Kaupapa Here a Utu 2026/27

User Fees and Charges 2026/27

Northland Regional Council
Te Kaunihera ā rohe o Te Taitokerau

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Nau mai

Welcome

Introduction

Councils are permitted, by law, to collect fees from private users of public resources and recover costs relating to the resources and service it provides.

This document sets out the basis upon which council:

- is authorised to charge fees to the public;
- calculates the amount of the fees and charges; and
- recovers and/or enforces payment of the fees and charges.

The user fees and charges schedule is reviewed annually. Fees and charges that require formal adoption under section 150 of the Local Government Act 2002 may be consulted on in conjunction with a long term or annual plan. The fees set out in this schedule came into effect on 1 July 2026 and will continue until superseded.

The fees and charges set out in this document are consistent with council's revenue and financing policy, which sets out the funding and cost recovery targets for each council activity.

This document is divided into three parts:

- Part One: Schedule of fees and charges
- Part Two: General principles and policies for charges
- Part Three: Policies on charges for specific activities and functions

Schedule of fees and charges

1.1 Information requests

1.1 Official information requests[1]

For staff time and provision of information[2]	$ (incl GST)
First hour	No charge
Additional time per half hour (after initial free hour)	39.00
Photocopying (per A4 page) [3]	0.20

1 As set by the Ministry of Justice, Charging Guidelines for Official Information Act 1982 Requests.

2 See clause 3.1.2.

3 Double-sided is equivalent to two pages. Actual and reasonable labour costs are also recovered.

1.2 Staff, plant and publication charges

1.2.1 Staff rates [4]

Description		Hourly rate $ (excl GST)
Technician / Administrator		105.50
Officer / Analyst		158.50
Specialist / Manager		190.50
Group Manager / Harbourmaster		254.00
Consultant		Actual cost
Oil spill response staff (in addition to hourly rate)		15.50
Mileage	Mileage will be charged at the relevant kilometre rates prescribed by the Inland Revenue Department for the applicable vehicle type and kilometre tier, as in force at the time the service or charge is incurred.	

1.2.2 Council owned property hireage fees[5] [6]

Description		Daily rate $ (excl GST)
Council rooms [7]	Council Room	202.00
	Committee Room	67.50
	Council and Committee Room	243.00
	Kaipara Training Room	202.00
	Whangaroa Meeting Room	67.50
	Kaipara and Whangaroa Rooms	243.00
	Other meeting rooms	67.50
Water quality monitoring devices [8]	YSI Sondes	83.50
	ISCO Automated Sampler	71.00

4 Council's labour, plant and equipment charges to external parties are set pursuant to Section 150(6) of the Local Government Act 2002. Note: where there is a need for two or more officers to attend, the costs of all officers will be recovered. Labour costs not specified in this schedule will be charged at an hourly rate determined from actual employment costs, including overtime rates if applicable, plus a multiplier to cover overheads and any internal costs incurred. When tradesmen are called out and their service is cancelled, all costs incurred by council are payable by the hirer.

5 Bookings are subject to availability, with priority given to council business. Where any of council's plant is hired, all additional costs incurred, including labour, overtime hours, travelling allowance, and transport charges shall be recovered from the hirer of the plant. Where plant is ordered and its services cancelled, all costs incurred by council are payable by the hirer.

6 All additional costs incurred, including labour, overtime hours, travel allowance and transport charges, shall be recovered from the requester.

7 Catering is the responsibility of the hirer. Refreshments provided by council will be on-charged to hirer at cost.

8 Excluding labour costs, which is additional and charged in accordance with the rates set at clause 1.2.1 of this schedule.

Floating plant [9]	"Waikare II" - Work Boat	1,328.50
	"Waikare II" - Standby	531.50
	"Karetu" - BOI Patrol Boat	372.00
	"Mangapai" - Work Boat	192.50
	"Mangawhai" - Work Boat	192.50
	"Ruawai" - Whangārei Work Boat	372.00
	Labour (minimum of two crew members)	Actual cost
Mooring [10] - (2 Tonne)	Per day	9.00
	Per week	68.00
	Per month	216.00
Mooring [12]- (4 Tonne or pile)	Per day	13.50
	Per week	91.50
	Per month	284.00

1.2.3 Field test charges

Description	Charge code	$ (excl GST)
Use of field meter for parameters such as temperature, salinity, conductivity, dissolved oxygen or pH	7369	54.40

9 All labour and transport costs incurred in the hire of vessels are additional and charged at the appropriate staff charge-out rate, with a minimum of two crew members. Where plant is ordered and cancelled, all costs incurred by council are payable by hirer. Note: additional rates may apply in overtime hours.

10 Vessels temporarily moored on a council owned mooring as a result of council action (e.g. seized, abandoned, adrift vessels) will incur the daily mooring charge.

1.2.4 Maritime charges

Description	Per hour $ (excl GST)	Per hour $ (incl GST)
Multi beam sonar survey:		
Data processing	219.99	253.00
Gear mobilisation/demobilisation	549.50	632.00

Description	Per 1/2 day $ (excl GST)	Per 1/2 day $ (incl GST)	Per day $ (excl GST)	Per day $ (incl GST)
Oil spill response trailer [11]	109.52	126.00	218.59	251.50

1.2.5 Publication charges

Description	$ (excl GST)
Photocopying generally (per A4 page) [12]	0.21
Regional Policy Statement	19.00
Regional Policy Statement Maps	120.00
Regional Coastal Plan	115.50
Regional Coastal Plan Maps	104.50
Regional Air Quality Plan	48.00
Regional Water & Soil Plan	118.00
Proposed Regional Plan	73.00
Proposed Regional Plan Section 32 Report	86.50
Statutory Acknowledgement	no charge
On-site wastewater Disposal from Households and Institutions	23.50
Plans on memory stick	no charge

11 Refer section 331 Resource Management Act 1991 and sections 12 and 150 Local Government Act 2002.

12 Double-sided is equivalent to two pages. Labour costs will also be recovered.

1.3 Resource management activities

1.3.1 Resource management consent activities and charges[13]

	Notified and limited notified applications		Non-notified applications		Replacement non-notified	
Description	Minimum estimated initial fees					
	$ (excl GST)	$ (incl GST)	$ (excl GST)	$ (incl GST)	$ (excl GST)	$ (incl GST)
Coastal Permits, Land Use Consents, Water Permits, Discharge Permits (including farm effluent) [14]	3,634.78	4,180.00	1,246.52	1,433.50	1,092.17	1,256.00
Bore drilling permits			605.65	696.50		
Additional bores (each)			53.91	62.00		
Transfer existing water permit between sites within catchment	1,092.17	1,256.00	683.91	786.50		
Change or cancellation of consent conditions	1,635.22	1,880.50	702.17	807.50		
Deemed permitted activity			544.35	626.00		
Review of consent conditions	1,271.30	1,462.00	702.17	807.50		
Extension of period until consent lapses			527.39	606.50		
On-site assessment of mooring	Actual and reasonable costs					

13 Approved consents also attract annual charges. Refer clause 3.2 for policy statement.

14 Refer to 3.2.2.

Compliance monitoring[15]	Actual and reasonable costs
Hearing costs (per hearing day)	Hourly rate set by the Remuneration Authority [16] or the actual and reasonable costs of Independent Commissioners
Request for Independent Commissioner(s) to hear and decide resource consent applications (s100A(2) of the RMA)	Where only the applicant requests Independent Commissioner(s), all the costs for the application to be heard and decided will be charged to the applicant on an actual and reasonable cost basis. Where one or more submitters request Independent Commissioner(s), council will charge as follows: - The applicant will be charged for the amount that council estimate it would cost for the application to be heard and decided if the request for Independent Commissioner(s) had not been made; and - The requesting submitters will be charged equal shares of any amount by which the cost of the application being heard and decided in accordance with the request exceeds the amount payable by the applicant outlined above. Notwithstanding the above, where the applicant and any submitter(s) request Independent Commissioner(s), all the costs for the application will be charged to the applicant.

1.3.2 Consent and licence administration fees [17]

Description	$ (excl GST)	$ (incl GST)
Minimum annual monitoring charge for all consents, with additional fees post monitoring [18]	116.52	134.00
Mooring licence amendment fee [19]	222.17	255.50
The recording of any new mooring in a Mooring Zone	124.78	143.50
Mooring reinstatement fee [20]	222.17	255.50
Transfer of consents from consent holder to another person/ request to change name of consent holder [21]	93.48	107.50
Description	**$ (excl GST)**	**$ (incl GST)**
Certificate of compliance	546.52	628.50

15 Refer to 3.2.7.

16 $104 per hour for Committee Member Councillor/ $130 per hour for Chair Councillor (excl GST).

17 Pursuant to the provisions of Navigation Safety Bylaw 3(1)(6), should any mooring licence fees or other charges due to council under the provision of this bylaw remain unpaid for a period of 60 days, then the Harbourmaster may remove, or cause to be removed, the mooring and detain the vessel using the mooring until such fees and charges, including the cost of removing the mooring and storing the vessel, have been fully paid and discharged. Should such debts not be paid and discharged within a further 60 days, council has the right to sell the mooring and/or vessel to recover the debt.

18 Other than bore permits, sewerage discharge permits for individual dwellings, and new consents granted after 1 March each year. Refer to 3.2.2, 3.2.10 and 3.2.11.

19 Changes to mooring licence conditions, position, size, design or length of vessel on a mooring, require approval from the Harbourmaster as required by the Navigation Safety Bylaw.

20 To be charged following suspension or cancellation of a mooring, applied at the Harbourmaster's discretion.

21 Fee is payable by the person requesting the change.

1.3.3 Annual charges for consented coastal structures [22] [23] [24] [25]

Charge code	Description/ criteria	RMA Admin[26]	RMA inspection fee	Navigation Safety Bylaw fee [27]	Marine biosecurity charge [28]	Total $ (incl GST)
			Minimum Estimated Charges			
CST100 STR001 NAV001	Small jetties between 10m^2 and 200m^2	193.50	7.50	96.50		297.50
CST100 STR002 NAV002	Large jetties 200m^2 or greater	193.50	12.00	192.50		398.00
CST100 STR003	Non-marine related buildings less than 25m^2	193.50	23.50			217.00
CST100 STR004	Non-marine related buildings 25m^2 or greater	193.50	30.50			224.00
CST100 STR005 NAV001 BIO001	Marine related buildings less than 25m^2	193.50	23.50	96.50	101.00	414.50
CST100 STR006 NAV002 BIO001	Marine related buildings 25m^2 or greater	193.50	30.50	192.50	101.00	517.50
CST100 STR007 NAV001	Boat ramps 15m length or 4m width or greater	193.50	12.00	96.50		302.00
CST100 STR008 NAV002	Grids	193.50	7.50	192.50		393.50
CST100 STR009 NAV003	Wharves less than 300m^2	193.50	46.50	542.00		782.00
CST100 STR010 NAV004	Wharves between 300m^2 and 1,000m^2	193.50	70.50	2,350.50		2,614.50
CST100 STR011	Wharves 1,000m^2 or greater	193.50	94.00	4,159.50		4,447.00

22 Refer to 3.2.2. Biosecurity charges apply to buildings where the primary purpose is for the housing of berthed vessels.

23 Should a property associated with a permitted activity coastal structure change ownership, the owner shall notify the council and provide new ownership details, as the new structure will be liable for permitted activity inspection fees.

24 Should there be more than one permitted structure on a property, owned by the same person or entity, the owner will be charged the higher of the inspection fees.

25 RMA inspection fee will be calculated, to the nearest 0.5 hectare, of 'developed' structure

26 Resource management administration and supervision charge, or mooring licence fee.

27 A navigation safety fee will be applied if the structure is primarily used for berthing of vessels, at $84.00 per vessel. Refer to 3.3.2.

28 Unpaid marine biosecurity charges will incur a 10% penalty 20 working days after the due date stated on the invoice. Refer clauses 3.5.6 and 3.5.7 for explanation.

NAV005						
CST100 STR012 NAV003	Boat maintenance facilities less than 50 tonnes	193.50	23.50	542.00		759.00
CST100 STR013 NAV004	Boat maintenance facilities between 50 and 500 tonnes	193.50	30.50	2,350.50		2,574.50
CST100 STR014 NAV005	Boat maintenance facilities 500 tonnes or greater	193.50	39.00	4,159.50		4,392.00
CST100 STR015 NAV002	Fuel facilities	193.50	34.50	192.50		420.50
CST100 STR016	Non-marine related small miscellaneous structures less than 200m^2	193.50	7.50			201.00
CST100 STR017	Non-marine related large miscellaneous structures 200m^2 or greater	193.50	15.50			209.00
CST100 STR018 NAV001	Marine related small miscellaneous structures less than 200m^2	193.50	7.50	96.50		297.50
CST100 STR019 NAV002	Marine related large miscellaneous structures 200m^2 or greater	193.50	15.50	192.50		401.50
CST200 STR020 NAV001	Marine farm	326.00	36.00	96.50		458.50

1.3.3 (a) Annual marine biosecurity charges for ports

Annual marine biosecurity charges for ports	$ (excl GST)	$ (incl GST)
Northport Limited	4,101.30	4,716.50
Golden Bay Cement	4,101.30	4,716.50
Port Nikau Limited	4,101.30	4,716.50
Channel Infrastructure NZ Limited	4,101.30	4,716.50

1.3.4 Annual charges for moorings [29]

Charge code	Description / Criteria	RMA admin / licence fee [30]	Navigation Safety Bylaw fee [31]	Marine biosecurity charge [32]	Total $ (incl GST)
MOR001 MOR002 BIO001	Individual swing, pile and jetty moorings with or without resource consent	134.00	121.50	101.00	356.50
MOR004 MOR002 BIO001	Swing and pile moorings owned by one person or organisation, comprising 10 to 24 moorings	114.50	121.50	101.00	337.00
MOR005 MOR006 BIO001	Pile moorings and jetty berths owned by one organisation, comprising 25 berths or more, but no more than 75 berths	74.00	90.00	101.00	265.00
	Marina comprising more than 75 berths		80.50	101.00	181.50

1.3.5 Boating related structures upstream of the Marine Coastal Area [33]

Charge code	Description/ Criteria	$ (excl GST)	$ (incl GST)
MON046	Minor structures and jetties: not more than 10m^2 in planned area	146.52	168.50
MON047	Jetties and other structures more than 10m^2 in planned area	153.48	176.50

29 Annual charges for moorings and coastal structures are set pursuant to the Resource Management Act 1991, the Biosecurity Act 1993, and the Maritime Transport Act 1994. These charges are collected for functions, duties, powers or services carried out by council and must be paid on demand by the consent holder or owner, to council. Fixed administration charges may apply for the creation and amendment of mooring licences. Charges are per mooring/ per berth. No additional charge will be set for structures which are an integral part of the mooring area, so long as the related activities do not give rise to adverse environmental effects.

30 Refer to 3.2.2.

31 Refer to 3.3.2.

32 Unpaid marine biosecurity charges will incur a 10% penalty 20 working days after the due date stated on the invoice. Refer to 3.5 for full explanation.

33 Consents for new boating-related structures or to alter boating-related structures will be subject to an inspection during their construction phase, the actual and reasonable costs of which will be charged.

1.3.6 Annual inspection fees for permitted structures - coastal and upstream of the Marine Coastal Area[34] [35]

Charge code	Description/ criteria [36]	Inspection fee [37] $ (incl GST)	Navigation Safety Bylaw Fee [38] $ (incl GST)	Total $ (incl GST)
STR021 STR022	Hard protection structures (including seawalls) up to 100m	104.50		104.50
STR023	Hard protection structures (including seawalls) 100m or greater	113.00		113.00
STR024	Small jetties less than 10m^2	104.50		104.50
STR025	Small boat ramps less than 15m length or 4m width	104.50		104.50
STR026	Outlet pipes, road and railway culverts, and concrete spillways	104.50		104.50
STR027	Bridges	113.00		113.00
STR028 NAV001	Aerial and suspended cables and pipes	113.00	96.50	209.50
STR029	Steps and dinghy skids	104.50		104.50
STR030 NAV003	Wharves less than 300m^2	142.00	542.00	684.00
STR031 NAV004	Wharves between 300m^2 and 1000m^2	163.50	2,350.50	2,514.00
STR032 NAV005	Wharves 1000m^2 or greater	185.50	4,159.50	4,345.00
STR033 NAV001	Jetties between 10m^2 and 200m^2	113.00	96.50	209.50
STR034 NAV002	Jetties 200m^2 or greater	116.00	192.50	308.50
STR035 NAV001	Mooring dolphins	104.50	96.50	201.00
STR036	Buildings less than 25m^2	113.00		113.00
STR037	Buildings 25m^2 or greater	119.50		119.50
STR038	Structures on or attached to wharves or jetties	104.50		104.50

34 As defined in part 1, section 2 of the Resource Management Act (1991).

35 All structures may be subject to additional charges to recover costs incurred for extra monitoring, such as discharge sampling. Where the costs of monitoring the structure and discharge exceed the annual charge, the balance will be recovered in accordance with Section 36(5) of the RMA.

36 Permitted Activity rules (C.1.1.1) apply to wharves, jetties, buildings, mooring dolphins and structures on and attached to wharves and jetties in the Coastal Commercial Zone and Marsden Point Port Zone.

37 Structures are inspected three-yearly based on location. Structure owners will be invoiced 1/3 of the inspection fee each year, which is the fee represented in this table. Fee includes allocation for travelling expenses, staff time and administration.

38 Fees will be applied annually to existing structures that are permitted activities under the Regional Plan. Fee is set pursuant to the Maritime Transport Act 1994 and the Navigation Safety Bylaw for Northland. The fee applies to every Maritime Facility (including wharf, jetty, mooring dolphin) in the region.

1.3.7 Water takes [39]

Charge code	Description / criteria (per day)	Admin charge	Resource user charge	Total $ (incl GST)
ADM001	0 - 9m^3	133.50	0.00	133.50
ADM001 RUC001	10 - 29m^3	133.50	35.50	169.00
ADM001 ADM002	30 - 69m^3	133.50	85.50	219.00
ADM001 RUC003	70 - 199m^3	133.50	246.00	379.50
ADM001 RUC004	200 - 499m^3	133.50	617.00	750.50
ADM001 RUC005	500 - 999m^3	133.50	1,236.50	1,370.00
ADM001 RUC006	Greater than or equal to 1,000m^3	133.50	2,473.50	2,607.00

Water use annual returns [40]		Total $ (incl GST)
WUR001	Paper	200.00
WUR002	Electronic (e.g. Excel)	100.00
WUR003	Telemetred	25.00
	Water use return data not received seven or more days after the due date will incur actual and reasonable costs of time spent seeking this information from the consent holder, at relevant staff charge out rate.	

39 Refer to 3.2.5. Note that the resource user charge for new water take consents will be applied in the financial year after the first time water is taken under the consent.

40 Monthly Water Use returns received via any method will be charged double the amount shown in the table above.

1.3.8 Inspections, monitoring, and compliance (RMA and Building Act)

Charge code	Description	$ (excl GST)	$ (incl GST)
1. Permitted activity (general) [41]	Actual and reasonable costs of staff time and sample testing		
2. Permitted activity (dairy charges): [42]			
FDE020	Grades full compliance and non-compliance	263.48	303.00
FDE021	Grades significant non-compliance	394.78	454.00
3. Consented (dairy charges):			
Full compliance /compliance (per inspection):			
FDE000	No sampling or testing	397.39	457.00
FDE001	Single sample only	472.17	543.00
FDE002	Two samples	546.96	629.00
FDE003	Three samples	621.74	715.00
FDE004	Four samples	696.52	801.00
FDE005	Five samples	771.30	887.00
FDE006	Six samples	846.09	973.00
Significant non-compliance (per inspection):			
FDE010	No sample or testing	533.04	613.00
FDE011	Single sample only	607.83	699.00
FDE012	Two samples	682.61	785.00
FDE013	Three samples	757.39	871.00
FDE014	Four samples	832.17	957.00
FDE015	Five samples	906.96	1,043.00
FDE016	Six samples	981.74	1,129.00
4. Follow up inspections for dairy charges (per inspection):			
Standard follow-up		333.48	383.50
Abatement follow-up notice		356.96	410.50

41 Where there is a need for two officers to attend, the costs of both officers will be recovered. Administration costs incurred will also be charged in addition to the site inspection fee, plus the actual reasonable cost of any specific water quality testing and/or enforcement action.

42 Refer to 3.2.15.2.

1.3.9 Application to prepare or change a policy statement or plan [43]

Description	$ (excl GST)	$ (incl GST)
Receipt and assessment of application (minimum fee)	7,572.17	8,708.00
Implement decision to proceed with the policy change or statement (minimum fee) [44]	3,786.09	4,354.00

43 Refer to 3.2.19.

44 Depending on the consultation requirements for the application, council's charges may be up to, or in excess of, $50,000.

1.4 Building activities

1.4.1 Building activities [45]

Description	Minimum estimated charge $ (incl GST)	Total $ (incl GST)
All applications for PIM/LIM [46]	1,658.50	Actual costs
Action to be taken in respect of buildings deemed to be dangerous or insanitary		Actual costs
Issue of a Notice to Fix	121.00	Actual costs
Lodge Building Warrant of Fitness	143.50	Actual costs
Amendment to compliance schedule	1,442.50	Actual costs
Building Warrant of Fitness audit		Actual costs

1.4.2 Dam activities [47]

Description	Total $ (incl GST)
As set by Waikato Regional Council - see **Waikato Regional Council - Dams**	Actual costs
Lodge dam potential impact category	140.00
Lodge dam safety assurance programme	140.00
Lodge annual dam safety compliance certificate	140.00

45 Refer to 3.4.1.

46 MEC is payable upon application for a PIM/LIM. Actual and reasonable costs are payable upon uplifting the PIM/LIM.

47 Refer to 3.4.2.

1.5 Maritime activities

1.5.1 Pilotage and shipping navigation and safety services fees [48]

Description	$ (excl GST)
Where GT [49] is greater than 500 up to 3,000	3,488.87
Where GT is greater than 3,000 up to 18,000	5,814.79
Where GT is greater than 18,000 up to 100,000	8,140.70
Where GT is greater than 100,000 up to 150,000	10,466.63
Where GT is greater than 150,000	11,629.59
B. Additional fees and charges	
i. Pilotage in the Bay of Islands - pilotage cancellation [50] and late booking and change booking fee[51]	
Less than six months of the date of booked pilotage	10% of pilotage charge
With less than 48 hours notice of the: booked time of pilotage, or notice of booking	20% of pilotage charge
ii. Ships to anchor in the Bay of Islands - public holiday surcharge	
Pilotage and shipping navigation is required on all observed New Zealand public holidays, including Northland Anniversary Day	2,207.29 surcharge
iii. Where GT is less than 3,000 and a Whangārei-based pilot is used	1,133.49 surcharge
iv. Pilotage charges based on 1 hour onboard. If delayed (e.g. due to waiting for passenger embarkation or other reasons) an hourly charge applies	1,133.49 per hour
C. Shipping navigation and safety services fee	
i. Navigation and Safety Services Fee per ship visiting the Bay of Islands regardless of which pilotage organisation or company actually services the vessel	
Where GT is greater than 500 up to 3,000	3,488.87
Where GT is greater than 3,000 up to 18,000	6,977.75
Where GT is greater than 18,000 up to 100,000	9,303.67
Where GT is greater than 100,000 up to 150,000	10,466.63
Where GT is greater than 150,000	11,629.59

48 Refer to 3.3.

49 Gross tonnage means the gross tonnage of a ship as defined in the Navigation Safety Bylaw for Northland.

50 Pilotage cancellation fees apply when cancellation notice is given, and pilot and crew are not mobilised. In the event that a pilot attends a vessel arrival but the vessel does not remain or anchor, then the services provided will be charged at the full rate (discounted at Harbourmaster's discretion), and a cancellation fee will not apply. Where the Harbourmaster cancels pilotage in the Bay of Islands, no charge will apply.

51 Late booking fee applies for booking within time, at Harbourmaster's discretion depending on availability of pilot.

D. Shipping	
i. Navigation and Safety Services Fee per ship visiting the Bay of Islands when the master is exempt from compulsory pilotage	
Up to 3,000 GT [52]	1.47 per GT
ii. Navigation and Safety Services Fee per ship visiting the Poor Knights Area to be avoided under Maritime NZ approval for exemption from applicable Marine Protection Rules.	
Over 45 metres length overall	1.47 per GT
iii. Navigation and Safety Services Fee per ship greater than 500 GT visiting the Whangaroa Harbour, except when the ship has paid the above fee to visit the Bay of Islands during the same voyage	
Over 500 GT	1.47 per GT
iv. Navigation and Safety Services Fee per ship greater than 45 metres length overall, or 500 GT, anchoring in Northland waters and not subject to any other Navigation and Safety Services Fee	23.84 per M
E. Pilot Exemption Exam Fee	584.61

1.5.2 Harbourmaster's navigation safety services fee [53]

Description	$ (excl GST)
North Port Limited	175,512.65
Water transport operations not serviced by a port company	Actual time and cost

1.5.3 Marine Tier 1 approval of oil transfer plans [54]

Description	$ (excl GST)
Approving Tier 1 site marine oil spill contingency plans and any subsequent amendments	513.00
Renewal of Tier 1 site marine oil spill contingency plan, where staff time is less than one hour	No charge
Inspecting Tier 1 sites and any subsequent action taken thereafter in respect of preparation of inspection reports or reporting on non-conformance issues	Hourly rate of attending staff member

52 A marine biosecurity charge is also applied to ships between 500 and 3,000 GT.

53 Where the actual costs on a labour, time and plant recovery basis exceed the annual fee, council will recover any balance on an actual cost basis.

54 A minimum fee is charged and further charges may apply based on officer's actual recorded time charged at an hourly rate comprising actual employment costs plus a factor to cover administration and general operating costs. Should travel be required, additional costs for mileage will be charged the standard rate as approved by the Inland Revenue Department.

1.5.4 Other

Description	$ (excl GST)
Applications for Reserved Area for Special Event [55]	Actual cost
Special Event Processing Fee [56]	201.83
Maritime related incidents [57]	Actual cost
Jet ski registration [58]	Actual cost

55 Refer to clause 3.13 of council's Navigation Safety Bylaw 2012.

56 Where the actual costs on a labour time and plant recovery basis exceed the annual fee, council will recover any balance on an actual cost basis.

57 Refer clause 3.3.1.

58 As resolved and prescribed by Auckland Council which undertakes this function on behalf of Northland Regional Council under delegated authority. See **Jet ski Registration**

1.6 Biosecurity activities

1.6.1 Biosecurity Act 1993 charges [59]

Description	$ (excl GST)
Marine Biosecurity Charge for Ships [60] *(Applied for a 12 month period, per ship between 500 and 3,000 GT, anchoring in Northland waters)* [61]	86.96
Notice of Direction [62]	Actual and reasonable cost
Pest control products [63]	Actual and reasonable cost

59 Refer to 3.5.

60 Refer to 3.5.6.

61 This charge will not apply to international vessels that are subject to the 'Craft Risk Management Standard: Biofouling on vessels arriving to New Zealand 2014' and that do not move between designated places under the Northland Regional Pest and Marine Pathway Management Plan 2017-2027.

62 Refer to 3.5.4.

63 All pest control products, including traps, pesticides, pre-feed, bait (including pindone), bait stations, and associated equipment will be sold to Northland landowners at the price they are purchased from the manufacturer by council.

1.7 Fast-track Approvals Act 2024

1.7.1 Cost recovery under the Fast-track Approvals Act 2024

Description	$ (excl GST)
Consultation and provision of advice for application at pre-lodgement stage, whether or not the application is subsequently lodged.	Actual cost, at hourly rate of attending staff member [64]
Consultation and provision of advice, and exercising of functions, duties and powers, for application that is not lodged. [65]	Actual cost, at hourly rate of attending staff member

64 For staff rates refer to 1.2.1.

65 Actual and resonable costs associated with applications that proceed to lodgement are recoverable on council's behalf by the EPA.

Principles and polices

For charging

2.1 Principles

Council recognises that it has a significant advisory and information role. Council has the right, under legislation, to recover the costs of providing certain information.

Some of the costs associated with council's role have a community benefit, in which case they are met from the general rate. In circumstances where the benefit is received by one person, such as an applicant for resource consent, the associated costs will be charged to the individual beneficiary in full. If the benefit accrues more widely, e.g. through environmental monitoring services, the associated costs are then apportioned between the individual and the general rate.

Charges are applicable for a range of services performed by council staff, including but not limited to:

- Processing of consents under the Resource Management Act 1991;
- Environmental and consent monitoring of large scale activities, permitted activities, and contaminated land;
- Exercises and training for oil spills, and attendance at maritime related incidents;
- Technical assessment and administration of functions under the Building Act 2004;
- Mooring inspections/assessments;
- Preparing or changing a policy statement or plan;
- Discretionary amendments, variations or additions to commercial or residential property leases at the lessee, tenant or third party's request; and
- Provision of commercial or residential property related information, consultation, advice or consent.

The principles upon which fees and charges are calculated and set are:

2.1.1 Charges must be lawful

Council can only levy charges which are allowable by legislation. The legislation upon which council bases its charges are:

- Local Government Official Information and Meetings Act 1987;
- Resource Management Act 1991, Section 36;
- Local Government Act 2002, Section 150;
- Maritime Transport Act 1994, Section 444(12);
- Building Act 2004, Section 243; and
- Biosecurity Act 1993, Section 135.

2.1.2 Charges must be reasonable and fair

The purpose of a charge is to recover the reasonable costs incurred by council in respect of the activity to which the charge relates. Actual and reasonable costs will be recovered from resource users and consent holders where the use of a resource directly incurs costs to council, unless a contribution from the general rate is appropriate where the community also benefits from council performing its role, e.g. environmental monitoring. For commercial activities [1]such as pilotage services, council's charges may include provision for commercial income in addition to cost recovery. For more information about how council funds its activities from its various funding sources, please refer to council's Revenue and Financing Policy, found on its website **www.nrc.govt.nz**.

Some charges imposed on consent holders are based on the full costs of council's administration and monitoring of consents, plus a share of state of environmental monitoring activities that relate to the resource consent.

The council must also consider the benefits to the community and consent holders when setting a charge. It would be inequitable to charge consent holders for resource management work done in the interests of the regional community, and vice versa. Council takes this into account when setting the proportion of charges it wishes to recover from an individual consent holder for state of the environment and compliance monitoring.

1 Under the Maritime Transport Act 1994.

Wherever possible, the council will look for opportunities to streamline and improve processes to ensure that consent processing and compliance monitoring functions continue to be cost effective and efficient.

2.1.3 Charges must be uniformly applied

Charges will not vary greatly within classes or scales of activities, except where environmental incidents and non-compliance with consent conditions incur additional supervision costs.

2.1.4 Charges must be simple to understand, transparent and predictable

Charges will be calculated and published in a way that is clear, logical and justifiable.

Council's work and the associated costs should be transparent and easily identifiable, so as to give resource users certainty with their dealings with council, and the extent of their liability.

2.1.5 Council must act responsibly

Council will implement its user fees and charges schedule in a responsible manner. If there are any significant changes in charges, advance warning will be given to consent holders with the opportunity to make adjustments.

The fees and charges set by council support resource use practices aimed at reducing council's work and associated costs.

2.1.6 Resource use

The charges in this document support preferred resource use practices which as a consequence require less work to be undertaken by the council.

2.2 General policies

2.2.1 Time periods

The policies, formulae and charges set out in this document apply each year from 1 July to the following 30 June, or until replaced by new charges adopted alongside an annual or long term plan as prescribed by the Local Government Act 2002.

2.2.2 Minimum annual charges

Annual charges shall apply from 1 July to the following 30 June year, or until amended by council.

A minimum annual charge as set out at 1.3.2 will apply to most consents/permits. The exception to this is bore permits, sewage discharge permits for individual dwellings, consents for the ongoing use of a culvert and new consents granted after 1 March each year – for these permits the minimum annual charge will be waived for the remainder of that financial year. Annual charges apply from the point that a resource consent is granted, not from when the resource consent is exercised (implemented).

2.2.3 Goods and Services Tax

The charges and formulae outlined in this document are *exclusive* of GST, except where noted otherwise.

2.2.4 Debtors

Debtors' accounts will be administered in accordance with this policy and outstanding debts will be pursued until recovered. All costs incurred by council in enforcing payment of any outstanding accounts will also be recovered from the debtor.

2.2.5 Labour costs for council staff

Labour costs for council staff not specified in this schedule will be charged at an hourly rate determined from actual employment costs, including overtime rates if applicable, plus a multiplier to cover overheads and any internal costs incurred. When tradesmen are required for the delivery of council's services, and that service is cancelled, all costs incurred by council are payable by the requester of the service.

2.2.6 Remission of charges

In general, all fees and charges set out in this document are to be met by the person invoking the service or activity the charge relates to (for example, the consent applicant in the case of consent processing services or the consent holder in the case of consent administration, monitoring and supervision services).

Where a person seeks to have any fee or charge set out in this document remitted that person may make an application in writing to Northland Regional Council for the remission of the charge setting out in detail the applicant's case which may include financial hardship, community benefit or environmental benefit. Where the application/consent relates to a structure, the remission of any charge will only be considered if that structure is available for public use at no charge.

Existing waivers or remissions issued for charges may be subject to review, as this policy may be reviewed.

Decisions on applications for waivers or remissions shall be made by the relevant group manager, who may remit a charge in part or full, or decline the application. No further consideration of the application will be undertaken following issue of the final decision, except in relation to an objection against additional charges under 357B of the Act (see below). Subject to the terms of each particular remission, any remission of annual charges will be reviewed every three years from the date of issue.

The council can fix charges for recovering costs for consent processing, administration, monitoring and supervision services under section 36 of the Resource Management Act 1991. The council can also require the person liable for such a charge to pay an additional charge, where the fixed charge is inadequate to recover its reasonable costs in respect to the service concerned (s36(5) RMA). The person receiving the additional charge has the right to object to the charge under section 357B of the Act and subsequently appeal to the Environment Court against the decision on the objection. Decisions on objections not resolved at staff level will be made by independent commissioners. The council also has the absolute discretion to remit the whole or any part of a charge made under section 36 (s36AAB(1) RMA).

Charging policies

For legislated activities and functions

3.1 Provision of information and technical advice

3.1.1 Information provided under the RMA – consents, hearings etc.

Council may charge for staff and administrative costs when providing information to the public (whether at an interview, in writing, or by telephone)[1]. The cost for the provision of information is independent to the costs associated with resource applications, and will be charged separately.

Reasonable charges will be issued to cover the costs of making information and documents available . These include:

1. Staff costs related to making the information available - i.e. staff actual recorded time charged at an hourly rate comprising actual employment costs plus a factor to cover administration and general operating costs (refer to 1.2);

2. Any additional costs incurred, e.g. photocopying, printing, binding and computer processing costs.

Inquiries requiring less than one hour of staff time, will incur no charge. Additional costs of less than $25.00 will also not be charged.

All time after the first free hour, and any disbursements involved in providing information, shall be recovered by way of invoicing the cost in line with the general charging principles at clause 2.1 of this policy, and the rates set out in 1.1 and 1.2 of the schedule of fees and charges. An estimate of the costs associated with providing the information will be given by council staff at the time of the request. This allows the requester to weigh the value of his/her request, and council to control and/or deflect frivolous requests.

Where an organisation clearly gains no economic or private benefit for its members from the information sought, the initial free half hour is extended to one hour, and the request will be treated on the same basis as requests under the Local Government Official Information and Meetings Act (refer to 3.1.2 below) unless a regulation or plan provides otherwise. Additional time and disbursements may be charged to the requestor as a control mechanism to avoid frivolous or indulgent requests at the ratepayers' cost. Charges for these requests will be set by a group manager.

When council officers are involved in resource management workshops or public promotions aimed at increasing the public's awareness of the Resource Management Act consent procedures, the council's environmental role, liaison and planning etc., there is a benefit to the greater community. Information provided in this context falls within council's educational role, and will not be charged.

Consent holders are entitled to information arising from the monitoring of their consents, including district councils and other corporate bodies. Other information sought by district councils is to be assessed on individual merit, and referred to the group manager for a decision.

3.1.2 Information provided under the Local Government and Official Information and Meetings Act

The public is entitled to have access to official information held by council in order to promote accountability and effective participation, [2] however this is weighed against public interest and personal privacy. More information about the Act, including how to make a request for information and why it may be declined, is on the Office of the Ombudsman's **website**.

Section 13 of the Act allows the recovery of the cost of making official information available to a requestor. The current staff charges that will be applied to a request are set out in 1.1 of the schedule of fees and charges.

Council has 20 working days to make a decision on an official information request, and communicate that decision to the requestor, including if and how the information will be provided, and for what cost. Council will inform the requester that they have the right to seek a review by an Ombudsman of the estimated charge. If the charge is substantial the requester may refine the scope of their request to reduce the charge. Council has the right to request an upfront payment of a minimum estimated initial fee, [3] or waive a fee if appropriate in the circumstances, for example if the request is in the public interest, or in cases of hardship.

1 Local Government Act 2002, Resource Management Act 1991 s36(1)(e) and (f).

2 The Local Government and Official Information and Meetings Act 1987.

3 Official Information Act 1982, and the Ministry of Justice, Charging Guidelines for Official Information Act 1982 Requests.

3.2 Resource management activities

3.2.1 Introduction

Council may charge for costs associated with processing resource consent applications, review of consent conditions, administering, monitoring and supervising consents, issuing compliance certificates, environmental monitoring and regional plan changes [4].

Council is not required to perform any action to which any charge relates until the charge has been paid in full [5].

3.2.2 Applications for resource consents, reviews of consent conditions, certificates of compliance and existing use certificates

Applicants will be charged for the reasonable costs, including disbursements, of receiving and processing applications for resource consents, reviews of resource consent conditions, [6] and issue of certificates of compliance and existing use certificates.

Where possible, council has indicated minimum estimated charges [7], which are 'fixed' under Section 36(1) of the RMA, and are accordingly not subject to objection rights. The minimum estimated charges are payable on application [8]. Any staff costs and disbursements incurred by council over and above the minimum estimated charge are considered additional charges under Section 36(5) of the RMA, which may be charged on an actual and reasonable cost basis, at the relevant rates as set out in the charges schedule. Prior to consideration of the application, the Chief Executive Officer is authorised to require an additional minimum estimated initial fee of up to $20,000 for complex applications. The additional charges will be invoiced on a monthly basis or at the end of the consenting process. Refer to 3.2.10 and 3.2.11 below for council's Invoicing Policy.

If a hearing is required on an application for resource consent, all associated costs will be charged to the applicant. This includes the costs associated with any pre-hearing meetings, councillor and non-councillor attendance at formal meetings/hearings, staff attendances, and office expenses.

Charges relating to joint hearings will be apportioned by the authorities involved, according to which authority has the primary role of organising the hearing.

Where a hearings panel directs expert evidence be pre-circulated, the person producing the evidence is responsible for providing the prescribed number of copies. In the event that council is required to prepare copies of expert evidence, the person producing the evidence will be charged for the copying.

If a submitter requests an independent hearing by a commissioner under Section 100a of the RMA, the submitter will be charged a portion of the cost of the hearing [9].

External costs and disbursements will also be charged; for example, advertising, legal and consulting advice, laboratory testing, expert fees, hearing venue fees and incidental costs.

If an application is withdrawn, the minimum fees set out in 1.3.1 of the schedule of fees and charges, or the actual and reasonable cost of the work completed (whichever is greater), is payable.

Where an application is for multiple activities involving more than one type of consent, minimum estimated initial fees are required for each type with the following exceptions:

» The fee for land use consents for earthworks and/or vegetation clearance (including mining, quarrying, forestry, bridging and gravel extraction) also includes the water and discharge permits to divert and discharge stormwater where required;

4 Local Government Act 2002, Resource Management Act 1991, sections 36(1)(e) and (f).

5 RMA, Section 36AAB(2)] except if Section 36(1)(ab)(ii), 36(ad)(ii) or 36(cb)(iv) apply.

6 Sections 127 and 128 of the RMA or Sections 10, 20, 21 and 53 of the Aquaculture Reform (Repeals and Transitional Provisions) Act 2004.

7 Derived from actual employment costs, plus a factor to cover administration and general operating expenses.

8 RMA, Section 36AAB(2), except if Section 36(1)(ab)(ii), 36(ad)(ii) or 36(cb)(iv) apply.

9 Section 36(1)(ab) RMA.

» The fee for discharge permits for sewage volumes greater than $3m^3$ per day (eg. communal subdivision systems, marae etc.) includes the associated discharge to air resource consent; and

» The fee for discharge permits to discharge stormwater includes the associated water permit to divert stormwater.

Notwithstanding the above, council may determine that other 'packages' of consent applications do not require individual minimum estimated initial charges for each consent type.

If the conditions of a consent are required to be reviewed, the consent holder will be invoiced the minimum estimated initial fee for the relevant activity when the review is initiated by the council.

Applications for discharge permits for burning of specified materials, including vegetation, by way of open burning or incineration device (e.g. backyard burning) have a fixed fee, but only if they are able to be processed on a non-notified basis. In the event that the application is required to be limited notified or publicly notified then payment of the applicable minimum estimated initial fee for notified and limited notified applications is required prior to the application being notified.

Council will provide a discount, if applicable, on the administrative charges imposed under Section 36 of the RMA in accordance with the Resource Management Discount Regulations 2010 for all applications lodged on or after 31 July 2010.

3.2.3 Administration, monitoring and supervision of resource consents

While consent holders have the privilege of using resources, they also have the responsibility for related effects on the environment. It is council's role to ensure that the level of these effects is managed, monitored, and are acceptable in terms of sustainable resource management and the community's values.

The annual charges for the administration, monitoring and supervision of resource consents are based on the assumption that the consents will be complied with and exercised in a responsible manner.

Council is required to:

» Keep records of each resource consent granted, and ensure those records are available to the public [10]

» Monitor compliance with the resource consent [11] by gathering information, and ascertain the environmental effects arising from the consent; and

» Supervise the ongoing management of the consent, which may include the granting of approvals to plans and documentation, review and assess results provided by the consent holder, meet with consent holders relating to consent compliance and monitoring, and participate/liaise and/or peer review groups established under the consent conditions.

Fulfilling these obligations require a significant amount of council's resources, and are accordingly apportioned to the consent holder. It is considered that the consent holder have both the privilege of using resources and responsibilities for any related effects on the environment. It is council's role to ensure that the level of effects is managed, monitored and is acceptable in terms of sustainable management and community values. The annual charges for resource consents are based on the assumption that consents will be complied with and exercised in a responsible manner.

Annual resource consent (management) charges are based on a fixed minimum charge, [12] plus charges for additional monitoring and/or supervision undertaken by council staff. Where appropriate, a portion of the costs associated with State of the Environment monitoring of resources used by consent holders is also collected, for example, the costs of running council's hydrological sites, water quality monitoring networks and associated surveys such as macroinvertebrate and fish monitoring. This particularly applies to water take consents, both surface and groundwater, and marine farms.

3.2.4 Setting of annual resource consent (monitoring) charges

A standard minimum annual charge covers some of the costs of operating and maintaining council's consent-related information systems. In setting these charges, council has duly considered that their purpose is to recover the reasonable costs in relation to the council's administration, monitoring and supervision of resource consents and for undertaking its functions under Section 35 of the Resource Management Act. The charges reflect the nature and scale of consented activities. In general, those activities having greater effects on the environment, whether actual or potential, require greater supervision and monitoring.

10 Section 35(3), 35(5)(g), 35(5)(ga), 35(5)(gb) and 35(5)(gc) of the RMA respectively.

11 Section 35(2)(d) of the RMA.

12 Refer to 1.3.1 of the schedule of fees and charges.

In circumstances where council's monitoring relates to the likely effects of the consent holder's activities, or the likely benefit to consent holders exceeds the likely benefit of the monitoring to the community, a proportion of the costs of monitoring the state of the environment [13] will be incorporated in the charge to the consent holder[14]. This recognises that there is value and benefit to the community of work the council undertakes with respect to monitoring the state of the environment. In council's view this is a fair and equitable division. To date, a state of the environment charge has been incorporated into the annual charges applying to consents for water takes.

The general method for charging for large-scale activities is to apply the formulae set out in 3.2.7 below.

In relation to swing pile moorings:

1. Within the Marine 4 Management (MM4) Areas which meet the permitted activity criteria, the costs of providing council services will be recovered as outlined in 3.3.2 and 1.3.4;

2. Outside the Marine 4 Management (MM4) Areas without consent (non-consented), costs will be recovered through the Navigation and Safety Bylaw until consent is gained.

The charges for consents for minor to moderate activities are often based on scales (refer to 3.2.7 and 1.3.3 and 1.3.4). The general method for charging for large-scale activities is to apply the formulae in 3.2.7.

3.2.5 Water take resource user charge

The National Policy Statement for Freshwater Management 2020 requires council to set water quantity limits for all of Northland's water bodies, which council has done by developing a Sustainable Water Allocation Plan. The plan requires ongoing resourcing by council to implement, and the work provides benefit to both water users and the wider community. Accordingly, a portion of the network's operating costs is recovered from water users. The resource user charge for new water take consents will be applied in the financial year after the first-time water is taken under the consent.

The annual water take charge is based on normal summer flows. During drier years, additional monitoring may be required to monitor flow, water level and/or abstraction measurements. In this case, the associated costs will be charged to the consent holder as an additional supervision charge.

The resource user charge for water take consents for hydroelectric generation will be considered on a case by case basis because they can be substantial and complex in nature. The details of water take charges are otherwise outlined in 1.3.7 of the schedule of fees and charges.

3.2.6 Other State of Environment charges

Where appropriate, annual charges will include a specified amount which contributes towards the recovery of costs incurred by council as part of its state of the environment monitoring and/or the hydrometric network. The estimated monitoring costs are then rounded to an appropriate sum which becomes the expected annual charge. This formulae, together with the historical cost data of monitoring like consents, provides a reasonable estimate of the actual costs of monitoring consents in any given year, and will be used to provide the expected costs of monitoring in future years.

3.2.7 Calculation of monitoring charges

Charges for the monitoring of consents include labour, sampling and testing, monitoring equipment and administration, and a state of the environment resource charge.

Additional monitoring may be required in circumstances where consent conditions are not being met (non-compliance), adverse effects are occurring as a result of the consented activities, or unauthorised activities are being undertaken. The purpose of additional monitoring charges is to recover council's costs for additional monitoring/supervision work when people, including consent holders, do not act in accordance with the consent or council's rules relating to resource use.

Charges for the additional supervision will be calculated on an actual and reasonable basis, which will include:

- Labour costs; staff actual time spent, including travel time, charged at the appropriate hourly rate;
- Any sampling and testing costs incurred, plus any equipment use costs;
- Any external costs incurred, such as consultant fees, or hire of equipment.

13 As required by section 35(2)(a) of the RMA.

14 Section 36AAA(3)(c).

For activities where a resource consent expires, or is surrendered, during the course of the year and the activity or use is not on-going, the associated annual charge will be based on actual and reasonable costs incurred to the date of expiry or surrender, including costs incurred as a result of monitoring and administration activities associated with the expiry or surrender of the consent.

Where a resource consent expires during the course of the year but the activity or use continues and is subject to a replacement process, then the annual charges will continue to apply.

3.2.8 Emergency work charges

Council may charge for the actual and reasonable costs associated with emergency works required to: [15]

1. Prevent or mitigate adverse environmental effects;
2. Remedy adverse environmental effects;
3. Prevent loss of life, injury, or serious damage to property.

3.2.9 Charges set by Regional Rules

The Regional Plan may contain rules which prohibit, regulate or allow activities. These rules may specify permitted, controlled, discretionary, non-complying, prohibited, or restricted coastal activities. Conditions on a resource consent may be set in relation to any matters outlined in section 108 of the Resource Management Act. In some instances, financial contribution may be required under these rules (whether by way of cash, land, works or services) for a purpose specified in a plan.

Council reserves the right to set other charges pursuant to rules in the Regional Plan, including, but not limited to, staff costs for giving evidence in a New Zealand court, matters pertaining to actions required under the Maritime Transport Act 1994 or Biosecurity Act 1993 and other regulated activities. Any new charges will be notified through the public consultation process required prior to the plan's approval.

Actual and reasonable costs charged under the regional rules will include:

- Staff costs – officers' actual recorded time charged at an hourly rate comprising actual employment costs plus a factor to cover administration and general operating costs.
- Hearings – the costs of pre-hearing meetings and hearings will be charged to the applicant. Council members' hearing costs will be recovered as determined by the Remuneration Authority. Staff costs and committee members' fees or the actual costs of independent commissioners at formal hearings will be charged.
- For applications relating to restricted coastal activities, the applicant will also be charged the council's costs of the Minister of Conservation's representative. Charges related to joint hearings will be apportioned by the authorities involved, according to which authority has the primary role of organising the hearing.
- External costs and disbursements additional to the above charges, for example advertising, consulting and legal advice, laboratory testing, hearing venues and incidental costs.
- Additional monitoring/supervision charges.

3.2.10 Invoicing non-fixed charges

Council will invoice the consent holder/resource user for actual and reasonable costs.

Costs will be invoiced in a timely manner during the progress of the work to ensure that large amounts of costs do not accrue, unless otherwise authorised by the consent holder.

In the case of significant water takes, charges will generally be invoiced annually in line with 1.3.7 of the schedule of fees and charges and 3.2.5 and 3.2.11. Any additional monitoring or supervision charges will be invoiced on a regular basis as costs are incurred by council.

3.2.11 Invoicing annual charges

Invoicing of consented annual charges will be in the quarter following the adoption of the long term plan or annual plan by council or after monitoring of the consent has been undertaken (post billing).

15 Section 331 of the Resource Management Act.

In some cases, such as consents relating to short-term activities, invoicing of charges may be deferred until after council has completed all, or a significant portion, of its planned monitoring of a consent.

Where any resource consent for a new activity is approved during the year and will be subject to future annual charges, the actual costs of monitoring the activities will be charged to the consent holder. Consents for activities in the Coastal Marine Area may also be subject to the Navigation, Water Transport and Maritime Safety Bylaw Charges, or a Marine Biosecurity Charge.

3.2.12 National Environmental Standards for Commercial Forestry (NES-CF)

Under regulation 106 of the National Environmental Standards for Commercial Forestry, council may charge for monitoring of permitted activities specified:

- Regulation 9 (afforestation)
- Regulation 24 (earthworks)
- Regulation 37 (river crossings)
- Regulation 51 (forestry quarrying)
- Regulation 63(2) (harvesting).

Under section 150 of the Local Government Act 2002, charges will also include:

- Administration time
- Staff time of officer(s) undertaking review of management plans.

3.2.13 National Environmental Standards for Freshwater (NES-F)

Under Part 4 of the NES-F, council may charge for monitoring of permitted activities covered by the Standards. Under section 150 of the Local Government Act 2002, charges will also include:

- Administration time (excluding time for review of notifications of intended permitted activity work)
- Staff time of officer(s) undertaking review of management plans (excluding those for wetland restoration, wetland maintenance or biosecurity).

3.2.14 National Environmental Standards for Storing Tyres Outdoors (NES-STO)

Under regulation 16 of the NES-STO, council may charge for monitoring activities that are permitted activities under these regulations. Charges will cover the travel and staff time of the officer(s) undertaking the inspection, as well as any follow-up and sampling where required.

3.2.15.1 Monitoring/inspections of permitted activities [16]

Charges are payable to recover council's costs related to inspections of permitted activities to monitor compliance with the relevant rules in the regional plans. The inspections are conducted in order to allow council to adequately carry out its functions and responsibilities under Sections 30, 35 and 36 of the Resource Management Act.

3.2.15.2 Farm dairy effluent discharges [17]

The charges set for effluent discharges are found in 1.3.8 of the schedule of user fees and charges. Any administration costs incurred will be added to the site inspection charge, together with the actual cost of any specific water quality testing and/or enforcement action required.

Where there is a need for two officers to attend, the costs of both officers will be recovered.

16 These charges have been set according to Section 150 of the Local Government Act 2002.

17 As above.

3.2.16 Coastal structures [18] [19]

Monitoring inspection charges for coastal structures during their construction or installation phase will be charged on a cost recoverable basis (officer time, sampling equipment and costs).

The annual charges set out at clause 1.3.3 of the charges schedule include a triennial site/visit inspection, the cost of which is averaged over the three year period.

The actual and reasonable cost of any additional monitoring or enforcement will also be charged to the consent holder. Structures are inspected three-yearly based on location. Structure owners will be invoiced 1/3 of the inspection fee each year, which is the fee represented in this table.'

3.2.17 Other permitted activities [20]

Under section 150 of the Local Government Act 2002, charges will also include: costs of administration, site visits/inspections, travel, the actual cost of any sampling and analysis will be charged to the resource user.

The actual and reasonable costs of monitoring RMA regulations that do not specifically provide for cost recovery will be charged as set out in 1.2 of the schedule of fees and charges.

3.2.18 Environmental incidents [21]

Where a person (or persons) carries out an activity in a manner that does not comply with Sections 9, 12,13, 14, 15, 315, 323, 328 or 329 of the RMA, council will charge that person (or persons) for the actual and reasonable cost of any inspection/investigation it undertakes in relation to the activity. This cost may include:

1. Time spent by council staff identifying and confirming the activity is taking or has taken place;
2. Time spent by council staff identifying and confirming the person(s) responsible for causing or allowing the activity to take place or to have taken place;
3. Time spent by council staff alerting and informing the person(s) of their responsibilities in relation to the activity, including any guidance or advice as to how any adverse effects of the activity might be managed;
4. Staff travel time and vehicle mileage;
5. Costs of any specific testing of samples taken;
6. Costs of professional services contracted to assist in the inspection/investigation of the activity; and
7. Clean up costs and materials.

Council will only charge for time spent that exceeds 30 minutes. Travel time is included in the calculation of that time.

Where an incident occurs on a site that 'holds' a resource consent and a breach of consent conditions is confirmed, then this section does not apply. Any actual and reasonable costs incurred in the investigation of the incident will be recovered as additional consent monitoring charges.

3.2.19 Investigation of land for the purpose of identifying and monitoring contaminated land [22]

Council is responsible for identifying and monitoring contaminated land under s30(1)(ca) of the RMA. Council will recover the costs of inspections plus the actual and reasonable cost of site investigations including any specific testing of samples taken. The applicable staff charge rates, sampling and equipment costs are outlined in 1.2 of the schedule of user fees and charges.

18 As above.

19 The actual and reasonable costs of monitoring RMA regulations that do not specifically provide for cost recovery (as addressed in section 1.3.3) will be charged as set out in 1.3.6 of the schedule of fees and charges.

20 As above.

21 These charges have been set according to Section 150 of the Local Government Act 2002.

22 As above.

3.2.20 Preparing or changing a policy statement or plan

Any person may apply to council for the preparation of or amendment to a Regional Plan. Any Minister of the Crown or any territorial authority of the region may request a change to a policy statement.

When considering whether the costs associated with the application should be borne by the applicant, shared with council, or borne fully by council, the following will be taken into account:

1. The underlying reason for the change;
2. The extent to which the applicant will benefit; and
3. The extent to which the general community will benefit.

For the receipt and assessment of any application to prepare or change a policy statement or plan, actual and reasonable costs will be recovered. The charging policies are outlined below:

All applicants will be required to pay a minimum estimated initial fee set out in 1.3.9 of the schedule of fees and charges based on the expected costs of receiving and assessing the application, up to but not including the costs of public notification. This will be followed by a case-by-case assessment of where the costs should fall. Any costs charged will be invoiced monthly from the date of public notification. Any additional costs incurred in processing the application will be invoiced monthly to the applicant from the date of notification.

Prior to public notification, an estimate of total costs will be given to the applicant. The applicant will have the option of withdrawing the request on receipt of notice of the estimated costs.

If an application is withdrawn, all of council's actual and reasonable costs for the relevant work is payable by the applicant, regardless of any prior decision that those costs be apportioned between the applicant and council.

3.3 Maritime activities

3.3.1 Charges for maritime-related incidents (Local Government Act 2002)

In the event council is required to respond to a maritime-related incident that causes or may have the potential to cause, adverse environmental effects or effects on navigation and safety, council is entitled to recover the costs incurred as a result of that response. The response actions taken by council staff may include, but are not limited to, monitoring, inspection, investigation, clean-up, removal, mitigation and remediation works. Actual costs for consumables, plant and equipment used/hired during a response will also be charged in addition to staff hours as appropriate, as set out in 1.2 of the schedule of fees and charges.

If the maritime related incident involves an oil spill, an additional charge will be added to the hourly rate of each staff member, as set out in 1.2.1 of the schedule of fees and charges.

For incidents occurring outside normal business hours, a minimum call out fee of three hours at staff charge rates shall apply (includes oil spill response, training exercises, and emergency response).

3.3.2 Navigation Safety Bylaw Charges [23]

The Navigation Safety Bylaw fee is set pursuant to the Maritime Transport Act 1994, in conjunction with the Navigation Safety Bylaw for Northland. The owner, [24] of every Maritime Facility [25] or Mooring [26] in the region shall pay to council this annual navigation fee. The Navigation Safety Bylaw fee shall be payable on the number of berths available at the maritime facility, whether or not all berths are used. Council's Harbourmaster shall determine the number of berths available at any maritime facility.

The current Navigation Safety bylaw is available on council's website or from council offices.

The fees and charges collected contribute to the upkeep of the region's maritime services, eg. the Harbourmaster, buoys and beacons, etc.

Pursuant to the provisions of Navigation Safety Bylaw 3(1)(6), should any mooring licence fees or other charges due to council under the provision of this bylaw remain unpaid for a period of 60 days, then the Harbourmaster may remove, or cause to be removed, the mooring and detain the vessel using the mooring until such fees and charges, including the cost of removing the mooring and storing the vessel, have been fully paid and discharged. Should such debts not be paid and discharged within a further 60 days, council has the right to sell the mooring and/or vessel to recover the debt.

Pilotage cancellation fees apply when cancellation notice is given, and pilot and crew are not mobilised. In the event that a pilot attends a vessel on arrival but the vessel does not remain on anchor, then the services provided will be charged at the full rate (discounted at the Harbourmaster's discretion), and a cancellation fee will not apply.

Where the Harbourmaster cancels pilotage in the Bay of Islands, no charge will apply.

Late booking fees may apply for booking within time, at the Harbourmaster's discretion depending on availability of pilot.

3.3.3 Standard charges for Marine Tier 1 Oil Transfer Sites (Maritime Transport Act 1994)

Maritime Rule Part 130B requires that the operator of an oil transfer site obtain the 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 Officer (sub-delegated to council employees) of the Northland Regional Council in an Instrument of Delegation pursuant to Section 444(2) of the Maritime Transport Act 1994.

Council is permitted to charge a person a reasonable fee for: [27]

23 The Navigation Safety Bylaw regulates navigation, water transport and maritime safety in Northland.

24 "Owner" includes: a) in relation to a vessel, the agent of the owner and also a charterer; or b) in relation to any dock, wharf, quay, slipway or other maritime facility, means the owner, manager, occupier, lessee of the dock, wharf, quay, slipway or other maritime facility.

25 "Maritime facility" means any jetty, jetty berth, wharf, ramp, slipway, boatshed, marine berth, pontoon or, whether private, commercial or a recreational public facility, that is located within the coastal marine area of Northland.

26 "Mooring" means any swing or pile mooring whether private, commercial or recreational mooring that is located within the coastal marine area of Northland.

27 Section 444(12) of the Maritime Transport Act 1994.

- 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.

Council's minimum fee is set out in 1.5.3 of the schedule of fees and charges. In addition to the minimum fee, additional charges may be charged for staff costs, based on officers' actual recorded time charged at an hourly rate as set out in 1.2 of the schedule of fees and charges.[28]Should travel be required, additional costs for mileage will also be charged.[29]

28 comprising actual employment costs plus a factor to cover administration and general operating costs.

29 As set out in 1.2 of the schedule of fees and charges.

3.4 Building activities

3.4.1 Charges under the Building Act 2004

Charges under the Building Act 2004 are resolved by council and fixed pursuant to the Local Government Act 2002.

Council may impose fees or charges for: [30]

1. Issuing a project information memorandum.
2. The performance of any function or service under the Building Act 2004.
3. Recovering its costs from a building owner if it carries out building work under Section 156 of the Building Act 2004.

Where a fee or charge is payable for the performance of a function or service, council may decline to perform the function or service unless the fee or charge is paid. These functions include the issue of compliance schedules, requests for information on building consent applications, extension of valid term, actions regarding dangerous buildings, inspections and technical processing.

The "Minimum Estimated Charge" for consented building activities, applications for a project information memorandum and a building consent, as well as the issuing of notices to rectify, are set out in 1.4 of the schedule of fees and charges.

Costs incurred beyond the minimum fee will be recovered on the basis of the actual and reasonable costs incurred by council.

The "Minimum Estimated Charge" is payable upon application for a PIM/LIM. Final actual and reasonable costs are payable upon uplifting the PIM/LIM based on staff charge rates in 1.2 of the schedule of fees and charges.

For technical processing and other council functions performed under the Building Act, full costs over and above the minimum estimated initial fee will be recovered on an actual and reasonable cost basis. Requests for information on building consents will be charged at actual and reasonable cost.

All charges are payable upon invoice, provision of service or upon the exercise of the function, power or duty. Progressive charging may be used where costs are greater than $500 (excl GST).

When building consent non-compliance or an unauthorised activity is found, the person is, if possible, given the opportunity to remedy the situation and is informed that costs of additional supervision will be recovered. Such activity may also be subject to infringement offence notices, enforcement orders and/or prosecutions. An enforcement officer who observes a person committing an infringement offence or has reasonable cause to believe that an infringement offence is being or has been committed is authorised and warranted under Section 229 of the Building Act 2004 to issue an infringement notice.

3.4.2 Dams

Council has transferred its Building Act functions for consenting dams to Waikato Regional Council pursuant to Section 244 of the Building Act 2004. Fees will be charged in accordance with the fees and levies set by Waikato Regional Council, which can be found **here (Waikato Regional Council fees and levies)** All fees and charges for consent processing will be invoiced directly to the applicant by Waikato Regional Council.

30 Section 243 of the Building Act 2004.

3.5 Biosecurity activities

3.5.1 Regional pest management strategies or plan, or Pathway Management Plan cost recovery policy

Section 135 of the Biosecurity Act provides regional councils with options for the equitable and efficient recovery of costs for administering the Act and performing the functions, powers and duties under a pest management strategy or plan, or a pathway management plan. Council is authorised to recover costs by methods it believes to be the most suitable and equitable in the circumstances, including a fixed charge, estimated charge, actual and reasonable charge, refundable or non-refundable deposits, charges imposed on users of services or third parties, and cost recovery in the event of non-compliance with a legal direction.

3.5.2 Request for work

An authorised person may request any occupier of property to carry out specified works or measures for the purposes of eradicating or preventing the spread of any pest, as described in the Northland Regional Pest Management Strategies.

3.5.3 Pest control products

All pest control products, including traps, pesticides, pre-feed, bait (including pindone), bait stations, and associated equipment will be sold to Northland landowners at the price they are purchased by council from the manufacturer.

3.5.4 Legal directions

An authorised person may issue a legal direction to any occupier to carry out specified works or measures for the purposes of eradicating or preventing the spread of any pest in accordance with Northland Regional Pest Management Strategies. The legal direction shall be issued under Section 122 of the Biosecurity Act, specifying the following matters:

1. The place in respect of which works or measures are required to be undertaken;
2. The pest for which the works or measures are required;
3. Works or measures to be undertaken to meet the occupier's obligations;
4. The time within which the works or measures are to be undertaken;
5. Action that may be undertaken by the management agency (generally council) if the occupier or occupiers fail to comply with any part of the direction;
6. The name, address, telephone number and email address of the management agency and the name of the authorised person issuing the legal direction.

The time taken in issuing a notice of direction under the Biosecurity Act 1993, will be charged to the owner or occupier at actual recorded time at the relevant hourly staff charge rates as set out in 1.2 of the schedule of fees and charges. The charge will include the time related to investigations prior to issuing a notice of direction and subsequent monitoring for compliance with a notice.

In the event there is a failure to comply with a legal direction issued pursuant to a Regional Pest Management Plan or Marine Pathway Plan within the time specified, council may enter onto the place specified in the legal direction and carry out, or cause to be carried out, the works or measures specified in the legal direction, or such other works or measures as are reasonably necessary or appropriate for the purpose of giving effect to the requirements of the legal direction.

3.5.5 Recovery of costs incurred by management agency

Where council undertakes works or measures for the purposes of giving effect to the requirements of a request for work or a legal direction, it shall recover the costs incurred from the occupier [31] and may register the debt as a charge against the Certificate of Title for the land.

31 Pursuant to sections 128 and 129 of the Biosecurity Act 1993.

3.5.6 Recovery of costs for marine biosecurity activities

Council has an ongoing programme of marine biosecurity inspection, monitoring and response work, undertaken for the purpose of implementing its pest management strategies and plans. Some of the associated costs for these marine biosecurity activities are recovered from an annual charge, specified as a 'Marine Biosecurity Fee', which is applied to all moorings, marina berths, boat sheds, and ports as set out in 1.3.3 and 1.3.4 of the schedule of fees and charges. The charges apply whether inspection, monitoring and/or response is carried out on the individual structure or not.

3.5.7 Failure to pay

Penalty charges may apply for any Biosecurity Act charges remaining unpaid for more than 20 working days after the charge was demanded in writing. Council will apply a penalty of 10% of unpaid charges to the debt incurred, after a period of 20 working days from the due date stated on the original invoice. In addition to this, 10% will be applied for every completed period of six calendar months that the debt remains unpaid (six month period will be calculated from the 21st day of the charge remaining unpaid) [32].

3.5.8 Equity and efficiency of marine biosecurity activities

Council is required to ensure that it is not recovering more than the actual and reasonable costs of the biosecurity function it perform .[33]. Council meets this obligation by basing the fee on the actual costs for that particular year, taking into account any shortfall and/or over-recovery of costs in the preceding year.

There was no over-recovery of costs in the 2023/24 year. The proposal to recover only the actual costs of the function for the current (2024/25) year is considered to be an equitable and efficient means of recovering the costs of the marine biosecurity function.

32 Section 136 of the Biosecurity Act 1993.

33 Section 135(2) of the Biosecurity Act.

3.6 Fast-track Approvals Act 2024

3.6.1 Cost recovery under the Fast-track Approvals Act 2024

Section 104 of the Fast-track Approvals Act 2024 provides regional councils with the opportunity to recover actual and reasonable costs incurred in the considering and processing of applications under the Act. This includes consulting with and providing assistance to the potential applicant prior to lodgement of the application, as well as recovery of costs incurred in performing or exercising council functions, duties and powers in relation to a substantive application that is not subsequently lodged.

Where an application is lodged mechanisms for cost recovery are provided to the EPA, who may recover actual and reasonable costs from the applicant, and reimburse council those recovered costs.

Section 108 of the Fast-track Approvals Act 2024 also provides for the setting of fees, charges and contributions in relation to any regulations set under that act. Section 108 prescribes the mechanisms by which this may be done.

0800 002 004
info@nrc.govt.nz
www.nrc.govt.nz

Northland
REGIONAL COUNCIL
Te Kaunihera ā rohe o Te Taitokerau