



Fees and Charges – Licensing – Food Premises¹

Licensing	
Food Premises — All classes including premises with food safety	\$350.00
Food Premises — Non-perishable foods, eg gift shops	\$220.00
Footpath Dining — Licence to Occupy	\$110.00
Existing Food Safety Programmes (Includes processing and verification of application up to a maximum of two hours. Charge-out fee per hour or part thereof applies thereafter)	\$300.00 plus \$150.00 per hour
Food Act 2014	
New Registration	
Payment of application fees is upon application and any other fees are payable within 20 days from invoice date.	
Food Control Plan — Single Site	\$150.00 plus \$75.00 per half hour after first hour
Food Control Plan — Multi-Site	\$225.00 plus \$75.00 per half hour after first hour
National Programme	\$150.00 plus \$75.00 per half hour after first hour
Optional Consultancy — new business set up assistance / pre-opening visit	\$150.00 per hour
Optional Food Plan Control Mentoring	\$300.00
Registration Renewal	
Food Control Plan — Single Site — 12 month renewal	\$150.00
Food Control Plan — Multi-Site — 12 month renewal	\$225.00
National Programme — 24 month renewal	\$200.00
Food Control Plan Mentoring	\$300.00
Compliance and Monitoring	
Food Control Plan — Annual (including those Food Control Plans registered before 1 March 2016)	\$75.00
National Programme — 24 month	\$150.00
Verification (Audit)	
Food Control Plan — Single Site Audit	\$300.00 plus \$75.00 per half hour after first two hours
Food Control Plan — Multi-Site Audit	\$300.00 plus \$75.00 per half hour after first two hours
Food Control Plan Audit Close-out over 15 minutes	\$150.00 per hour
National Programme 1 — Check (one-off)	\$150.00 per hour
National Programme 2 — Audit (three-yearly)	\$150.00 per hour
National Programme 3 — Audit (two-yearly)	\$150.00 per hour

¹ All fees and charges are GST inclusive.

Discretion: The Chief Executive is authorised to reduce deposits or fees in cases of reduced staff input being required or in special circumstances. Where Council charges are based on the recovery of Council costs, these will be calculated as follows: Officers – at Council charge-out labour rates expenses – and the actual costs incurred by Council Mileage for vehicle – at IRD charge-out rates (\$0.73)

Complaint Driven Investigation	
Complaint resulting in issue of improvement notice by Food Safety Officer and its review	\$150.00 per hour plus actual mileage and disbursements
Exemption	
Application and Assessment	\$150.00 per hour
Travel Charges	
Fixed Charge for Waimate District	\$30.00
Actual Travel Costs (where applicable)	\$0.85 per km plus travel time at \$150.00 per hour