

CANTERBURY REGIONAL COUNCIL
Kaunihera Taiao ki Waitaha

Fees and Charges Policy

1 July 2021

Revised 26 October 2021



Fees and Charges Policy

Purpose

This document describes and sets out the Canterbury Regional Council's (Environment Canterbury) fees and charges according to the Resource Management Act 1991 (section 36), Local Government Act 2002 (sections 12 and 150), and Building Act 2004 (section 243), Maritime Transport Act 1994, Navigation Safety Bylaw 2016.

Resource Management Act

Section 36 of the Resource Management Act 1991 (RMA) covers charges relating to resource consents, plan change requests, and other matters.

The RMA allows local authorities to fix charges for many of its functions (section 36) and where the fixed charge is not sufficient to recover the actual and reasonable costs incurred in carrying out those functions allows for additional charges to be made (section 35(5)). We use the following definitions for fees and charges:

- Fixed fee – the total cost of the function or service.
- Initial fixed fee – a deposit for a function or service and additional charges may be applied.
- Further fixed fee – an additional deposit for a function or service, for eg notifying a consent application and/or hearing fees. Additional charges may be applied.
- Additional charges – the actual and reasonable costs incurred by the council in performing its functions and services, less any initial or further fixed fee (deposit) paid.

Local Government Act

Section 150 of the Local Government Act 2002 (LGA) provides for charges to be set for various regulatory functions. These functions include, but are not limited to:

- land improvement agreements
- certain charges relating to regional parks

- miscellaneous charges under the Local Government Official Information and Meetings Act 1987 (LGOIMA)
- certain RMA functions not covered by section 36 of the RMA
- charges set pursuant to Maritime Transport Act 1994, Navigation Safety Bylaw 2016 and other functions of the Harbourmaster.

Building Act

Section 243 of the Building Act 2004 covers charges for building consent applications.

Biosecurity Act 1993

Section 135 of the Biosecurity Act 1993 covers charges for biosecurity monitoring.

General provisions applicable to fees and charges

Charging basis

To process your resource consent application, review other approval or request to change a regional plan or the Regional Policy Statement we charge for our actual and reasonable costs in the following ways.

Staff services and hourly charge-out rates

Staff time is charged on the basis of actual time spent. The charge-out rate is dependent on the services provided. Charges are calculated using the following charge formula:

Processing fee = (staff hours x hourly rate) + (external processing consultant hours x hourly rate) + disbursements

The hourly charge-out rates for staff are listed below and will be adjusted each year from 1% to a maximum 3% depending on the annual Consumer Price Index (CPI) movement.

Table A: Staff charge-out rates

Staff type and service	Charge per hour (inclusive of GST)
Customer Services Advisory Officer/Administration Officer	\$105.00
Consent Planning/Consent Hearing Officer/any warranted officer carrying out compliance monitoring and incident response activities	\$166.75
Senior Consent Planner/Specialist/Senior Warranted Officer/Management Officer	\$184.00
Tangata whenua advisory services advice	\$172.50
Building Consent Authority Coordinator	\$120.00
Executive Management Team Member	\$295.00

Consultant costs

If Environment Canterbury uses an external consultant because its staff would normally provide services, but they are not available, the charge out rate is the same as those in [Table A](#).

If Environment Canterbury uses a consultant because the applicant has required the use of the consultant, the full cost of the consultant is charged to the applicant. This may include instances where the applicant makes a request for urgency, the application involves complex and/or technical matters or a peer review is necessary.

If Environment Canterbury uses a consultant to commission a report under section 92(2) of the RMA, the full cost of the consultant is charged to the applicant as a disbursement.

If the full costs of the consultant are charged, Environment Canterbury will also charge the applicant for time spent managing the consultant.

Disbursements

Disbursements include advertising expenses, laboratory analysis, consultants (expert advice), photocopying and hearing costs (other than staff time).

Travel

Environment Canterbury charges for the travel costs of our staff when making site visits.

The travel cost will be the hourly charge out rate of the staff member and the vehicle mileage cost which is set by the Inland Revenue Department. The actual time spent on site will also be charged at the appropriate hourly rate in [Table A](#).

Vehicle charge-out rates

Environment Canterbury uses the mileage rates published by Inland Revenue Department (IRD) to recover our vehicle costs. These rates will change in line with the IRD annual review.

Remission of charges

Environment Canterbury may remit any charge referred to in this Policy, in part or in full, on a case-by-case basis, and solely at our discretion.

Credit

Credit is not generally available. Environment Canterbury will consider staged payments in exceptional circumstances.

Debtors and unpaid charges

Under this Policy debtors and unpaid charges are treated like any other outstanding amount owed. An outstanding debt will be pursued according to Environment Canterbury's standard debt management procedures which are summarised below:

- Environment Canterbury's invoices are due for payment on the 20th of the month following invoice date.

- Customers with an overdue balance after payment date will be sent a final reminder letter. Final reminder letters are sent in the first week of the month after due date.
- If payment is not received within 14 days of the final reminder letter, Environment Canterbury will place the account in the hands of a collection agency and the customer will be charged the full cost of collecting the debt.

Minimum amount for invoicing and refunds

Refunds of charges or invoicing of charges owed for consent applications or consent monitoring shall only occur if the amount is greater than \$28.75.

Goods and Services Tax

The charges described in this Policy include GST unless specifically stated otherwise.

Review

This policy can be reviewed annually by 1 July as part of the Long-Term Plan or Annual Plan processes.

Resource Management (Discount on Administrative Charges) Regulations 2010

The Resource Management (Discount on Administrative Charges) Regulations 2010, commonly called the 'Discount Regulations', set a default discount policy for resource consents that are not processed within statutory timeframes.

Environment Canterbury's policy adheres to the Discount Regulations.

Value and scope of Discount Regulations

The Discount Regulations set out a discount of 1% for each working day an application is processed over the statutory timeframes specified in the RMA, up to a maximum of 50 working days (ie 50 per cent).

The Discount Regulations apply to the processing of most resource consent applications or applications to change consent conditions. They do not apply to the following:

- applications to extend consent lapsing periods (RMA section 125)
- consent reviews (RMA section 128)
- certificates of compliance (RMA section 139)
- replacement consent applications when applications are processed prior to the expiry of a resource consent
- when an applicant withdraws a resource consent application.

If your application is not processed within statutory timeframes, a discount will be identified and applied accordingly in line with the Discount Regulations.

Your right of objection and appeal

You may object to Environment Canterbury in accordance with section 357B of the RMA. You need to make your objection in writing to Environment Canterbury within 15 working days of receiving your account. Environment Canterbury will hear your objection and make a decision on whether to uphold it.

You may request to have your objection considered by an Independent Hearing Commissioner rather than Environment Canterbury. The full costs of the Independent Hearing Commissioner may be charged to the person making such a request.

If you are not satisfied with the outcome of your objection, then you may appeal Environment Canterbury's decision to the Environment Court.

Maritime New Zealand Fees

Section 89A of the Resource Management Act 1991 requires Environment Canterbury to engage Maritime New Zealand (MNZ) to assess applications affecting the safety of navigation made under the Act. Environment Canterbury will recover related MNZ charges from the applicant for either resource consent application or compliance monitoring activities.

Provision of information

Environment Canterbury documents, plans and reports are generally published, and freely accessible, in electronic form online: www.ecan.govt.nz

Environment Canterbury also has many brochures, guides and information documents available at our offices for no charge. However, we are able to charge for providing information under the RMA and Local Government Official Information and Meetings Act 1987 (LGOIMA).

Information provided under the RMA

Environment Canterbury may charge for the provision of information in relation to resource consents and regional plans and policies (RMA section 36(1)(e) and (f)).

We recognise that we have a significant advisory and information role and our aim is to assist you to have access to the information you need to make effective use of your resource consent. To this end, we provide a reasonable amount of information free of charge. If more time is spent, or more photocopying required than is allowed for here, the provision of information may be subject to the following charges.

Any charge for information includes the following components:

- a. Staff time spent in making printed information available.
- b. All other disbursements are charged at cost. We may pass on charges to the person requesting the information where the information held by us is subject to agreements with commercial data suppliers who may require us to levy charges.

We will provide you with an estimate of cost of producing the information and may require you to make payment before the information is released to you.

Information provided in response to a LGOIMA request

Information provided in response to requests under this Act may be charged for under section 13(1A) of the Local Government Official Information and Meetings Act 1987.

In summary:

- the first hour of time spent searching, abstracting, collating, copying, transcribing is free
- charges for each subsequent hour of time as per staff charge-out rates in [Table A](#)

- printing and reproduction as listed in [Table B](#)
- actual costs may be recovered for:
 - provision of data on disc
 - retrieval of information off-site
 - provision of maps, plans or other documents larger than A4 size.

Table B: On demand printing and reproduction charges

	Charge (inclusive of GST)
up to 10 pages	No charge
over 10 pages – black + white	\$0.20 per side
over 10 pages – colour	\$0.30 per side
Binding of documents	Charged at cost
Documents with special production requirements	Charged at cost

Consents, reviews and consent notices

Resource Management Act charges

This section describes charges for:

- application for a resource consent, application to change an existing consent, deemed permitted activities, existing use certificate and certificates of compliance
- compliance monitoring
- application for the preparation or change of a regional plan or the Regional Policy Statement.

Fees in this section have been set taking into account the criteria in section 36AAA of the RMA.

Applications for resource consents

Resource consents permit you to do something that would otherwise contravene the RMA. They are classified by the RMA (section 87) as follows:

- water permit
- discharge permit
- land use consent
- coastal permit
- and subdivision consent.

Subdivision consents are administered by district and city councils and are therefore not covered by this Policy.

Environment Canterbury staff can help you prepare a resource consent application. Our aim is to ensure your application is processed quickly and simply, while meeting all the legal requirements.

Charges associated with pre-application advice

We offer a pre-application service to help you. The first hour of our pre-application advice service is free of charge.

After the first hour, we will charge for this service. We will always advise you before we start charging for application advice. For larger projects we may invoice before, during, and after the resource consent process.

The staff charge-out rates for pre-application advice (after the first free hour) are listed in [Table A: Staff charge-out rates](#).

Charges for processing applications

Environment Canterbury charges consent applicants for any costs incurred when assessing and making decisions on resource consents. Charges typically include:

- standard charges – this covers the administrative requirements of the consent application. All standard charges are included within initial fixed fees
- checking for completeness of your application

- auditing of the application, which may require technical or expert assessment, advice from or consultation with tangata whenua, and any requests for further information
- preparation of report with recommendations for decision makers.

We may also charge for travel time associated with site visits.

Before beginning to process an application, we require a fixed fee or an initial fixed fee (deposit) depending on the type of the application. These fees are shown in [Table C: Fixed fees](#), [Table D: Initial fixed fees](#) and [Table E: Risk based initial fixed fees](#). Where consent processing costs exceed the initial fee, if not processed as a fixed-fee, an additional charge for actual and reasonable costs is made.

The staff charge-out rates are dependent on the services provided and are listed in [Table A: Staff charge-out rates](#).

Please note that application charges apply even if your consent application is declined or you withdraw your application. If you withdraw your application, we will calculate the cost of processing the application up to its withdrawal and make a refund or additional charge as appropriate if the amount exceeds \$28.75.

Fixed fees

Fixed fees cover the total cost of the application or compliance monitoring activity and are due for payment when your application is lodged. We will not commence processing your application until the fixed fees are paid in full.

Fixed fees are not supplemented by additional actual and reasonable charges after the consent process is complete. Fixed fees are deemed to be ‘actual’ charges and are not subject to rights of objection and appeal (RMA section 357B to section 358), see [Table C](#).

Table C: Fixed fees

Fee type	Fixed fee (inclusive of GST)
Certificate of existing use	\$650.00

Fee type	Fixed fee (inclusive of GST)
Partial surrender of a resource consent	\$309.50
Partial transfer of a water permit or discharge permit under section 136(2)(a) or section 137(2)	\$459.50
Full Transfer of Resource Consent (notice of transfer)	\$105.00
Install a bore/gallery	\$583.00

Initial fixed fees

Initial fixed fees act as an initial upfront payment (deposit) and may be subject to additional charges.

Resource consent applications may either be non-notified or notified. Non-notified applications are those where the effects on the environment are determined as no more than minor and no affected parties. Notified applications are those where there may be affected parties or the effects on the environment are more than minor. Notified applications can also be limited or publicly notified, may result in submissions, and may require a hearing.

[Table D](#) outlines the required initial fixed fee for different types of resource consent applications. These fees are based on an estimate of an average non-notified consent application of that type where:

- the application is accepted as complete at the acceptance stage
- no further information is required as part of processing
- mitigation/s proposed by the applicant is/are considered acceptable.

The initial fixed fee includes a fixed standard charge which covers the administrative costs of processing a consent application.

Additional charges may be applied when these conditions are not met. Further fees are also required when a consent application is notified.

Where a proposal requires multiple consent activity types, a fee for each activity is required.

Table D: Initial fixed fees

Activity type	Initial fixed fee (inclusive of GST)
Discharge on-site domestic wastewater	\$2,600.00
Change of conditions:	
• of a water permit	\$3,300.00
• of any other resource consent	\$1,900.00
Certificate of compliance	\$1,300.00
Notice of deemed permitted activity	\$500.00
Place a swing mooring	\$700.00
Consent for any other activity (not specified in Table D or E)	\$3,500.00

Table E: Risk based initial fixed-fees

Consent Type		Risk						
		Risk factors (where applicable)	High	Initial fixed fee	Medium	Initial fixed fee	Low	Initial fixed fee
Discharge	Dairy effluent		>1001 cows	\$4,700.00	501-1000 cows	\$3,500.00	<500 cows	\$2,400.00
	Discharge of stormwater to land		>4 hectares	\$9,400.00	0.5 - 4 hectares	\$6,000.00	<0.5 hectares	\$2,500.00
	Discharge of stormwater into surface water		>2 hectares, anything on hill slopes	\$7,000.00	0.5 - 2 hectares	\$4,800.00	<0.5 hectares	\$2,700.00
	Discharge to air	<ol style="list-style-type: none"> 1. Discharge of odour 2. Discharge of hazardous contaminant 3. Sensitive activity less than 250m away as defined in Canterbury Air Regional Plan 4. Within gazetted airshed as defined in National Environment Standards for Air Quality 2020 5. Within Clean Air Zone as defined in Canterbury Air Regional Plan 	Three or more risk factors	\$7,200.00	Two or more risk factors	\$5,000.00	Up to one risk factor	\$2,700.00

Consent Type		Risk						
		Risk factors (where applicable)	High	Initial fixed fee	Medium	Initial fixed fee	Low	Initial fixed fee
Water	Water take, and/or use (including transfers of water permits under s136(2)(b))		> 100 l/sec AND annual volume >1,500,000 cubic metres per year	\$6,000.00	10-100 l/sec AND Annual volume 150,000 -1,500,000 cubic metres per year	\$4,400.00	<10 litres per second AND annual volume <150,000 cubic metres per year	\$2,700.00
Land use	Excavate Gravel from the Bed of a Lake or River		>100,000 cubic metres per year	\$4,700.00	20,000 - 100,000 cubic metres per year	\$3,600.00	<20,000 cubic metres year	\$2,500.00
	Earthworks	<ol style="list-style-type: none"> 1. Contaminated Land 2. Multiple lot residential 3. Less than one metre separation to ground water from excavation depth 4. Coastal confined aquifer area 5. Less than five metres from a surface water body 6. Industrial development 	Three or more risk factors	\$6,500.00	Two risk factors	\$4,200.00	Up to one risk factor	\$3,200.00

Consent Type		Risk						
		Risk factors (where applicable)	High	Initial fixed fee	Medium	Initial fixed fee	Low	Initial fixed fee
	Farming land use	<ol style="list-style-type: none"> Multiple farms on application Regionwide rule application that does not use the Farm Portal to calculate Good Management Practice (GMP) Baseline Loss Rates and GMP Loss Rates Sub regional rule that requires application of GMP guidelines for Selwyn and Hinds Within Community Drinking Water Protection Zone Application proposes Nutrient Discharge Allowance or Lawful Exceedance to operate above Nitrogen Baseline OverseerFM analysis with greater than 10 blocks modelled 	Three or more risk factors	\$4,500.00	Two risk factors	\$3,500.00	Up to one risk factor	\$2,500.00

Additional charges

In instances where the total cost of processing an application (or completing a compliance monitoring activity) exceeds the initial fixed fee, additional charge(s) will be made to recover the actual and reasonable costs incurred (RMA section 36(5)). Additional charges are subject to the rights of objection and appeal (RMA section 357B to section 358).

Additional charges are determined by deducting the initial fixed fee from the total costs incurred for the completed activity in question. Additional charges are invoiced on completion of processing your consent (or compliance monitoring activity). In some cases, we may invoice at regular intervals during the processing of your consent.

Environment Canterbury must, if requested, provide an estimate of any additional charge.

Application charges for publicly and limited notified resource consents

A resource consent is notified when either:

- affected people or persons have been identified
- the effects on the environment are determined to be more than minor
- special circumstances exist
- the applicant requests public information.

Notified applications will call for submissions and may require a hearing. Because of the costs associated with a notified application, further fixed fees are required and must be paid by the stipulated date. If the further fixed fees are not paid then processing of the application may cease until they are.

The further fixed charges usually cover the activities listed below, however it is common that additional charges are incurred in notified applications given the scale and complexities of those applications.

The further fixed fee for notification usually covers:

- initial processing of the application
- advertising and calling for submissions
- assessment of submission received.

Depending on the nature of the submissions received, the further fixed fee for the hearing usually covers:

- pre-hearing meeting costs
- preparation of report to the hearing panel or independent commissioner
- production of draft consent conditions.

It is typical that a notified application will incur additional charges over and above the initial fixed fees.

If a hearing is required to determine the application, a further initial fixed fee per activity (ie earthworks plus discharge) will also be invoiced for the first hearing day and any additional hearing days (if required). The initial fixed fees for the first hearing day and any additional hearing days are due for payment five days before the hearing is scheduled to start.

The initial fixed hearing fee covers costs incurred prior to, during and subsequent to a hearing.

Environment Canterbury may appoint an Independent Hearing Commissioner(s) to decide your application or the applicant can request one.

The costs of the Independent Hearing Commissioner(s) are passed on to the applicant. This will include any disbursements incurred by them such as meals, travel and accommodation.

A submitter on a notified application can request that an Independent Hearing Commissioner(s) be appointed to hear and determine the application. If this occurs the submitter will be charged for the full costs of the Independent Hearing Commissioner(s) that exceed the amount for the application to be heard and decided.

Prior to hearing:

- fee to notify application
- hearing preparation eg event logistics (if hearing is required)
- preparation of the officer's section 42A report to the hearing panel, including any expert evidence.

During hearing:

- any pre-hearing meeting
- hearing commissioner(s) costs including attendance at the hearing
- hearing attendance by council staff and technical or science experts (if required)
- any additional reports.

Subsequent to hearing

- hearing commissioner(s) decision
- Council hearings officer assistance to hearing commissioner(s).

In instances where the total cost of the notification and hearing of an application exceed the further fixed fee, additional charge/s will be made to recover the actual and reasonable costs incurred (RMA section 36(5)). Additional charges are subject to the rights of objection and appeal (RMA section 357B to section 358).

For notified resource consent applications we will provide you with a detailed cost estimate which we will update where necessary.

Table F: Initial fixed application fee for notified resource consents

Fee type	Initial fixed fee (inclusive of GST)
Fee to notify application	\$1,150.00

Fee type	Initial fixed fee (inclusive of GST)
Application fee per activity for first day of scheduled hearing or part thereof	\$11,500.00
For each additional day of scheduled hearing or part thereof further fee required based on the following calculation: \$7,360.00 x # additional hearing days x # of commissioner(s) ÷ # of activities for consent.	\$variable

A fee is required for each activity due to the differing nature of activities. Each fee covers a separate authorised activity.

Joint hearings

Where Environment Canterbury is the lead authority in a joint consent application hearing with another consent authority (eg district or city council), a portion of the joint costs incurred by Environment Canterbury to hold the hearing may be invoiced to that other authority. The apportionment will recover those costs incurred by Environment Canterbury to process the additional consents for the other authority. Apportioned joint costs may include Independent Hearing Commissioner(s) costs, equipment and venue costs, organisation costs and any other costs directly related to the processing of its consent applications. These costs may or may not be passed on to the applicants by the other consent authority. Applicants should check the charging policies of other local authorities.

Application fees where application is called in by Environment Protection Agency

The Minister for the Environment can direct that an application be processed by the Environment Protection Agency if it is deemed of national significance. In these cases, all actual and reasonable costs incurred by Environment Canterbury will be passed on to the applicant.

Resource consent reviews

Environment Canterbury may charge resource consent holders, in particular circumstances, for reviews of resource consent (RMA section 36(1)(cb)). These circumstances include where:

- the review is requested by the consent holder
- the review is for any other purpose specified in the consent such as:
 - to deal with any adverse effect on the environment from the use of the consent
 - to require the holder of a discharge permit or coastal permit to adopt the best practicable option to remove or reduce any adverse effect on the environment.
- information made available from the applicant to Environment Canterbury contains inaccuracies which influence the decision made on the application and any effects from the use of the consent require more appropriate conditions
- the review is required by an order made under the RMA section 339(5)(b).

Environment Canterbury charges fixed fees for resource consent reviews in the same way as applications for resource consents. The initial fixed fee depends on whether the resource consent review is non-notified, requires notification and/or requires a hearing. [Table G](#) outlines the required initial fixed fees depending on how the resource consent review is processed.

In instances where the total cost of processing the resource consent review exceeds the initial fixed fee, additional charge(s) will be made to recover the actual and reasonable costs incurred. Any additional costs will be determined in the same way as additional charges for applications for resource consents.

Table G: Resource consent review fees

Review type	Initial fixed fee (inclusive of GST)
Initial fixed fee per non-notified consent lodged – review resource consent conditions per consent	\$1,265.00

Review type	Initial fixed fee (inclusive of GST)
Initial fixed notification fee per consent requiring notification – Notification of consent review requiring notification per consent (up to hearing stage)	\$1,150.00
Initial fixed fee per consent for first hearing day – Consent review fee for first day of scheduled hearing (or part thereof) per consent	\$11,500.00
Initial fixed fee per consent for each additional hearing day – Consent review fee for each additional day of scheduled hearing (or part thereof)	\$11,500.00
<p><i>Based on the following calculation:</i></p> <p>$\\$7,360.00 \times \# \text{ additional hearing days} \times \# \text{ commissioners} \div \# \text{ of consents}$</p>	

Charges will apply to reviews carried out to address adverse effects along with reviews made at the request of the consent holder and those carried out under the RMA section 128(1)(a), section 128(1)(c) and section 128(2).

Compliance monitoring

Your compliance monitoring programme is tailored to your individual circumstances. All costs associated with monitoring your consent are passed on to you as the consent holder.

As set out in the RMA, Environment Canterbury may charge for costs associated with our ongoing maintenance and monitoring of consents (RMA section 36(1)(c)), and monitoring specified permitted activities under a National Environmental Standard (RMA section 36(1)(cc)).

Where the charges set in this section are inadequate to cover actual and reasonable costs, we may impose an additional charge.

What we do to monitor your consent

The purpose of compliance monitoring is to confirm consent holders are meeting the conditions of their consents. The conditions on resource consents are designed to control any adverse effects on the environment arising from the exercise of the consent.

We need to know consents are being complied with. In this way we can ensure the resource you are using remains fit for you and other consent holders to use.

A compliance monitoring programme is initially determined at the time your consent is granted. How much compliance monitoring is required varies according to the nature of your activity, its size and frequency, and potential environmental impact. Consents with an ongoing effect on the environment have a monitoring programme, though it is important to note that the monitoring programme may not always require site inspections. Consents with a finite effect may only need one site visit.

Your compliance programme may be reduced if you establish a good compliance record, or where you hold two or more consents at the same location. It may also be increased if you establish a poor compliance record.

As part of the compliance monitoring programme for a consent, we:

- carry out an initial visit to assess if the consent is being implemented in accordance with the consent conditions
- carry out site visits and inspections (if required)
- review the results of any monitoring carried out by you or your consultants
- advise you on the outcome of the compliance visit
- carry out tests and analyse samples at a laboratory (if relevant).

Occasionally, we may also need to use outside expertise to assist with the monitoring of some consents. The costs of these experts may be included as part of your consent monitoring charge. In most cases, Environment Canterbury staff will carry out compliance checks.

Compliance monitoring charges

The basis for the compliance monitoring charge is the actual and reasonable cost of carrying out your compliance monitoring programme, which is then invoiced to you. Each consent has a separate monitoring programme.

Section 36(1)(c) of the RMA allows regional councils to fix charges, payable by the consent holder, for consent monitoring. We consider the need for this type of monitoring arises only because of consent holders' activities and that the benefits accrue entirely to consent holders. It is appropriate, then, for consent holders to bear the actual and reasonable cost of this monitoring.

The charge consists of the cost of staff time to carry out an inspection, audit any monitoring information provided by you, reporting back to you on outcomes of any compliance monitoring, and, where necessary, laboratory costs (eg to test water quality). You will also be charged for the costs of travel, consultants and disbursements.

The staff charge-out rate is dependent on the service provided as outlined in [Table A: Staff charge-out rates](#).

Permitted activity monitoring under an National Environmental Standard

Certain National Environmental Standards, including the Resource Management (National Environmental Standard – Plantation Forestry) Regulations 2017 and the Resource Management (National Environmental Standards for Freshwater) Regulations 2020, allow regional councils to recover the cost of permitted activity monitoring for specified activities. The charge consists of the cost of staff time to carry out an inspection, audit any monitoring information provided by you, reporting back to you on outcomes of any compliance monitoring, and, where necessary, laboratory costs (for eg testing water quality). You will also be charged for the costs of travel, consultants, and disbursements.

Monitoring charges, permitted activities, bore installations and water data compliance

Details of charges for other permitted activities can be found in [Table H](#) relating to miscellaneous charges under the Local Government Act 2002.

Environment Canterbury charges a fixed compliance monitoring fee for bore installation. The fixed fee is per bore (to a maximum of five bores) and is payable at the time you lodge your consent application.

If the installation is for more than five bores, an additional charge will be payable for staff time, disbursements and travel.

Environment Canterbury charges a fixed fee for receiving, verifying, recording and maintaining of water use data. This charge will be levied annually.

Table H: Compliance charges and fees

Miscellaneous charges	Charge/Fee (inclusive of GST)
Monitoring of an activity authorised as a permitted activity by a rule in a regional plan or a proposed regional plan, to determine compliance with the conditions of the relevant rule.	Based on charge formula (refer to General Provisions)
Monitoring of compliance with the requirements for water measurement and reporting as prescribed within the Resource Management (Measurement and Reporting of Water Takes) Regulation 2010	Based on charge formula
Annual water consent compliance fee	\$230.00 per water permit per year
To carry out compliance monitoring and administration requirements of a bore installation (per bore to a maximum of five bores)	\$66.13 per bore

Reduction in compliance monitoring charges – reward for good compliance

Some consent holders may become eligible for a decrease in the frequency of compliance monitoring required for their consent. This typically occurs when consent holders comply with all their consent conditions, resulting in a reduced

need for frequent inspection. In these cases, we can pass on some savings to those consent holders. Compliance with your consent conditions can result in significantly reduced monitoring charges.

Incident notifications, compliance with enforcement orders and compliance with abatement notices

Where we carry out site visits for an activity authorised by a resource consent as a result of an incident notification (eg a complaint about water pollution or odour release), the consent holder is only charged if the consent is breached and non-compliance is observed.

Where we carry out an inspection for an unconsented activity as a result of an incident notification (eg outdoor burning) a minimum inspection fee will be charged where it is determined a breach to a regional rule or the Resource Management Act 1991 has occurred. This minimum fee will be as follows:

30 mins travel + 30 mins investigation time + 1 hour of reporting, identifying parties, considering any further actions needed x staff hourly charge out rate as published in [Table A](#).

Where we carry out an inspection to determine compliance with an enforcement order or abatement notice we will charge actual and reasonable costs for any follow-up visit to confirm that the required action has been taken and full compliance with the notice is achieved.

Resource Management Planning

Application fees for the preparation or change of a Regional Plan or the Regional Policy Statement ⁽¹⁾

When Environment Canterbury receives a request to prepare or change a regional plan or to change the Regional Policy Statement, we may treat the request in one of three ways. Environment Canterbury may decide to:

- decline the request. In this case, the request would go no further

- accept the request, but charge the applicant the cost of processing the application
- adopt the request. In this case we will meet the cost of making the change after the initial assessment.

A request may be adopted if Environment Canterbury considers the benefit of the change accrues wholly to the community as distinct from the person or persons making the request.

In all cases, we charge the actual and reasonable costs for the initial assessment of the merits of the request. The actual costs of this assessment will vary depending on the nature and complexity of the request.

The charge-out rate for any actual and reasonable costs are the same as those staff charge-out rates listed in [Table A: Staff charge-out rates](#).

Charges when request accepted

The charges levied by Environment Canterbury in relation to a regional plan or the Regional Policy Statement changes are set out in [Table I](#).

The fee for processing a change which Environment Canterbury has accepted (but not adopted) is intended to provide for:

- public notification of the change and calling for submissions
- preparation of a summary of submissions
- advertising for further submissions.

The actual cost will vary depending on the number and complexity of submissions received.

The fee does not include any cost associated with processing the change after the receipt of further submissions. This is because the amount of work necessary to take the proposed change through the remainder of the process in Schedule 1 of the RMA may vary considerably depending on the magnitude or complexity of the proposal and the number of submissions received.

This can best be estimated once the public has demonstrated its interest in the change through the public submission and further submission process.

¹ Only Ministers of the Crown or local authorities can apply to change the Regional Policy Statement

We will recover any actual and reasonable costs that exceed the amounts shown in this section by way of an additional charge (RMA s36).

We will advise you when we have assessed your application for change to a regional plan or the Regional Policy Statement if the cost of processing it is likely to exceed \$3,450.00.

We will provide an estimate of the total cost of the application when the period for submissions on the requested change has closed.

If the cost of processing a request which has been accepted is less than the initial fee (ie \$3,450.00) by more than \$28.75, we will refund the difference.

Table I: Initial fixed application fee for the preparation or change of a regional plan or the Regional Policy Statement

Fee type	Fee (Inclusive of GST)
Fees for assessing a formal written request before deciding to decline, accept or adopt it, <i>and</i>	\$1,150.00
Fees for processing a request which is accepted, <i>or</i>	\$3,450.00
Fees for processing a request which is adopted.	No charge

Farm Environment Plan (FEP) Auditor Certification

Fees relating to the certification of FEP auditors and ISO programmes are set under section 150 of the Local Government Act 2002. The Land and Water Regional Plan has a requirement that Farm Environment Plans be audited by Certified FEP Auditors.

The Certification Programme has two key components:

1. the criteria and process to certify an individual FEP Auditor, including the process to recognise individuals already certified under Primary Industry Certification Programmes

2. the criteria and process to approve an ISO Accredited Audit Programme (ISO Programme), to allow all farms belonging to that ISO Programme to have one audit only.

Individual FEP Auditor Certification

The process and cost recovery framework to certify an FEP Auditor includes:

1. registration supported by a registration fee
2. one annual auditor assessment, to check ongoing proficiency in the application of the auditing standards, supported by an annual fee. The annual fee will be at a discounted rate as Environment Canterbury recognises that there is some benefit for the community to check the ongoing proficiency of the auditor in applying the auditing standards
3. re-registration, every three years, supported by a re-registration fee.

Recognition of Primary Industry Certification Programmes and Approval of ISO Programmes

The Certification Programme includes recognition of Primary Industry Certification Programmes and approval of ISO Programmes.

The purpose of recognising Primary Industry Certification Programmes is to integrate and support Primary Industry Certification Programmes. Applicants holding a Recognised Primary Industry Certification would meet some of the Certification criteria.

The recognition of Primary Industry Certification Programmes process and cost recovery framework includes:

1. registration supported by a registration fee
2. re-registration, every three years, supported by a re-registration fee.

The purpose of approving ISO Programmes is to allow all farms belonging to the programme to have a single audit only. The approval of ISO Programme process and cost recovery framework includes:

1. registration supported by a registration fee

2. one annual auditor assessment for ongoing proficiency in the application of the auditing standards
3. an annual fee and a three yearly re-registration fee.

FEP Audit Disputes

The FEP Disputes Programme describes how Environment Canterbury will deal with a farmer over a dispute about an audit grade given by an Individual Certified FEP Auditor. Disputes related to an assessment undertaken by a FEP Auditor belonging to an approved ISO Programme will be dealt by that ISO Programme.

The disputes process and cost recovery framework include the submission of a dispute supported by a fee which will be paid by the:

1. farmer paying a submission fee upfront. This fee will be refunded if the complaint is substantiated. The fee would be retained if the dispute is unsubstantiated
2. auditor if dispute is substantiated.

Environment Canterbury will inspect the proficiency of an auditor in the application of the Farm Environment Plan audit manual to keep their certification status as a result of a dispute raised by a farmer.

[Table J](#) lists all FEP charges.

Table J: FEP Audit Certification fees and charges

Description	Charge/Fee (inclusive of GST)
Registration: Desktop assessment (including for applicants holding a Recognised Primary Industry Certification) On-farm assessment	\$166.75 (per hour)
Maximum fee:	
<ul style="list-style-type: none"> • For applicants not holding a recognised primary industry certification 	\$3,335.00

Description	Charge/Fee (inclusive of GST)
<ul style="list-style-type: none"> • For applicants holding a recognised primary industry certification 	\$2,668.00
Annual fee – Covering one annual checks – on-farm assessment	\$83.38 (per hour*)
*Discounted Rate from usual staff hourly rate (Table A) – Environment Canterbury recognises that there is some benefit for the community to check the ongoing proficiency of the auditor in applying the auditing standards.	
Maximum fee	\$708.73
Re-registration: Every three years One on-farm audit	\$166.75 (per hour)
Maximum fee:	
<ul style="list-style-type: none"> • For applicants not holding a recognised primary industry certification 	\$1,525.00
<ul style="list-style-type: none"> • For applicants holding a recognised primary industry certification 	\$1,297.00
Recognition of Primary Industry Certifications fees and charges	
Registration: Desktop assessment	\$166.75 (per hour)
Re-registration: Every three years Desktop assessment	\$166.75 (per hour)

Description	Charge/Fee (inclusive of GST)
Disputes	
Registration: Desktop assessment Interviews	\$166.75 (per hour)
Approval of ISO Programmes fees and charges	
Registration: Desktop assessment	\$166.75 (per hour)
Annual Fee One annual check – on farm assessment <i>*(Discounted Rate – Environment Canterbury recognises that there is some benefit for the farming community to check the ongoing proficiency of the auditor in applying the auditing standards)</i>	\$83.38 (per hour)*
Re-registration: Every three years Desktop study	\$166.75

Regional Harbourmaster Office Services and Navigation Safety

The role of the Harbourmaster's Office includes managing maritime-related activities, navigation safety on all waterways and marine biosecurity. This work aims to be fully funded by user-pay fees received from port companies, facility owners and shipping companies. There are also some fees and charges for recreational boating activities. The applicable charges can be found in [Table K](#) below.

Table K: Permission and services of the Regional Harbourmaster's Office

Permission and services of the Regional Harbourmaster's Office	Charge (inclusive of GST)
Specific approval from the Regional Harbourmaster required for hot work in certain circumstances as stated in the Harbourmaster's Direction on a vessel carrying liquid or gas hydrocarbons in bulk (ie a fuel, oil, or gas tanker)	\$287.50
Any other exemption, permission or authorisation of the Regional Harbourmaster not otherwise specified; or for additional hours processing of applications for suspensions, exemptions, or reservations which take in excess of two hours	\$230.00 (per hour)
Charge for travel to or from any location to undertake a site visit, audit or examination	\$230.00 (per hour)
Examination of a candidate for a Master's Pilotage Exemption Certificate	\$575.00 (per examination)
Notification of change of ownership of a boatshed or slipway	\$115.00 (for the first hour then \$230.00 per hour after)
Suspensions, exemptions, reservations	
Application to the Regional Harbourmaster for a suspension or exemption under clause 45(1) of the Canterbury Regional Council Navigation Safety Bylaw 2016	\$287.50 (per application)

Permission and services of the Regional Harbourmaster's Office	Charge (inclusive of GST)
Application to the Regional Harbourmaster for a reservation, regulation, prohibition, permission or authorisation under any of clauses 7(3), 8(2)(e), 12(1)(b), 21(2), 24(1) of the Canterbury Regional Council Navigation Safety Bylaw 2016	\$287.50 (per application)
Port charges	
For Kaikōura, payable per quarter by the Kaikōura District Council	\$1,725.00 (per quarter)
For Lyttelton Port, payable per quarter by Lyttelton Port Company Ltd	\$85,500.00 (per quarter)
For Akaroa Harbour, payable per quarter by the Christchurch City Council	\$2,300.00 (per quarter)
For the Port of Timaru, payable per quarter by Prime Port Timaru Ltd	\$57,500.00 (per quarter)
Swing mooring charges	
Swing mooring fee for administration, supervision and monitoring	\$230.00 (per year)
Swing mooring fee towards removal of wrecks/abandoned vessels from swing moorings	\$57.50 (per year)
Charge for processing an application for approval of a swing mooring, or variation to an existing mooring authorisation	\$287.50 (per application)

Permission and services of the Regional Harbourmaster's Office	Charge (inclusive of GST)
Fee for receiving and processing of a mooring inspection report not provided to the Regional Harbourmaster in accordance with clause 27(4), 27(6), 27(2)	\$115.00 (as needed)
Rental or use of an Environment Canterbury owned/administered mooring suitable for a vessel up to 12.0 metres length overall	\$86.25 (per week)
Rental or use of an Environment Canterbury owned/administered mooring suitable for a vessel over 12 metres length overall	\$126.50 (per week)
Regional On-Scene Commander service charges	
Review* or approval of an operator party to a Mobile Operators Joint Port Tier 1 Marine Oil Spill Response Plan, including initial audit	\$920.00 (per review)
Review* or approval of a mobile operator's Tier 1 Marine Oil Spill Response Plan (for those in places where a joint plan is unavailable), including initial audit	\$1,840.00 (per review)
Review* or approval of an operator's small fixed site (eg jetty bowser) Tier 1 Marine Oil Spill Response Plan, including initial audit	\$1,840.00 (per review)
Review* or approval of an operator to a large fixed site (eg terminal) Tier 1 Marine Oil Spill Response Plan, including initial audit	\$3,680.00 (per review)
Attendance at Tier 1 Plan site visit, exercise or audit	\$230.00 (per hour)

Permission and services of the Regional Harbourmaster's Office	Charge (inclusive of GST)
Application for an exemption, permission or authorisation of the Regional On-Scene Commander not otherwise specified	\$230.00 (per hour)
<i>* Reviews are normally conducted triennially.</i>	
Akaroa Harbour and Kaikōura ship visit, and general anchoring charges	
Fees for vessel calls to Akaroa and Kaikōura for costs of chart updates, operation and maintenance of navigation aids, and operation and maintenance of Safety Management Systems, per vessel call (based on ship length – length between perpendiculars (LBP)):	
<ul style="list-style-type: none"> less than 100 metres 	\$3,450.00
<ul style="list-style-type: none"> 100 metres or greater, but less than 200 metres 	\$4,600.00
<ul style="list-style-type: none"> 200 metres or greater, but less than 260 metres 	\$5,750.00
<ul style="list-style-type: none"> 260 metres or greater 	\$8,625.00
Charge for cancellation of a vessel booking when undertaken less than seven days prior to the scheduled visit	\$115.00
Navigation safety services fee for a vessel greater than 40 metres length overall, or 500 gross registered tonnage or greater, anchoring in Canterbury waters other than when visiting Kaikōura, Lyttelton, Akaroa or Timaru	\$23.00 (Charge per metre of length overall)
Maritime biosecurity monitoring fees for structures and/or vessels within the Coastal marine Area	

Permission and services of the Regional Harbourmaster's Office	Charge (inclusive of GST)
Marine biosecurity monitoring fee for a swing mooring, pile mooring, marina berth, or berth for a vessel of less than 40 metres length overall, or a mooring or berth not specified elsewhere	\$57.50 (per year)
Marine biosecurity monitoring fee for a berth for a vessel of 40 metres length overall or greater or 500 gross registered tonnage or greater; or a wharf, marine farm, or other commercial structure	\$230.00 (per year)
Marine biosecurity monitoring fee for a vessel of 40 metres length overall or greater, or 500 gross registered tonnage or greater, visiting Akaroa or Kaikōura	\$230.00(per harbour per year)
Marine biosecurity monitoring fee for a boatshed or slipway	\$57.50 (per year)

Regional parks and forests

Regional parks and forests will recover costs for holding events within the regional parks.

Daily fee for mobile shops

This covers any Ranger time associated with site checks pre and post use of area by the mobile shop, along with any required correspondence and park space.

An hourly fee for Ranger time

This covers a portion of the direct cost associated with a Ranger's time to any given event, when this cost is not able to be covered by other charges. This is a subsidised hourly rate for staff time as we welcome the opportunity to be involved in events.

Fee for commercial filming in parks

This allows for any time required to block off areas of the parks and manage any impacts on other park users as a result of the activity.

Requirement for a bond

A bond enables us to cover the cost of any damage or cleaning if the event organiser does not undertake the required works themselves. The size of the bond will be dependent on the size of the event to cover potential costs.

Port-a-loos

For any event where we have supplied the port-a-loos, these costs will be passed on in full to the event organiser.

Use of drones

Anyone using a drone in our parks is required by Civil Aviation law to get our permission to do so. This is especially necessary given the proximity of some of our parks to airports and the need to ensure adherences with restricted flight zones. A fee will be charged for processing a permit for the use of a drone in our regional parks.

The [Table L](#) below details all charges.

Table L: Park Ranger fees and charges

Description	Fees and charges (inclusive of GST)
<i>These charges will not apply to any schools or community groups using our parks for not-for-profit purposes.</i>	
Anyone attending a corporate event	\$2.30 (per person)
Booking fees for events	\$74.74 (per event)
Mobile shops	\$51.75 (daily fee)

Description	Fees and charges (inclusive of GST)
Ranger time required as the result of an event	\$63.25 (per hour)
Fee for any commercial filming crews using the parks and forest	\$285.50 (per event)
Bond (varies according to size of event):	\$230 - \$3,450
Where we have supplied port-a-loos the associated costs will be passed on in full to the event organiser	
Permit for drone usage	\$74.74 (per day)

Building consent

The Building Act 2004 gives responsibilities relating to dams to Regional Authorities (section 13). Provisions in the Building Act relating to dams include:

- Building control functions – building consents, Code Compliance Certificates, Project Information Memoranda; and
- Dam Safety Scheme – potential impact categories, dam safety assurance programmes, annual compliance certificates, dangerous dams.

Building control functions and the dam safety scheme only apply to large dams. A large dam has a height of four or more metres and holds 20,000 cubic metres or more of water or other liquid. Construction of dams that are not large do not require a building consent but are still required to comply with the building code.

Note: Dam construction may also require resource consent under the Resource Management Act 1991 (RMA).

Charges

Environment Canterbury may recover the costs for performing its functions under the Building Act (section 243). Our cost recovery policy is based on the principle of user pays, which means the dam owner will be charged all costs associated with their dam project including future monitoring.

A combination of deposits, processing fees and levies will be used. Environment Canterbury will not issue a building consent until total payment is received from the applicant/dam owner, unless agreed otherwise.

Deposits

Deposits listed in [Table M](#) are payable by the applicant at the time the application is lodged and will be treated as a part payment against total costs.

Processing fees

Due to the scale, complexity and specialist design features associated with each dam project, the costs associated with processing individual building consents will vary greatly and, in most instances, the total cost of processing an application or performing a monitoring duty will exceed the deposit. In these instances, a processing fee will be charged to recover all actual costs incurred.

Processing fee = (staff hours x hourly rate) + (external processing consultant hours x hourly rate) + disbursements

Staff charge-outs are listed in [Table A](#). Disbursements may include such items as travel costs.

Levies

Ministry of Business, Innovation and Employment (MBIE) and Building Research Association of New Zealand (BRANZ) levies apply to building consent applications where the estimated value of building work is greater than \$20,444.

Environment Canterbury is required to collect these levies from the applicant on behalf of MBIE and BRANZ. The levies quoted are as required by regulation on 1 March 2008 and may change in accordance with amendments made to regulations.

Note: Prior to 1 July 2012, the MBIE levy was known as the Department of Building and Housing levy.

Dam safety

The Building (Dam Safety) Regulations 2008 were revoked under the Building (Dam Safety) Revocation Order 2015, with effect from 30 June 2015. The Government is in the process of formulating the regulations under the Building Act 2004. No further information is available at this time. Environment Canterbury will continue to operate on a cost recovery user pays basis in relation to dam safety activities, unless directed otherwise.

Table M: Charges for building control functions and dam safety activities

Activity	Levies	Deposit	Charges (inclusive of GST)
PIM (only payable when PIM is applied for independently of a building consent application)		\$257.50	Based on charge formula (refer to General Provisions)
Building consent application		\$4,000.00	Based on charge formula
Certificate of acceptance		\$4,000.00	Based on charge formula
Code Compliance Certificate for building consent applications		\$3,000.00	Based on charge formula

Activity	Levies	Deposit	Charges (inclusive of GST)
Review Potential Impact Classifications submitted by dam owners		\$300.00	Based on charge formula
Review Dam Safety Assurance Programmes		\$500.00	Based on charge formula
Review Warrant of Fitness (dams)		\$1,000.00	Based on charge formula
Any other activity under the Building Act 2004		Nil	Based on charge formula

Key note to Table M:

- a. The deposit amount is approximately 50% of the average processing cost for each application. However, the exact figure will depend on the complexity of the application and further information required.

Other

Property information

The Land Information Requests system contains important information on consents, wells, water resources, natural hazards, pests, contaminated land and air quality.

A flood hazard assessment provides site-specific flood information for most areas in the Canterbury region. The information may relate to property transactions, subdivision, valuations, insurance, resource consent applications and plan changes.

The administration of specific aspects of Land Improvement Agreements (LIA) are made under the Soil Conservation and Rivers Control Act 1941. LIA tend to relate to soil and water conservation, erosion control, firebreaks, sediment control and berm protection.

The charges for providing property information are set out in [Table N](#).

Table N: Property information charges

Property Information charges	Charge (inclusive of GST)
Applications for information on a specific property (RMA s35 and LGOIMA section 13):	
<ul style="list-style-type: none"> • through the formal Land Information Request system 	\$235.00
<ul style="list-style-type: none"> • for flood hazard assessment 	\$172.50
Application to terminate a Land Improvement Agreement (LIA) or part thereof based on the Revised Council Policies for LIA Management (26 August 2011) – Policy 3	\$408.25
Application to obtain written consent for the acceptance of a substantive proposal (Crown Pastoral Land Act 1998 section 60(4))	\$483.00

Authorised clean air zone fuel-burning equipment and classes of fuel

Table O: Clean air zone charges

Clean air zone: Fuel-burning equipment and classes of fuel	Charge (inclusive of GST)
Processing an application for authorisation in a clean air zone for the use of any class of fuel-burning equipment (section 30(1) RMA)	Based on charge formula (refer to General Provisions)
Monitoring and supervision of fuel-burning equipment that has been authorised (section 30(1) RMA)	Based on charge formula

Authorised/permitted river-based gravel extraction charges

The charges in [Table P](#) apply to authorised and permitted river-based gravel extraction. Resource consent application charges for river-based gravel extraction are contained in [Table E](#). Please note the gravel management fee applies to all other authorisations, permits and consents.

Charges may be waived on permitted authorisations in exceptional circumstances where there is significant community or environmental benefit.

Table P: River-based gravel extraction charges

River-based gravel extraction	Charge (inclusive of GST)
Gravel management fee (payable by the holder of a gravel extraction authorisation/permit/consent)	\$0.11 per cubic metre
Authorised/Permitted activity for river-based gravel extraction (up to 12 months):	
- 1500 cubic metres or less	\$345.00 + \$0.11 per cubic metre

River-based gravel extraction	Charge (inclusive of GST)
- Over 1500 cubic metres	\$850.00 + \$0.11 per cubic metre
Monitoring of compliance with the requirements of the authorisation/permit to remove river-based gravel	Based on charge formula (refer to General Provisions)

Environment Canterbury offices

Christchurch
200 Tuam Street
PO Box 345
Christchurch 8140

Timaru
75 Church Street
Timaru 7910

Kaikōura
Level 2, 96 West End
Kaikōura 7300

P 0800 324 636

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