have that system installed and serviced by a person or company on the Accredited Installer and Service Agent list, will be subject to an annual monitoring cost as set out in Table 4.

Consent holders with an on-site wastewater treatment system type that is on the Regional Council's accredited list and is installed and maintained by an accredited installer/service person or company, and is compliant with all conditions of consent, will not be subject to routine compliance inspection fees.

Charges for non-compliance

Additional monitoring charges will be made to consent holders where extra compliance monitoring is required as a result of non-compliance with consent conditions; or where extra time is spent following up suspected non-compliance where a consent holder has not supplied sufficient information to demonstrate compliance. The additional charge will be based on actual and reasonable costs to undertake the monitoring.

Consent holders will be charged an additional administration fee for late submission of records and monitoring reports required to be supplied under the conditions of the consent. Anyone who is issued an abatement notice will be charged an administration fee to recover the costs associated with issuing that notice. These fees are set out in Table 4.

Charges to holders of resource consents for low flow monitoring

For holders of consents to take water where the abstraction is subject to low flow limits (directly or via gallery intake or wells), the cost of monitoring the low flows will be recovered for each water take subject to low flow restrictions (excluding frost consents that are from the same take point as an irrigation consent, held in the same name). Consent holders will be charged an annual fixed charge as set out in Table 4. Should the fixed charges not cover the actual and reasonable costs associated with the low flow monitoring programme, an additional charge shall be made against all consents subject to the low flow condition monitoring to recover the actual and reasonable costs incurred.

Table 4: Charges for compliance monitoring, 2024-2025

	Charge (excl. GST)
On-site wastewater treatment - non-accredited - annual monitoring fee	\$400
Low flows annual monitoring fee	\$250
Issuing of abatement notice	\$187
Late submission of data and information returns	\$187
Monitoring of consents which require annual inspection, and/or information return, and/or sampling undertaken	Actual and reasonable costs ³
Monitoring of National Environmental Standards for Plantation Forestry permitted activities	
Additional monitoring as a result or non-compliance with consent conditions	

Note 3: Actual and reasonable costs shall be calculated by multiplying the actual staff hours taken to perform the activity, by the hourly rates for the staff involved and adding any actual disbursements (as per rates in Table 15).

1.3 Charges to holders of resource consents for freshwater management research/ investigations and monitoring (annual freshwater science charges)

Discharges to water or land and water take consent holders are charged for the costs of performing science investigations and monitoring to manage and inform on effects, or potential effects, on the region's freshwater resources. These charges are authorised by section 36 of the RMA. Benefits to consent holders of this science and monitoring include the protection of the resource through its management on a sustainable basis and early warning of changes in resources. Consent holders pay for only a part of the costs of this science. The regional community pays for the rest via the general rate and a targeted rate, as the wider community also

benefits from the information gained. The proportion of the freshwater science costs recovered from consent holders is set in the Revenue and Finance Policy.

Allocation of charges

Costs related to water quantity science and monitoring are allocated to water take consent holders. Costs related to water quality science and monitoring are allocated to consent holders of discharge to water consents and discharge to land consents in a manner that may enter water.

Water take consents – basis for charges

Freshwater quantity science charges are levied against consents to take ground water and surface water (and including stream depletion takes), based on the maximum consented weekly volume of take (m³/week). Charges are levied using the tiered rate applied to the volume in the range set out in Table 5. If the weekly consented volume is less than 3,200 m³/week, then the minimum charge in Table 5 applies. Charges are levied against consented volumes, not actual use.

Consents that share a defined volume of water will have their charges apportioned between them in a way that recognises (but does not duplicate) their effective entitlement.

Where a maximum weekly condition is not specified in the consent, a deemed weekly volume will be calculated by conversion of the consented maximum daily/28 day/monthly/annual volume and the larger derived weekly volume will be applied.

Charges for water take consents for dam fill for irrigation with low flow conditions will be levied against consented weekly volume (m³/week), modified by a differential reduction of 25%, due to these activities occurring for short periods during the year, at times where water resources are less stressed.

Charges for water take consents for shingle washing will be levied against consented volume (m³/week), modified by a differential reduction of 80% due to the non-consumptive nature of this activity.

Charges for water take consents for hydro power generation will be levied against consented weekly volume (m³/week), modified by a differential reduction of 99.25% due to the large volumes and non-consumptive nature of this activity.

Table 5: Charges to consent holders for Freshwater Quantity Science: WATER TAKE CONSENTS

	Annual variable charge rate 2024-2025 (excl GST)	
	\$	Units
Minimum charge	\$240.00	Per consent
Volume up to 100,000 m ³	\$0.075	Per m ³ maximum consented weekly volume
Volume from 100,000 to 1,000,000 m ³	\$0.054	
Volume from 1 million to 2 million m ³	\$0.027	
Volume above 2 million m ³	\$0.007	

For example, if your consented weekly take is 110,000m³ your charge will be calculated as follows: 100,000m³@\$0.075 per m³ = \$7,500, plus 10,000m³ @ \$0.054 per m³ = \$540. Total charge (excluding GST) = \$8,040.

Discharges to water or land consents – basis for charges

Freshwater quality science charges are levied against consents to discharge to freshwater, or to discharge to land in a manner that may enter water, as set out in Table 6. Charges are levied against each consent based on:

- the receiving body of the discharge (land or water), and
- the scale of consented activity (not actual discharges) as defined in Table 7.

Some activities are not scaled, though the Regional Council may apply a scale factor to charges if outliers become apparent.

Table 6: Charges to consent holders for Freshwater Quality Science: DISCHARGE CONSENTS

Annual fixed charge 2024-2025 (excl GST)			
Primary purpose: Drainage, sewage, stormwater & wastewater			
Discharge to:		Water	Land
Small	1	\$343	\$171
	2	\$685	\$343
	3	\$1,028	\$514
Medium	4	\$1,370	\$685
	5	\$1,713	\$856
	6	\$2,055	\$1,028
Large	7	\$2,398	\$1,199
	8	\$2,740	\$1,370
	9	\$3,083	\$1,541
Activities not scaled:			
Discharge to:		Water	Land
Solid waste		\$1,370	\$685
Other		\$685	\$343

Invoicing

Invoices will be raised during the fourth quarter (April/May) of each financial year for an annual charge amount, with due date for payment by the 20th of the following month. In June, any new eligible consents issued since the first invoice round may be invoiced. New consents issued during the year will only be charged for the portion of the year beginning from the date the consent was granted.

During the financial year, if a consent is surrendered or expires and is not replaced by a subsequent consent, then the water science charges only apply to the period that the consent was current. The consent holder can request a refund of freshwater science charges for the period from the date of the surrender/expiry to the end of the financial year. The Regional Council may not accept a surrender of consent unless the freshwater science charges owed have been paid. Consents that have expired but are able to be exercised due to section 124 protection will not qualify for this refund and will be charged as if the consent is still current.

Charges are levied against current consent holders at the time of invoicing. If a consent has not been transferred prior to invoicing, or if the consent is transferred partway through the year (after the invoice has been issued), the annual charge will stand with the consent holder at the time of invoicing. Any apportionment of freshwater science charges after a consent transfer has taken place remains the responsibility of the respective owners.

Some consents have been authorised by the Regional Council but can only be utilised on the surrender of another consent. The new consents only become subject to the freshwater science charging regime upon the surrender of the prior consent.

Exemptions

The following consent activities are excluded from the freshwater science charges:

- Discharges to land or water, or water takes exercised once or intermittently for a short period (less than six months), and which have a negligible environmental impact.
- Discharges or water takes exercised for activities with the primary objective of improving the environment, as assessed by Regional Council consents staff.
- Discharges to water for the primary purpose of generating hydroelectricity (due to this being a consequential activity of a water take consent, which will still attract a freshwater science charge).
- Discharge to land consents for domestic effluent from a single domestic dwelling, or where the maximum daily discharge is less than or equal to 2m³ (excluded based on the minor nature of this activity).
- Discharges to coastal waters are exempt from freshwater science charges, as the Regional Council has determined under the Revenue and Financing Policy that Marine Science costs are funded 100% from general rates. The majority of consent holders discharging to coastal water are mandated under their consent conditions to undertake considerable environment monitoring in the location around their discharges and submit these results to the Regional Council annually.
- Water take consents for the purpose of frost protection only are exempt, based on the short period of use, and that typically the consent holder also has another water take consent at the same location for irrigation purposes. Note that if frost protection activities are included in a water take consent for irrigation or other purposes, the charges will be calculated on the main purpose water take volume conditions.
- Where there are two or more discharge to land consents relating to the same activity at the same location, only the largest scaled discharge consent will attract the freshwater science charge.
- Where there are two or more discharge to water consents relating to the same activity at the same location, only the largest scaled discharge consent will attract the freshwater science charge.

Fee remissions

The Regional Council may consider a remission of any, or part thereof, the annual freshwater science charges, under Section 36 AAB (1) of the Resource Management Act.

Table 7: Definition of discharge consent scale of activity

Primary purpose of discharge	Small			Medium			Large		
	1	2	3	4	5	6	7	8	9
Drainage	Max discharge rate: < 10 l/s	Max discharge rate: 10 - 25 l/s	Max discharge rate: 26 - 75 l/s	Max discharge rate: 76 - 200 l/s	Max discharge rate: 201 - 1,000 l/s	Max discharge rate: 1,001 - 5,000 l/s	Max discharge rate: 5,001 - 10,000 l/s	Max discharge rate: 10,001- 20,000 l/s	Max discharge rate: > 20,000 l/s
Sewage	Max discharge: 2-5 m ³ /day	Max discharge: 6-10 m ³ /day	Max discharge: 11-50 m ³ /day	Max discharge: 51-100 m ³ /day	Max discharge: 101-200 m ³ /day	Max discharge: 201-500 m ³ /day	Max discharge: 501-1,000 m ³ /day	Max discharge: 1,001- 2,000 m ³ /day	Max discharge: > 2,000 m ³ /day
Stormwater	Catchment area: < 1ha	Catchment area: 1 to 5ha	Catchment area: 6 to 10ha	Catchment area: 11 to 20ha	Catchment area: 21 to 40ha	Catchment area: 41 to 60ha	Catchment area: 61 to 8 ha	Catchment area: 81 to 100ha	Catchment area: > 100ha
Wastewater	<i>Dairy & Piggery operations:</i> Herd size < 100 cow equiv. <i>All other operations:</i> Max discharge < 15 m ³ /day	<i>Dairy & Piggery operations:</i> Herd size 100-400 cow equiv. <i>All other operations:</i> Max discharge 16-50 m ³ /day	<i>Dairy & Piggery operations:</i> Herd size 401-700 cow equiv. <i>All other operations:</i> Max discharge 51-250 m ³ /day	<i>Dairy & Piggery operations:</i> Herd size 701-1,000 cow equiv. <i>All other operations:</i> Max discharge 251-1,000 m ³ /day	<i>Dairy & Piggery operations:</i> Herd size 1,001- 1,300 cow equiv. <i>All other operations:</i> Max discharge 1,001- 2,000 m ³ /day	<i>Dairy & Piggery operations:</i> Herd size 1,301- 1,600 cow equiv. <i>All other operations:</i> Max discharge 2,001- 5,000 m ³ /day	<i>Dairy & Piggery operations:</i> Herd size 1,601- 2,000 cow equiv. <i>All other operations:</i> Max discharge 5,001- 10,001 m ³ /day	<i>Dairy & Piggery operations:</i> Herd size 2,001 to 3,000 cow equiv. <i>All other operations:</i> Max discharge 10,001- 20,000 m ³ /day	<i>Dairy & Piggery operations:</i> Herd size >3,000 cow equiv. <i>All other operations:</i> Max discharge > 20,000 m ³ /day
Solid waste and other	No scale applied. HBRC may apply scale factor to 'non-scaled' discharge consents if outliers become apparent.								

Note: Sheep, goats and pigs are converted to cow equivalents using the following conversions; 6.5 sheep = 1 cow equiv, 8.13 goats = 1 cow equiv, 3.75 pigs = 1 cow equiv.

1.4 Charges relating to contaminated site management

These charges outlined in Table 8, are set in accordance with section 150 of the Local Government Act 2002.

Table 8: Charges relating to contaminated site management

	Charge (excl GST)
Where a party requests information about the 'contaminated site' status of a property	Actual and reasonable costs ⁴
Where a party requests HBRC review and comment on contaminated site investigation and remediation reports	
Where a party requests more extensive involvement of HBRC staff	

Note 4: Actual and reasonable costs shall be calculated by multiplying the actual staff hours taken to perform the activity, by the hourly rates for the staff involved and adding any actual disbursements (as per rates in Table 15).

1.5 Charges for gravel extraction

1.5a Charges for gravel taken under HBRC resource consents

Charges will be levied for gravel taken under the Regional Council resource consents:

AUTH-123467-02, AUTH-123469-02 (Ngaruroro River)
 AUTH-123447-02, AUTH-123453-02 (Tukituki River)
 AUTH-123452-02, AUTH-123458-02 (Tūtaekurī River).

Permissions, compliance monitoring and administration charges

The Regional Council is required to monitor each river to determine gravel availability and the effects of gravel abstraction on flood carrying capacity and on the integrity of flood control schemes, on the environment and on the community. It is also required to ensure that parties taking gravel under the Regional Council global consents are compliant with the conditions of those resource consents. Each party taking gravel under the Regional Council consent will be required to obtain a

permission from the Asset Management Group and pay compliance monitoring and administration charges based on the volume of gravel extracted, the source of the gravel, and its quality, as set out in Table 9. The charges include the provision of infrastructure to access the resource (i.e. roading and stockpile areas).

The categories are:

- inferior grade material (as determined by Regional Council staff)
- material extracted from above the confluence of the Tukipo and Mangaonuku River tributaries of the Tukituki and Waipawa rivers (Upper Tukituki catchment)
- material from Heretaunga Plains Flood Control Scheme (HPFCS) rivers including lower and middle Tukituki.

Charges for receiving, processing, and issuing permissions to extract gravel under the Regional Council resource consents are payable to the Regional Council in advance. Charges for gravel extraction are due and payable to the Regional Council monthly, on the same day as extraction declarations.

Table 9: Charges for gravel extraction under HBRC resource consents, 2024-2025

Permissions to extract gravel under HBRC resource consents:	Charge (excl GST)
0-50 cubic metres	\$80
Greater than 50 cubic metres	\$120
Extraction charge for compliance monitoring, environmental mitigation and administration:	Charge per m ³ extracted (excl GST)
Upper Tukituki	\$0.80
HPFCS rivers including lower & middle Tukituki	\$1.20
Inferior grade	\$0.40

1.5b Charges for gravel extraction taken via individual resource consents

Resource consent applications

The charge for receiving and processing a consent application for extraction of gravel from rivers is set out in Table 1. Additional costs may be charged if the processing costs exceed the initial fixed fee (deposit).

Resource consent monitoring

If you hold a resource consent to extract gravel, you will be required to pay compliance monitoring for that consent. Refer to section 1.2b for the costs related to consent compliance monitoring.

Gravel extraction, river state, cultural and environmental monitoring fees and charges

In addition to direct compliance monitoring of your consent, where specified by the conditions of your consent, you will be required to pay a gravel extraction fee based on the volume of gravel extracted, the source of the gravel and its quality as set out in Table 10. The gravel extraction fees cover the costs borne by the Regional Council to monitor the state of rivers, the impact of gravel abstraction on flood carrying capacity, and on the ecological, cultural and other values of the rivers.

Charges for gravel extraction are due and payable monthly on the same day as extraction declarations.

Table 10: Charges for gravel extraction via individual resource consents based on \$ per cubic metre extracted per annum, 2024-2025

Extraction charge for river state, cultural and environmental monitoring: (State of Environment monitoring charge s35 of RMA)	Charge per m ³ extracted (excl GST)
Upper Tukituki	\$0.80
Ngaruroro, Tūtaekurī, lower and middle Tukituki Rivers and their tributaries	\$1.20
All other rivers	\$0.80
Inferior grade	\$0.40

2. Building Act charges for dams

The processing of building consents for dams, issuing of project information memoranda (PIMs) for dams and administering dam safety regulations are statutory functions for the Regional Council under the Building Act (2004) and its amendments. Dam safety regulations become operative on 1 July 2010. Note that PIMS can be requested from Local Authorities under the Building Act for any property (other than dams). The Regional Council will recover costs of providing information on a property to the local authority requesting that information, based on actual costs.

Building consent costs

The function for consenting dams under the Building Act (2004) has been transferred to Waikato Regional Council. The transfer agreement specifies that building consent costs will be recovered on an actual and reasonable basis, with hourly rates and fixed charges as set and recovered directly by Waikato Regional Council.

Any Regional Council consent processing costs not associated with the Building Act will be charged as specified in Table 1 under Resource Management charges.

PIM costs

A fixed charge (deposit) listed in Table 11 is payable in advance and an additional charge may be payable once the PIM has been provided, based on actual costs.

Certificate of Acceptance costs

This function is retained by the Regional Council, but Waikato Regional Council will provide technical advice into the process. A fixed charge (deposit) is payable in advance, and an additional charge may be payable once

the application has been decided. The fixed charge for this is listed in Table 11.

Ministry of Building, Innovation & Employment and Building Research Authority of New Zealand levies

Ministry of Building, Innovation & Employment (MBIE) and Building Research Authority of New Zealand (BRANZ) levies are required by the Building (Levy) Regulations 2019, and the Building Research Levy Act 1969. The Regional Council is required to collect and pay MBIE and BRANZ levies as regulated for all Building Consent applications and certificate of Acceptance applications (as listed in Table 11). These levies may change in accordance with amendments made to regulations.

Additional Building Act charges

Where an additional charge is to be made, the charge will be recovered on an actual and reasonable basis. This shall be calculated by multiplying the actual hours involved in undertaking monitoring of the application by the hourly rate for the staff involved and adding any actual disbursements (as in Table 15).

An additional charge will apply to:

- all PIMs, applications for a Certificate of Acceptance, and applications for an Amendment to a Compliance Schedule, when the fixed charge (deposit) does not cover the costs of processing
- all other unspecified Building Act duties that deal with its application, processing, or compliance, and are attributable directly to a dam. These charges are payable by the owner of a dam.

Table 11: Charges for Building Act applications, 2024-2025

Activity	Deposit (excl GST)
Building consent for dams	
- Project Information Memorandum (PIM)	\$500
Certificate of acceptance	
- Dam valued up to \$20,000	\$500
- Dam valued between \$20,000 and \$100,000	\$2,000
- Dam valued over \$100,000	\$4,000
Amendment to compliance schedule	\$1,000
MBIE Levy For building work value greater than \$65,000 (incl. GST) (effective from 1 July 2024)	\$1.75 incl. GST for every \$1,000 incl. GST (or part of \$1,000) of the estimated value of the building work.
BRANZ Levy For building work value greater than \$20,000	0.1% of the contract value (above \$20,000) of the estimated value of the building work.

3. Maritime transport & maritime safety charges

3.1 Standard charges under the Maritime Transport Act 1994 - Marine Tier 1 Oil Transfer Sites

Maritime Rule Part 130B requires that the operator of an oil transfer site obtain approval for a site marine oil spill contingency plan from the director of Maritime New Zealand. The power to approve these plans has been delegated by the Director to the Chief Executive (sub-delegated to HBRC Regional On-Scene Commanders) of the Regional Council in an Instrument of Delegation pursuant to section 444(2) of the Maritime Transport Act 1994. Section 444(12) of the Maritime Transport Act 1994 allows the Regional Council to charge a person a reasonable fee for:

- approving Tier 1 site marine oil spill contingency plans and any subsequent amendments
- inspecting Tier 1 sites and any subsequent action taken thereafter in respect of preparation of inspection reports or reporting on non-conformance issues.

Approval of contingency plans, inspecting Tier 1 sites, auditing response exercises, and subsequent follow up reports and corrective actions shall be charged the actual and reasonable cost of the required work.

Table 12: Tier 1 Marine oil response charges, 2024-2025

	Charge (excl GST)
Review or approval of a Tier 1 marine oil spill response plan, including an initial audit	Actual and reasonable costs ⁵
Attendance at Tier 1 plan site visit, exercise, or audit	

Note 5: Actual and reasonable costs shall be calculated by multiplying the actual staff hours taken to perform the activity, by the hourly rates for the staff involved and adding any actual disbursements (as per rates in Table 22).

3.2 Maritime Safety charges

The role of the Harbourmaster's office includes managing maritime-related activities and navigation safety within the region. Internal and external costs incurred in ensuring maritime safety, shall be charged to the organisation and/or individual(s) responsible. Maritime safety charges to Napier Port and Napier City Council will be an annual fixed charge. Other maritime safety charges are as outlined in Table 13.

Table 13: Maritime safety charges, 2024-2025

	Charge (excl GST)
Responding to maritime incidents	Actual and reasonable costs ⁶
Anchorage Levy Fee for commercial vessels greater than 40 metres in length overall, anchoring within the Hawke's Bay regional waters	\$1 per metre of length overall per day/part of a day
Hire boat licence	Actual and reasonable costs ⁶
Pilot Exemption Certificate Examination/Revalidation	\$600
Pilotage assessment fee	\$250
Fee for issuing permits	\$150
Temporary reservations, suspensions or exemptions under the Navigation Safety Bylaw	\$150
Personal watercraft (jet ski) registration	\$100 per craft

Note 6: Actual and reasonable costs shall be calculated by multiplying the actual staff hours taken to perform the activity, by the hourly rates for the staff involved and adding any actual disbursements (as per rates in Table 15).

Charges for Napier Port

An annual fixed charge will be levied to Napier Port, based on 70% of the budgeted annual costs for the maritime safety regulation of port and harbour operations.

Charges for Napier City Council

An annual fixed charge will be levied to Napier City Council, based on 23% of the budgeted annual costs for the maritime safety regulation of port and harbour operations.

Anchorage Levy Charges

Vessels required to depart from a berth to anchorage due to port operations or vessel movements will be granted a grace period of 12 hours before anchorage charges are levied. Charges will not apply to vessels that need to anchor due to safety reasons.

4. Charges for the preparation of, or change to, a regional plan

Applications for the preparation of, or change to, any regional plan will be subject to a fixed charge deposit, payable in advance as set out in Table 14.

Table 14: Charges for preparation or changes to a regional plan, 2024-2025

	Deposit (excl GST)	Additional charge – payable subsequent to processing
Application for the preparation of, or change to, a regional plan	\$40,000	Based on actual and reasonable costs

If the actual costs incurred by the Regional Council in preparing, varying, or changing the regional plan exceed the charge payable in advance, then these costs may be recovered by way of an additional charge. The additional charge shall be based on actual costs as calculated by multiplying the actual hours involved in preparing or changing the regional plan by the hourly rates for staff involved and adding any actual disbursements (see Table 15) and subtracting the charge referred to above. The total calculated amount shall then, if necessary, be adjusted having regard to the factors referred to section 36 of the Resource Management Act.

5. Charges for the provision of information

The Regional Council shall charge for the provision of information as follows:

- The first hour of time spent actioning a request for information on each or any occasion relating to the same general matter or issue arising from the Regional Policy Statement, regional plans or resource consents shall be provided free of charge.
- The Regional Council reserves its rights under section 13 of the Local Government Official Information and Meetings Act 1987 (LGOIMA) to charge for the provision of information above one hour. The Regional Council delegates the decision for treating requests made by the same person and in quick succession as one request, to the Chief Executive.
- In accordance with the LGOIMA, the Regional Council does not consider requests for explanations in its definition of information requests.

- Staff time spent actioning any request over and above the time provided free of charge shall be charged in line with guidelines provided by the Ministry of Justice. Currently these are an initial charge of \$38 for the first chargeable half hour or part thereof; and then \$38 for each additional half hour or part thereof. The Regional Council may also choose to require payment in advance.
- The first 20 pages of black and white photocopying on standard A4 or A3 paper shall be provided free of charge.
- Where the total number of pages of photocopying is more than 20, then the rates set out in Table 15 will apply.

6. Other charges related information

Staff hourly charge rates

Other than time spent providing information for requests under LGOIMA (see section 5), where staff time and materials are to be recovered, the actual cost will be calculated using the rates outlined in Table 15, which will be updated annually as part of the fees and user charges schedule published on the Regional Council's website.

Table 15: Charge rates for the purpose of calculating actual costs, 2024-2025

Item	Per hour (excl GST)
Executive officers	\$216
Policy & Planning advisors	\$157
Project Management & Engineers	\$157
Environmental Scientists	\$157
Resource consent processing & compliance monitoring officers	\$157
Resource consent administration officers	\$113
Harbourmaster	\$300
Other staff not listed above	\$103

Item	Per hour (excl GST)
Disbursement costs shall be charged at the rates set out below:	
Accommodation	- Actual cost but not exceeding \$200 per night
Public notification	- Actual advertising costs
Photocopying	- 25c per A4 page B&W - 50c per A4 page colour - 50c per A3 page B&W - \$1 per A2 page B&W
External laboratory testing	- Actual cost
Consultant fees	- Actual cost

Leasehold properties

Hawke's Bay Regional Council owns multiple leasehold properties. Charges for changes related to these properties are listed in Table 16.

Table 16: Administration charges for leasehold property changes

Item	Amount (excl GST)
Consent to transfer administration fee	\$50
Freeholding valuation fee (refundable to applicant if freehold transaction proceeds in the allocated time)	\$600

Charges by the Crown

The Regional Council is responsible for collecting the following Crown fees, rents, and royalties in addition to its charges:

- In the Coastal Marine Area:
 - restricted coastal activity application fees as specified
 - extraction of sand and gravel - \$1.51 excl. GST per cubic metre royalty
- Rent for the occupation of land from the Crown
- Geothermal royalties.

Due dates for payment

- Charges payable in advance for consent applications are due on the filing of an application.
- Charges for receiving, processing, and issuing permissions to extract gravel under the Regional Council Resource Consents are payable to the Regional Council in advance. Charges for gravel extraction under individual consents are due and payable to the Regional Council monthly, on the same day as extraction declarations.
- Charges payable for photocopying of less than \$20 are due on collection of the copies.
- All other charges will be due and payable on the 20th of the month following date of the invoice.

Cost of debt recovery

All debt collection costs incurred by the Regional Council in relation to the activities covered in this fees and user charges document shall be borne as a debt by the party whose actions caused the initial charge.