

2023/24 FEES AND CHARGES

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:	At the actual costs incurred by Council
Vehicle mileage:	At current IRD rates

Miscellaneous Fees

Other consents, certificates, authorities, services or inspections not specially provided to be charged at the cost of time and disbursements.

Credit Card Fee: Payments made by credit card will incur a surcharge fee of up to 2.5%, with a minimum service fee of \$1.00 per transaction.

The non – statute fees below are those approved by Council as at 21 March 2023 (amended 16 May 2023), but have not been advertised in terms of the Local Government Act 2002 or individual specific Acts.

All fees and charges are GST inclusive

ENVIRONMENTAL SERVICES	
Licensing	
Camping Grounds	\$ 350.00
Hairdressers	\$ 160.00
Offensive Trades	\$ 310.00
Mobile Food Shops	\$ 155.00
Trading in Public Places – Annual Licence	\$ 130.00
Trading in Public Places – Day Licence (per day)	\$ 30.00
Boarding House	\$ 200.00
Circus	\$ 200.00
Funeral Directors	\$ 205.00
Transfer Fee of Health Licence (i.e. following sale of business)	\$ 100.00
Stereo Seizures	\$ 100.00 plus recovery of actual seizure costs
Re – inspection for non – compliance – by – laws, health, liquor, dangerous goods, roading	\$ 160.00 per hour

All fees and charges are GST inclusive

Verification audit / site audit (food control plans)	\$ 160.00 per hour
Special Inspections	Hourly rate plus mileage
Water samples – Labour plus hospital testing minimum	Actual cost
Keeping of Animal Permits	\$ 80.00
Skin Piercing, Beauty Facilities, Tattooing etc.	\$ 225.00
Footpath Dining – Licence to Occupy	\$ 130.00
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 \$ 80.00 per half hour after first hour
Food Control Plan – Multi – Site	\$ 225.00 plus \$ 80.00 per half hour after first hour
National Programme	\$ 150.00 plus \$ 80.00 per half hour after first hour
Optional Consultancy – new business set up assistance / pre – opening visit	\$ 160.00 per hour
Optional Food Plan Control Mentoring	\$ 310.00
Registration Renewal	
Food Control Plan – Single Site – 12 month renewal	\$ 150.00 plus \$ 80.00 per half hour after first hour
Food Control Plan – Multi – Site – 12 month renewal	\$ 225.00 plus \$ 80.00 per half hour after first hour
National Programme – 24 month renewal	\$ 150.00 plus \$ 80.00 per half hour after first hour
Food Control Plan Mentoring	\$ 310.00
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

All fees and charges are GST inclusive

Verification (Audit)	
Food Control Plan – Single Site Audit	\$ 300.00 plus \$ 80.00 per half hour after first two hours
Food Control Plan – Multi – Site Audit	\$ 300.00 plus \$ 80.00 per half hour after first two hours
Food Control Plan Audit Close – out over 15 minutes	\$ 160.00 per hour
National Programme 1 – Check (one – off)	\$ 160.00 per hour
National Programme 2 – Audit (three – yearly)	\$ 160.00 per hour
National Programme 3 – Audit (two – yearly)	\$ 160.00 per hour
Complaint Driven Investigation	
Complaint resulting in issue of improvement notice by Food Safety Officer and its review	\$ 160.00 per hour plus actual mileage and disbursements
Exemption	
Application and Assessment	\$ 160.00 per hour
Travel Charges	
Fixed Charge for Waimate District	\$ 30.00
Actual Travel Costs (where applicable)	At current IRD rate per km plus travel time at \$160.00 per hour
Miscellaneous Fees	
Re – inspection for Non Compliance – All licences	\$ 160.00 per hour
Environmental Health Regulatory Functions and Enforcement	\$ 160.00 per hour
Gaming Venue Licensing	
Gaming Venue Relocation Licence. Includes processing of application to a maximum of two hours. Charge – out fee applies thereafter \$150 per hour	\$ 250.00

Liquor Licensing	
As set by the sale and supply of Alcohol (Fees) Regulations 2013 – may be subject to change Note: Applicants can apply to the Secretary of the Liquor Licensing Committee for a reduction of one fee category for Low Risk events in Special Licence category.	
On Licence / Off Licence / Club Licence – Category	
Very low	\$ 368.00
Low	\$ 609.50
Medium	\$ 816.50
High	\$ 1,023.50
Very high	\$ 1,207.50
Annual Licence Fees – Category	
Very low	\$ 161.00
Low	\$ 391.00
Medium	\$ 632.50
High	\$ 1,035.00
Very high	\$ 1,437.50
Special Licence / Fees	
Class 3 – One or two small events	\$ 63.25
Class 2 – Three to twelve small events, or one to three medium events	\$ 207.00
Class 1 – One large event; more than three medium events; more than twelve small events	\$ 575.00
Other Application Fees	
Manager's Certificate Application and Renewals	\$ 316.25
Temporary Authority	\$ 296.70
Temporary Licence	\$ 296.70
Appeal to ARLA (paid to ARLA)	\$ 517.50
Extract of Register	\$ 57.50
Permanent Club Charter	\$ 632.50
Public notification administration fee	\$ 50.00