



Te Kaunihera o  
**Te Awa Kairangi ki Uta**  
**Upper Hutt City Council**

## SCHEDULE OF

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# Fees and Charges

**1 JULY 2024 - 30 JUNE 2025**



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**Note:** If a fee or charge for a Council service is not specifically listed in this schedule the charge or fee will be the total of the actual cost of materials, and officer time incurred to provide the service and GST.

# Administration/miscellaneous

## Cost recovery rates

	2024/25
1 Internal Technical Officer/expert (e.g., Building Officer/engineer minimum cost per hour)	
\$200 Technical (compliance officer)	\$200.00
\$220 Building officer	\$220.00
2 Administration Officer (cost per hour)	\$140.00

## Photocopying

	2024/25
3 Black and white copying up to 10 pages (per side)	\$0
4 Black and white copying 11 pages or more (per side)	\$0.10
5 Colour copying A4 (per side)	\$0.20
6 Colour copying A3 (per side)	\$0.40

## Building packet data

(Historical building records) The charges below relate to standard residential properties for a maximum of two building documents carried out by UHCC Customer Services Team. All requests for building documents for non-residential (eg rural, commercial, industrial), and complex residential buildings will be carried out by UHCC Building Control Services Team at full cost recovery (refer Perusal Fee).

All other standard residential requests (eg 2+ documents) will be charged on an hourly rate basis.

	2024/25
7 On a USB stick (per stick)	\$12.00
8 Delivered electronically (each)	\$10.00

## Other

	2024/25
9 Rainwater tanks (per tank)	\$128.00
10 Debt collection fees to be fully reimbursed. (All costs incurred in Council initiated debt collection action may be recovered from the debtor involved).	

# Akatārawa Cemetery

## Plots

	2024/25
11 Adults (plaque and monumental)	\$1125.00
12 Stillborn only (but where a child's plot is requested, children's charge applies)	\$0
13 Children up to 12 years (plaque and monumental)	\$480.00
14 Ashes (plaque and memorial)	\$403.00
15 Ashes – memorial garden	\$710.00
16 Service personnel in service sections	\$0
17 Issue of duplicate grant	\$0
18 Transfer of grant per plot	\$0
19 Monumental trees	\$1,612.00

## Interment (includes 2nd interments)

	2024/25
20 Adults (plaque and monumental)	\$1030.00
21 Children under one year and stillborn	\$175.00
22 Children 1-12 years	\$415.00
23 Ashes	\$133.00
24 Indigents (certified)	\$118.00
25 Memorial permits	\$35.00
26 Service personnel in service sections (ashes)	\$133.00
27 RSA interment	\$1030.00

## Maintenance in perpetuity

	2024/25
28 Adults (plaque and monumental)	\$825.00
29 Children under 12 years	\$332.00
30 Service personnel in service sections	\$0
31 Ashes	\$330.00
32 Memorial gardens	\$477.00

## Out of district fee

	2024/25
33 Adults	\$1440.00
34 Children under 12 years	\$1168.00
35 Service personnel in service sections	\$1,326.00
36 Ashes	\$960.00

## Extra charges included under interment

	2024/25
37 Oversized caskets (adults only)	\$293.00
38 Double depth (usually 45cm)	\$150.00
39 Triple depth (usually 90cm)	\$241.00
40 Lowering device and burial mats	\$97.00
41 Weekend or holiday grave digging, including RSA personnel	\$272.00

## Saturday interments (8am to 1pm)

	2024/25
42 Burials	\$265.00
43 Ashes	\$121.00

## Disinterment

	2024/25
44 Body	\$1127.00
45 Ashes	\$93.00

## Re-interment

	2024/25
46 Adults	\$1127.00
47 Children	\$415.00

## Book of Remembrance

	2024/25
48 Two-line entry	\$130.00
49 Additional four lines (per line)	\$48.00
50 Next four lines (per line) (maximum eight additional lines)	\$120.00



# Building Services

## Base fee

The base fee is calculated on the estimated building costs (labour + materials) inclusive of GST.

	2024/25
256 \$0.00 - \$5,000 of estimated building costs	\$312.50
257 \$5,001 - \$15,000 of estimated building costs (5.9% plus)	\$17.16
258 \$15,001 - \$200,000 of estimated building costs (0.58% plus)	\$806.58
259 \$200,001 and greater of estimated building costs (0.191% plus)	\$1,765.69

Exceptions to the base fee are amendments, fire units, and alternative solutions.

	2024/25
260 Amendments (includes one hour processing and the audit fee) (additional time charged at \$200.00/hour)	\$260.00
261 Fire units (Freestanding - one inspection, one hour administration)	\$450.00
262 Fire units (In-built - two inspections)	\$650.00

**NOTE:** Fire unit fees cover; allocated processing and inspection, the audit fee and certification

	2024/25
263 Alternative solutions and bespoke design	Recovery rates
264 External review of specific design reports, fire reports, and alternative solutions	at cost

265 **NOTE:** All fire reports are subject to review. In most cases fire reports are sent to our consultant reviewer and costs will be charged to the applicant. Where fire reports are reviewed in-house, a charge of \$220.00/hour applies.

## Activity fee (where applicable)

	2024/25
266 Audit fee applies to all applications	\$40.00
267 Simpli portal and GoGet processing/inspection fee (applies to all applications).	\$160.00
268 Completeness check fee applies to all applications for consents and certificates (includes 30 minutes assessment, additional time charged at cost)	\$65.00
269 Application scanning and data entry fees	At cost

270	Certification fee applies to all applications for building work – (includes 1 hour technical time, additional time charged at cost)	\$220.00
271	Site inspections fees (per inspection)	\$220.00
272	Commercial inspection charge (additional to final inspection when specified systems are included in scope of works) (per hour)	\$220.00
273	Review of old consent files for certification decisions. Base fee (includes up to 1 hour processing) \$220 per hour thereafter	\$290.00

Depending on the type of building project the number of inspections will vary. The estimated number of inspections is charged at the application stage, additional fees will be recovered if extra inspections are required.

## Levy fee applies only to consents \$20,000 or more in value

		2024/25
274	BRANZ Levy (this levy is not subject to GST)	0.1% value of work
275	Building Levy (applies to consents \$65,000 or more in value)	\$1.75 per \$1,000.00 or part thereof

Note: For staged projects, levies are assessed on the total project value

276	District Plan/Resource Consent Check (30 minutes)	\$104.00
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## Administration and pre-application meetings

		2024/25
277	Pre-application meetings: consent officer/expert/compliance officer (2 hours total officer time free, then charged per hour)	\$220.00
278	Administration fee for refunds on cancelled, lapsed or superseded consents	\$70.00
279	Administration fee (other), hourly rate	\$140.00

## Project Information Memorandum (PIM)

The following fees apply for a PIM application: additional time charged at cost recovery rates

	2024/25
280 Simple residential Project Information Memorandum	\$470.00
281 Multi-residential and commercial Project Information memorandum	\$670.00

## Fees for other applications

	2024/25
282 Certificate of Acceptance application (plus base fees and levies) (Includes 2 hours processing and 1 inspection. Additional charges based on cost recovery rates) (plus base fees and levies)	\$660.00
283 Certificate of Public Use application (Includes 1hr processing, 1 inspection and 30mins admin) (additional time charges at cost recovery rates)	\$510.00
284 National multiple-use application (Includes 3hrs processing and 30mins admin) (additional time charges at cost recovery rates)	\$745.00
285 Schedule 1 Territorial Authority discretionary exemption – Minor works (includes 1 hour of processing and 1 hour admin) (additional time charges at cost recovery rates)	\$340.00
286 Schedule 1 Territorial Authority discretionary exemption – Major works (includes 3 hours of processing and 1 hour admin)	\$670.00
287 Owner supplied information – (includes 1 hour of processing) (additional time charges at cost recovery rates)	\$207.00
288 Receipt and filing of records from another authority	\$70.00
289 S72 Natural Hazard Certificate and s75 Building over Two Lots Certificate (up to 2 hours)	\$230.00

## Building Warrant of Fitness

	2024/25
290 BWOF 1-2 specified systems (includes 30 mins processing)	\$110.00
291 BWOF 2-8 specified systems (includes 1 hour processing)	\$220.00
292 BWOF 9+ specified systems (includes 1.5 hours processing)	\$330.00
293 Building Warrant of Fitness additional charges, per hour (second and subsequent reminder letters, time related to notice to fix) (additional time charged at cost recovery rates), per hour.	\$200.00

294	Inspection of building warrant of fitness, per hour (Audits) (additional time charged at cost recovery rates), per hour	\$200.00
295	Amendment to a compliance schedule (additional time charged at cost recovery rates)	\$200.00
296	New Compliance Schedule (additional time charged at cost recovery rates)	\$250.00
297	Earthquake prone building report/status review, per hour	\$200.00
298	EQ Engineer assessment (structural)	At cost

## Swimming pools

		2024/25
299	Pool safety audit inspection (includes one hour)	\$200.00
300	Pool reinspection or independent qualified pool inspector (IQPI) report review (30 minutes)	\$100.00

## Perusal fee

		2024/25
301	Building packet research and/or related tasks	Cost recovery

## Building consent list

		2024/25
302	List of building consent applicants for the year to date (per year)	\$86.50

## Cost recovery rates

		2024/25
303	Internal Technical Officer e.g. Building Officer	\$220.00
304	Internal Technical Officer e.g. Senior/Manager	\$240.00
305	Engineer (e.g. fire, structural, geotechnical)	At cost
306	Technical officer - Compliance Officer	\$200.00
307	Administration Officer (per hour)	\$140.00

# Finance

			2024/25
389	An administration fee will be added to the total value of rates postponed on the first successful postponement application granted on each rating unit.		Actual costs
390	Annually on 30 June interest will be charged in arrears on rates postponed. This will equate to the Council's average cost of borrowing at that date.		Actual costs

# H<sub>2</sub>O Xstream – These fees will be applicable when the facility reopens in 2025

## Admission

### Child

		2024/25	
		Single Pass	10 Trip Pass
164	Child under one	\$2.00	\$16.00
165	Child under five	\$3.10	\$24.80
166	Children (5 - 14 years)	\$4.50	\$35.00
	Child membership		\$9.00/week
167	Group of 10 or more – per child	\$3.50	

### Adult

		2024/25	
		Single Pass	10 Trip Pass
168	Adult – single	\$6.50	\$55.00 ((\$90.00 20 Trip Pass)
169	Adult membership		\$15.00/week
170	Community service swim adult	\$3.50	
171	Adult over 65	\$5.50	\$45.00
		2024/25	
		Single Pass	10 Trip Pass
172	Disability – single	\$3.50	\$25.00

## Family passes

	2024/25
173 Four people, minimum one adult, maximum two adults	\$18.00
174 Family plus slide pass, minimum one adult, maximum two adults	\$30.00
175 Extra family members	\$4.00
176 Extra slide pass	\$4.00

## Slides (unlimited use)

	2024/25	
	Single Pass	10 Trip Pass
177 Child/Adult	\$5.00	\$45.00
178 Group discount (10 people or more)	\$4.50	NA

## Hydrorobics

	2024/25	
	Single Pass	10 Trip Pass
179 Adult	\$7.50	\$65.00
180 Adult over 65	\$6.50	\$55.00
181 Community service card	\$5.00	\$40.00

## Corporate and Government

		2024/25	
		Single Pass	10 Trip Pass
182	Adult	\$4.00	\$40.00

## Other

		2024/25
183	Adult supervising under five year old	\$0
184	Non-swimming supervising adult of child aged 5 - 14 years	\$0
185	Caregiver of person with disability	\$0
186	Spectators	\$0

## Additional charges

Seasonal programmes and activities may attract charges. Please ask at H<sub>2</sub>O Xstream Reception for more information.

## Lockers

		2024/25
187	Price per four hours of use	\$4.00

## Private facility hire – payment is advance is required

		2024/25
188	Full facility	\$650.00
189	Full facility with inflatables	\$700.00
190	BBQ facility hire (per token)	\$25.00



## Lane hire (per lane, per hour)

	2024/25
191 General hire	\$12.00
192 Schools and community group hire	\$8.20
193 Commercial hire	\$30.00

## Upper Hutt Schools

### Lane Pool

	2024/25
194 Lane Pool (per lane, per hour)	\$8.20
195 School term 1 to 4 (per child (plus lane hire)	\$2.00

### Leisure Pool

	2024/25
196 School term 1 to 4 (per child)	\$3.50

**NOTE:** For classes with an external instructor, admission allows access to the lane or leisure pool.

## Learn to swim – These fees will be applicable when the pool reopens in 2025

	2024/25
197 Pre-school	\$13.00
198 School age	\$14.00
199 Adults	\$14.00
200 Squad	\$14.00
201 Private one-on-one lessons (all ages) per person/per half hour	\$45.00
202 Assisted lessons (child)	\$20.00

**NOTE:** Assisted lessons are one-on-one lessons designed to support children with additional needs i.e. where a group class may be a barrier to participation. H<sub>2</sub>O staff can advise on eligibility.

## Flipperball

	2024/25
203 Per season per team (13 games)	\$400.00

## Floorball

	2024/25
204 Per season per team (15 games)	\$290.00

## Holiday programme

	2024/25
205 On-site per day (8.00am – 5.00pm)	\$40.00
206 Off-site day trips per day (8.00am – 5.00pm)	\$50.00
207 On-site after hours per day (before hours: 7.00am - 8.00am)	\$12.00
208 On-site after hours per day (after hours 5.00pm – 6.00pm)	\$12.00
209 On-site after hours per day (before and after hours)	\$20.00

# Land Information Memorandum (LIM)

Requests for a Land Information Memorandum (LIM) is a report issued by Council which provides a summary of all the information that local authority has on file about that property, in particular, all works on the property that council has had involvement in.

	2024/25
221 Residential/rural minimum fee	\$400.00
222 Commercial/Industrial minimum fee	\$595.00

## Cancellation fee

224 If a request is made to cancel a LIM application within 3 working days of the application being lodged, 75% of the lodgement fee will be refunded.

## Additional charges

	2024/25
223 Additional time per hour (after three hours of compilation of LIM for residential/rural and 4.5 hours for commercial/industrial)	\$130.00

## Minimum fee covers:

3 hours officer processing time for residential/rural; 4.5 hours non-residential/rural

Delivery by one of the following methods: USB stick, electronic drop box, or paper (100 pages of printing, additional pages attract an additional charge). Delivery by more than one method or additional LIMs must be ordered with the LIM application.

Note: An invoice will be issued for officer time and/or printing in excess of the amounts included in the minimum fee.

# Land transport

## Street works - Corridor Access Request (CAR) fees

Corridor access request fees cover the costs of administering the CAR process and undertaking the verification inspections of the work.

They have been set to a lump sum for each of the work categories contained within the “National Code of Practice for Utilities’ Access to Transport Corridors” and have been set at a level that reflects the expected workload applicable to each work category.

All CAR’s will attract a fee.

The definitions of each work category are as per the National Code.

	2024/25
51 Non- excavation	\$60.00
52 Minor works	\$150.00
53 Major works	\$270.00
54 Project works	\$1,250.00

Where the inspector is advised that the work is ready for the completion inspection, but the reinstatement has not been completed, a further fee will be charged for each additional inspection.

	2024/25
55 Re-inspection fee (per visit)	\$180.00

Council is prepared to carry out compaction testing using a soils impact tester on request, the fee will be per visit to site as follows:

	2024/25
56 up to 10 tests (per site visit)	\$125.00
57 10 to 20 tests (per site visit)	\$200.00
58 over 20 tests (per site visit)	over 20 tests is by agreement

## Corridor access request (CAR) for subdivision developments

	2024/25
59 Treated as a major work	\$270.00
60 Additional unforeseen inspections would incur an additional charge (per inspection)	\$180.00

To be charged for each re-inspection required where a works completion notice is lodged and when inspected, the works are not completed to Council's requirements and further inspection is required.

## Unauthorised excavation fee

To be charged where an excavation is commenced without proper notification, or a Work Access Permit is being issued. This charge is an addition to the normal CAR fees.

	2024/25
61 Unauthorised excavation fee (per excavation)	\$270.00

## Non-conformance fee

To be charged when the work is carried out in a way that fails to comply with the Work Access Permit conditions, and a non-conformance notice is issued as a result. This charge is an addition to the normal CAR fees.

	2024/25
62 Non-conformance fee (per event)	\$270.00

## Bonds

Contractors who have been excluded from having the right to work within the city as described in *clause 4.6.2 of schedule c, attachment 1 – 'Local Conditions – Hutt City and Upper Hutt City'*, shall be required to pay a bond to Council prior to the CAR being issued.

The bond shall be an amount as calculated by Council as the possible reinstatement of any work which may be left uncompleted by the contractor or may not be completed to standard by the contractor. The bond shall take into account the previous track record of the contractor concerned.

## Chip sealing fee

	2024/25
63 A fee to cover the resurfacing of the seals less than four years of age in place of the existing requirement under clause 5.6.4 of the “National Code of Practice for Utilities’ Access to Transport Corridors” – Hutt Valley Local Conditions (per square metre)	\$7.60

## Registration of delegated authority to approve Traffic Management

To cover the administration costs of registering the delegation of a Site Traffic Management Supervisor (STMS) for Traffic Management Plan (TMP) approvals.

	2024/25
64 Registration Fee (per STMS/first STMS)	\$135.00
65 Registration fee for an application for two or more STMS made at the same time – first STMS	\$135.00
66 Registration fee for an application for two or more STMS made at the same time – each subsequent STMS	\$100.00
67 Registration fee to transfer a current STMS holder’s delegation from one company to another	\$65.00
68 Renewal of delegation	\$80.00
69 Renewal of delegation for an application for two or more STMS made at the same time – first STMS	\$80.00
70 Renewal of delegation for an application for two or more STMS made at the same time – each subsequent STMS	\$65.00

Note: Delegations are specific to the individual STMS certificate holder and to the company they are employed by at the time of the application.

## Overweight permit fees

To cover vetting, issuing, and where appropriate, the bridge supervision for an overweight load that starts and finishes its journey in Upper Hutt City or for a load traversing that for some reason has not had a permit issued by Transit NZ.

	2024/25
71 Single permit - no bridges involved	\$125.00
72 Single permit - fee where structural checking required	\$270.00
73 Additional fee where bridge supervision required	\$325.00

74	Continuous permit	\$250.00
75	Re-issue of identical single permit	\$95.00
76	Re-issue of identical continuous permit	\$95.00

**NOTE:** The above fees for overweight permits are minimum fees. Actual costs will be charged where the time to process or supervise exceeds the allowed time.

## Encroachment licence fee

		2024/25
77	To assess, process, and issue an encroachment licence for work carried out within the legal road including: <ul style="list-style-type: none"> <li>• The construction of a structure (e.g. garage, carport, or retaining wall)</li> <li>• Erecting a fence outside the property boundary</li> <li>• The allocation of an outdoor dining area on a footpath or parking area</li> <li>• The erection of permanent or long-term signs and advertising hoardings</li> </ul>	\$250.00

NOTE:

1. An encroachment is not required for a driveway or standard vehicle crossing. The fee is based on evaluation and processing time, and the associated overheads. No annual fee is currently charged for encroachments.

2. Encroachment licences will only be approved as a means of last resort. No encroachment into the legal road will be approved unless:

- There is no viable alternative option within the adjacent property
- The encroachment will not impede the use of the road corridor or create a hazard to road users

3. An encroachment may be cancelled at any time if the Council requires the land for roading purposes

## Micro-mobility Device Operators

Fee for commercial operators providing micro-mobility devices (e-scooters, e-bikes, etc.) for hire within the road corridor.

		2024/25
78	Application fee - To assess, process, and issue an application by a new operator to provide micro-mobility devices for hire	\$320.00
79	Annual operating fee - To assess existing and on-going compliance with requirements and issue and renewal.	\$160.00

# Library

	2024/25
210 Replacement membership cards	\$0
211 Compact disc rental	\$0
212 Reproduction of archival photographs	Actual costs
213 Requests for adult material	\$0
214 Requests for children's and teen's material	\$0
215 Interloans (per item)	\$12.00
216 Black and white printing and/or copying (per page)	\$0.20
217 Colour printing and/or copying (per page)	\$1.00
218 Overdue books, magazines and audio visual material	\$0
219 Lost or damaged library material (books, DVD's)	Replacement costs
220 Board Game Lending	\$5.00



# Parks and Reserves

## Seasons

**WINTER PERIOD:** 1 April to 31 August

**SUMMER PERIOD:** October (Labour Weekend) to March 31

(Subject to grounds maintenance requirements, a transition period between seasons may impact availability during seasonal changeover). Sportsfield fees commence 1 September each year.

## Fees and charges for artificial turfs at Maidstone Park

Charges relating to the use of the artificial turfs at Maidstone Park will be set by the respective Trusts.

## Maidstone Park Sportsfield Lights (excluding artificial turfs)

	2024/25
Training Lights per season (per training night each week)	\$550.00
No 1 & No 2 Field lights	By individual quotation
Tennis Courts per hour	\$25.00

## Cancellation Policy

Should Council close any facility because of inclement conditions, the hirer shall be entitled to a full refund for casual use only.

Should the hirer cancel or postpone when ground conditions are acceptable with less than 24 hours' notice, they shall forfeit 50% of their fee. Where they give three days' notice, they shall forfeit 20% of their fees and where more than one week notice is given, they shall be entitled to a full refund.

## Winter codes

### Winter codes – seasonal

#### Maidstone Park sand field

	2024/25
80 Rugby Union (per field)	\$9,120.00

81	Other users	By quotation
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## Other fields

		2024/25
82	Rugby Union	\$1,830.00
83	Rugby League	\$1,830.00
84	Soccer	\$1,830.00
85	Junior grounds (under 16) (25% of the senior fee)	\$457.50

## Winter codes casual – charge per game\*

		2024/25
86	Maidstone Park Sand Field	By quotation
87	Community Organisations	By quotation
88	Commercial operations	By quotation
89	Other sports fields	By quotation
90	Senior	\$114.00
91	Under 16	\$31.80
92	Training areas	By quotation
93	Tournament	By quotation

*If preparation of any sports field is required outside normal working hours, an additional charge of 20% on top of the normal charge will apply.*

## Summer codes

### Cricket - seasonal

		2024/25
94	Barton Oval	\$7,558.20
95	Senior	\$7,000.00
96	Club	\$4,284.00
97	Artificial	\$1,112.65
98	Junior Strips (under 16)	\$252.00

### Cricket – casual\*

2024/25

99	Barton Oval senior (with approval of sports field's officer)	\$210.60
100	Barton Oval junior (with approval of sports field's officer)	By quotation
101	Senior/Club	\$146.40
102	Junior strips (under 16)	\$36.60
103	Junior rep game on senior strip (if preparation required)	\$61.80
104	Artificial senior	\$73.45
105	Artificial junior	\$20.80
106	Tournament	By quotation

## Kirikiti

		2024/25
107	Grass, per game	\$160.00
108	Artificial, per game	\$79.50

## Softball - seasonal

		2024/25
109	Club skin diamond	\$1,524.00
110	Senior grass	\$985.20
111	Junior grass	\$246.00

## Softball – casual \*

		2024/25
112	Club skin diamond	\$169.50
113	Senior grass	\$105.80
114	Junior grass	\$27.50

*\*Sundays and Public Holidays - If preparation of any sports field is required outside normal working hours, an additional charge of 20% on top of the normal charge will apply.*

## Touch

### Seasonal - fields are not marked

		2024/25
115	Senior	\$509.00
116	Junior	\$127.20
117	Field marking	By quotation

## Casual – fields are not marked

	2024/25
118 Senior	\$43.50
119 Junior	\$18.40
120 Field marking	By quotation
121 Tournament per day, per pitch (marked)	\$318.24

## Athletics, harriers, orienteering etc.

	2024/25
122 Athletics track, per season	\$3,316.80
123 Casual use by clubs and schools, per day	\$0

## Showers and changing rooms

	2024/25
124 Seasonal fee	\$996.40
125 Casual use of showers and changing room hire per facility and per day	\$84.00
126 Community Leagues	By quotation
127 Tournaments	By quotation

## Schools

	2024/25
128 Casual games; except cricket strips	\$0
129 Tournaments	By quotation

## Casual bookings

	2024/25
130 Marching day	\$85.00
131 Circus, fair, per day on site	\$180.00
132 Concerts	By quotation
133 Other events	By quotation

134	Commercial use of a park*	3% of gross revenue (ticket sales)
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\* Where Council provides the facility only and would make available any toilets situated in the park, and access to power (if applicable). Any other services provided will be charged at cost.

## Encroachment licence

		2024/25
135	Fee	\$966.50

## Organised booked picnics (exclusive areas of the parks)

		2024/25
136	Up to 50 persons	\$27.00
137	50 persons plus	\$100.00
138	No charge for casual picnickers	\$0

# Regulatory/Compliance Services

## Alcohol licensing

### Default fees as set under regulation by the Ministry of Justice

The Sale and Supply of Alcohol (Fees) Regulations 2013, mandate the fees payable for alcohol licensing. The Regulations outline a cost/risk rating system to be utilised to determine the appropriate licensing fees. The appropriate cost/risk rating of a premises is the sum of the highest applicable weighting in tables 1, 2, and 3.

**TABLE 1: TYPE OF PREMISES.**

Licence held or sought	Type of premises	Weighting
On-licence	Class 1 restaurant, night club, tavern, adult premises	15
On-licence	Class 2 restaurant, hotel, function centre	10
On-licence	Class 3 restaurant, other premises not otherwise specified	5
On-licence	BYO restaurants, theatres, cinemas, winery cellar doors	2
Off-licence	Supermarket, grocery store, bottle store	15
Off-licence	Hotel, tavern	10
Off-licence	Class 1, 2, or 3 club, remote sale premises, premises not otherwise specified	5
Off-licence	Winery cellar doors	2
Club licence	Class 1 club	10
Club licence	Class 2 club	5
Club licence	Class 3 club	2

**TABLE 2: LATEST LICENSED HOURS.**

Type of premises	Latest trading time allowed by licence (during 24-hour period from 6 am to 6 am)	Weighting
Premises for which an on-licence or club licence is held or sought	2 am or earlier	0
	Between 2.01 am and 3 am	3
	Any time after 3 am	5
Premises for which an off-licence is held or sought (other than remote sales premises)	10 pm or earlier	0
	Any time after 10 pm	3
Remote sales premises	Not applicable	0

**TABLE 3: NUMBER OF ENFORCEMENTS IN LAST 18 MONTHS.**

Number of enforcement holdings in last 18 months (applies to all types of premises)	Weighting
None	0
1	10
2 or more	20

## Definitions

<p><b>Class 1 restaurants</b> – restaurants with a significant separate bar area which, in the opinion of the relevant Territorial Authority (TA), operate that bar at least one night a week in the nature of a tavern, such as serving alcohol without meals to tables situated in the bar area</p>	<p><b>Class 1 clubs</b> – clubs which, in the opinion of the TA, are large clubs (with 1,000 or more members of purchase age) and which, in the opinion of the relevant TA, operate in the nature of a tavern (for example a large working men's club, combined clubs, or large 'cossie' clubs)</p>
<p><b>Class 2 restaurants</b> – restaurants that have a separate bar (which may include a small bar area) but which, in the opinion of the relevant TA, do not operate that area in the nature of tavern at any time</p>	<p><b>Class 2 clubs</b> – clubs which do not fit class 1 or class 3 definitions (for example larger sports clubs, medium sized RSAs, many provincial social clubs)</p>
<p><b>Class 3 restaurants</b> – restaurants that only serve alcohol to the table and do not have a separate bar area</p>	<p><b>Class 3 clubs</b> – clubs which, in the opinion of the TA, are small clubs (with fewer than 250 members of purchase age) and which operate a bar for 40 hours or less per week (for example small sports clubs like bowling clubs, golf clubs, bridge clubs, and small RSAs)</p>

## Fee category, rating and corresponding costs

The table below shows the application fee and annual fee for the relevant cost/risk rating for a premises.

		2024/25	
	Fee Category and Cost/Risk Rating Score	Application Fee	Annual Fee
225	Very low 0-2	\$368.00	\$161.00
226	Low 3-5	\$609.50	\$391.00
227	Medium 6-15	\$816.50	\$632.50
228	High 16-25	\$1,023.50	\$1,035.00
229	Very high 26 plus	\$1,207.50	\$1,437.50

## Other licence applications

		2024/25
230	Manager's certificate – new or renewal application	\$316.25
231	Temporary authority or temporary licence	\$296.70
232	Extract of register for district licensing committee (DLC)	\$57.50



## Special licenses

	2024/25
233 Class 1 Large size events (400+ attendees), or more than 3 medium events (100 – 400 attendees), or more than 12 small events (less than 100 attendees)	\$575.00
234 Class 2 1 – 3 medium size events (100 – 400 attendees), or 3 – 12 small events (less than 100 attendees)	\$207.00
235 Class 3 1 – 2 small events (less than 100 attendees))	\$63.25

## Other

	2024/25
236 Proposed Use Approval: Resource Management Act 1991 and Building Code	\$190.00

## Amusement devices and shooting galleries

	2024/25
237 Regulation 11(6)(a) (first device for first seven days or part thereof)	\$11.50
238 Regulation 11(6)(b) ((each additional device for a further period of seven days or part thereof)	\$2.30
239 Regulation 11(6)(c) (for each device for a further period of seven days or part thereof)	\$1.15

**Note:** Permit fee fixed by Regulation 1978/294

## Dog fees - as adopted on 6 March 2024 Council meeting

- Dog fees are not subject to consultation, these have been adopted at the 6 March 2024 Council meeting.
- The fee for a 'responsible owner' represents a significant saving on the general registration fee. 'Responsible owner' status cannot be claimed if paying after 31 July, 2024\*. Fee classes SO and SN will change to J or N at that time
- A classified dangerous dog is one that has been declared "dangerous"
- Dogs must be registered before they reach three [3] months of age
- From the age of three [3] months, fee rates are calculated proportionally for the year
- A National Dog Database Levy (per dog) is included in all dog registration invoices

### Dog registration

		2024/25	
		Fee if paid by 31 July 2024	Fee if paid after 31 July 2024
240	Disability assistance dog (GD)	\$0	\$0
241	Police dog (PD)	\$55.00	\$82.00
242	Other working dog (RD)	\$98.00	\$146.00
243	Responsible owner (SO)	\$109.00	\$162.00
244	Responsible owner, with desexed dog (SN)	\$98.00	\$146.00
245	General registration (J)	\$162.00	\$244.00
246	General registration, with desexed dog (N)	\$147.00	\$219.00
247	Classified Dangerous Dog (section 31) (K)	\$405.00	\$608.00

### Dog impounding

		2024/25
248	First impounding during the year (first during a 12 month period)	\$109.00
249	Second impounding during the year (second during a 12 month period)	\$218.00
250	Third impounding during the year (third during a 12 month period)	\$327.00
251	Seizure fee	\$126.00
252	Pound sustenance and care fee (per day)	\$31.00

253	Replacement discs	\$5.00
254	Administration fee for a permit to keep more than two dogs on a property	\$62.00
255	Transport to pound	\$31.00

## Food premises licences

### Food premises licensed under the Food Act 2014:

		2024/25
308	NOTE: additional time spent on any activity listed below over and above the base time identified will be charged at the rate of \$275 per hour.	\$275.00

### Registration activities

		2024/25
309	Application for registration of Food Control Plan (FCP) based on a template or model issued by MPI (includes two hours of processing of application)	\$500.00
310	Application for registration of a business subject to a national programme template (includes one hour of processing of application)	\$275.00
311	Application for renewal of registration (includes one hour of processing of application)	\$275.00
312	Application for amendment to registration (includes one hour for processing of application)	\$275.00

### Verification activities

		2024/25
313	Verification of a food control plan based on a template or model issued by MPI (includes one hour of verification activity) Additional time will be an hourly rate of \$180.00.	\$275.00
314	Additional inspection fee or Food Control Plan re-audit fee (per inspection)	\$275.00
315	Food Control Plan Template	\$18.00
316	Thermometer	\$29.00

## Compliance activities

	2024/25
317 All other services for which a fee may be set under the Food Act (per hour)	\$275.00

## Gambling

	2024/25
318 Class 4 Gambling Venue Consent	\$475.00
319 New Zealand Racing Board (including TAB) Venues Consent*	\$475.00
320 New Zealand Racing Industries Venues Consent including Class 4 Gambling Venue Consent	\$769.00

*\* New Zealand Racing Board (including TAB) venues will also be required to pay a \$155.00 application fee (over and above the consent fee) if they wish to host gaming machines at new or relocating venues.*

## Other licence fees

These licence categories relate to commercial premises and activities

– no change as a measure to support businesses

	2024/25
321 Camping grounds licence (includes inspection and processing up to 2 hours)	\$616.00
322 Funeral Directors/Mortuaries (includes inspection and processing up to 2 hours)	\$616.00
323 Hairdressers licence (includes inspection and processing up to 2 hours)	\$459.00
324 Appearance industry premises registration (includes initial inspection up to 2 hours)	\$475.00
325 Registration fee for a combined Hairdresser/Appearance Industry application (includes initial inspection up to 2.5 hours)	\$688.00
326 Additional time for registration/inspection and investigation of justified complaints under the Appearance Industry bylaw	\$275.00
327 Mobile travelling shop	\$324.00
328 Other traders*	\$124.00
329 Transfer of licence	\$124.00
330 Environmental Health Officer (per hour)	\$275.00
331 Administration Officer (per hour)	\$124.00

*\*This includes hawkers, itinerant traders, and all other traders that do not come under the category of food trader or mobile and travelling shop.*

## Parking fees

The amount for fines is set at a national level (infringement fee):

	2024/25
332 Not more than 30 minutes	\$12.00
333 More than 30 minutes but not more than 1 hour	\$15.00
334 More than 1 hour but not more than 2 hours	\$21.00
335 More than 2 hours but not more than 4 hours	\$30.00
336 More than 4 hours but not more than 6 hours	\$42.00
337 More than 6 hours	\$57.00

## Skateboarding impounding fees

	2024/25
338 First impounding	\$33.00
339 Second impounding	\$66.00
340 Third or any subsequent impounding	\$99.00

## Towing fees

	2024/25
341 Removal of vehicle by towing	Actual cost

## Storage

	2024/25
342 Storage of vehicle at Council depot (per day)	\$15.00

**NOTE:** Where the actual fees incurred by Council are higher than the fees shown, actual costs will be charged.

## Other fees

	2024/25
343 Seizure of noise equipment	\$275.00
344 Security alarm – daytime attendance	\$ 243.00
345 Security alarm – after hours attendance	\$314.00

# Resource management

The fees and charges structure is designed to enable the recovery of the Council's actual and reasonable costs of providing the particular service. Where the costs incurred by the Council are less than the deposit paid then it will provide a refund of the remaining deposit. Where the actual and reasonable costs incurred exceed the deposit paid the Council will require that an additional charge be paid. Council is empowered to impose an additional charge in such circumstances by section 36(3) of the Resource Management Act. In these instances, the Council will charge for the actual time and costs involved.

## Subdivision

	2024/25
346 Controlled Activity Subdivision (includes seven hours processing and one hour administration) (Deposit)	\$1,425.00
347 Boundary Adjustment Subdivision where no additional titles are created (includes 3 hours processing time and one hour administration)	\$685.00
348 All subdivision applications excluding controlled activity subdivisions (includes 10 hours processing and one administration) (Deposit)	\$1,980.00
349 Additional deposit fee for land use infringements associated with a subdivision application (includes two hours processing time) (Deposit)	\$370.00
350 Updating existing cross lease flats plans (includes three hours processing time and half hour administration costs) (Deposit)	\$620.00

## Subdivision certification fees

	2024/25
351 Section 223 Certification (includes three hours processing time and half hour administration costs) (deposit)	\$620.00
352 Section 224(c) and/or S224(f) Certification (includes six hours processing time and one hour administration costs) (deposit)	\$1,240.00
353 Combined s223/224 Certifications where applied for at the same time (includes nine hours processing time and one hour administration costs) (deposit)	\$1,795.00

354	Section 223 and 224(c) and (f) Certification for updates to cross leased flats plan (includes two hours processing time and half hour administration costs) (deposit)	\$435.00
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## Land use consents and other requirements

		2024/25
355	All land use consent applications excluding tree trimming/removal (includes six hours processing and one hour administration time). A charge for one hour of consent monitoring is also included in the fee. Additional charges will be applicable should additional monitoring be required. (deposit)	\$1,425.00
356	Tree removal or trimming, including Notable trees (non-notified only) (fixed)	\$330.00
357	Consent monitoring (additional charges) (per hour)	\$185.00
358	Application for Resource Consent Exemption for boundary activities (s87BA of the RMA). This fee includes three hours administration costs (fixed)	\$390.00
359	Application for Resource Consent Exemption for marginal or temporary rule breaches (s87BB or the RMA). This fee includes three hours administration costs (fixed)	\$390.00

## Notification fees

		2024/25
360	Limited notification applications (includes 20 hours processing and five hours administration. Additional time will be charged where appropriate). Additional charges will be applicable should monitoring be required. (deposit)	\$4,350.00
361	Notified applications (includes 40 hours processing time and eight hours administration. Additional time will be charged where appropriate). Additional charges will be applicable should monitoring be required. (deposit)	\$8,440.00

## Hearings fees

	2024/25
362 Per Councillor (prevailing hourly rate as set by the Remuneration Authority) (per hour)	\$93.00
363 Councillor sitting as chairperson (prevailing hourly rate as set by the Remuneration Authority) (per hour)	\$116.00
364 Per Commissioner*	Actual cost
365 Hearings Committee Advisor (per hour)	\$130.00

*\*The actual and reasonable costs of Commissioner(s) time in preparing for and sitting at hearings, and writing up of hearings decisions will be recovered.*

## Other consent fees

	2024/25
366 S127 Variation to Consent Condition or s221 Variation to Consent Notice Condition (includes three hours processing and half hour administration) (deposit)	\$620.00
367 Uplifting building line restrictions (fixed)	\$260.00
368 Changes to easements (includes two hours processing and half hour administration. Additional time will be charged where appropriate) (deposit)	\$435.00
369 Outline Plan of Works (includes six hours processing and one hour administration). A charge for one hour of consent monitoring is also included in the fee. Additional charges will be applicable should additional monitoring be required (deposit)	\$1,425.00
370 Outline plan waiver. This fee includes two hours processing and half hour administration costs (deposit)	\$435.00
371 Certificate of Compliance or Existing Use Rights Certificate (includes four hours processing and half hour administration) (deposit)	\$805.00
372 All other certification under the Resource Management Act (includes six hours processing and half hour administration) (deposit)	\$1,175.00
373 Right of way applications (includes three hours processing and half hour administration) (deposit)	\$620.00
374 Preparation and execution of a bond(s) (deposit)	\$414.00
375 Registration of variation of consent notice (includes \$176.00 LINZ fee, one hour processing and half hour administration) (deposit)	\$394.00



376	Monitoring charge for permitted forestry activities under the National Environmental Standards (based on two hours officer time) (fixed)	\$370.00
377	Document review and execution/sealing (fixed)	\$230.00
378	Urgency fee for urgent requests for document signing or registration of instruments. Fee is per document (fixed)	\$200.00
379	Complex matters for bonds, easements or other matter requiring more than two hours of time (fixed)	\$200.00

## District plan

		2024/25
380	Application for changes or variations to district plan (actual charge is based on time and cost involved) (deposit)	\$7,500.00

## Designations

		2024/25
381	Notice of Requirement for new designation or alteration of existing designation (actual charge is based on time and cost involved) (deposit)	\$3,102.00

**NOTE:** Council will provide an estimate of costs at the time an application is received

		2024/25
382	Removal of existing designation (deposit)	\$1,055.00

## Cost recovery rates

		2024/25
383	Planner and Advisers (per hour)	\$185.00
384	Technical Administration Officer (per hour)	\$130.00
385	Legal services team fee \$200/hr for a lawyer after first two hours	\$200.00
386	Legal services team fee \$120 for administrator or Actual Cost for outsourced work. Plus disbursements if any.	\$120.00
387	External expert, including a commissioner	Actual cost
388	Disbursements (e.g. photocopying, postage)	Actual cost

# Solid Waste - recycling

## Clothing recycling bins

	2024/25
139 Application fee for Encroachment Licence to locate clothing bin on Council property (each application)	\$69.00
140 Annual charge for having a clothing bin on Council property (each bin)	\$230.00

## Litter infringement fees

The following fees apply for the first offence of leaving litter in a public space, or on private land, without the occupier's consent, or as stated in the Solid Waste Management and Minimisation Bylaw 2020.

	2024/25
141 Minor littering offence - A single bag of refuse, or small items. Includes, but not limited to the following types of waste items: Cigarette butts, confectionary wrappers/paper, chewing gum, take-away food containers/wrappers, Fish & Chip papers, aluminium can(s), or plastic drink bottle(s).	\$100.00
142 Medium littering offence - Up to four shopping bags, or two refuse bags, or large items. Includes, but not limited to the following types of waste: Single-use disposable personal hygiene and health products such as nappies, sanitary items and condoms - due to their health risk; Domestic or commercial waste in, or by, public litter bins, clothing bins, or recycling stations; Use of unofficial (non-Council) refuse bags, small amounts of debris from an unsecure load (truck or trailer) - e.g. paper, a single small item, grass clippings, and dust.	\$200.00
143 Major littering offence - Any large volume of waste, green waste, or car parts. Four or more refuse bags, or multiple large items, or piles of rubbish covering an area over 1.5m <sup>2</sup> .  Includes, but not limited the following types of waste: Items that pose a serious health risk; Any other litter as defined in the Litter Act 1979, or not defined as minor or medium littering above.  The Litter Act 1979 defines the depositing of glass or glass bottles (or broken glass or bottles) as a dangerous form of litter and thus it is considered by Council as a major littering offence.	\$400.00

NOTE: The decision whether to issue an infringement notice for major littering, or to refer the matter to the District Court, will be determined on a case-by-case basis, based on the severity and malicious intent of the alleged offence.

144 Subsequent offence within a 365 day period \$400

**NOTE:** Any infringement notice cannot exceed \$400. For cases taken to Court the maximum fine is \$5,000 for an individual, or \$20,000 for a body corporate. For litter considered to be dangerous, toxic and/or infectious the maximum fine is \$7,500 and/or imprisonment for a term not exceeding one month. In the case of a body corporate, the maximum fine is \$30,000.

**Litter Infringement Terms, and late payment:** If the first infringement notice remains unpaid after 28 days, or has not been appealed, a 28-day reminder is issued under the Summary Proceedings Act 1957. If this remains unpaid, and has not been appealed, the matter is referred to the Ministry of Justice for collection, and costs will be incurred.

# Trade waste

Note: Charged by Hutt City Council

## Administration of trade waste consents

The management of the Trade Waste Consents is undertaken by the Hutt City Council who, as the Wastewater Authority, administers the Hutt Valley Trade Waste Bylaw 2006 on behalf of both councils. As such, consultation on the trade waste fees and charges is run by the Hutt City Council. Please approach Hutt City Council if you would like to discuss these fees and charges.

Trade waste consent charges are payable by all businesses with consents to discharge trade wastes into the Hutt Valley wastewater system. The scale of consent charges has been set to provide for the recovery of trade waste administration, monitoring, and inspection costs. Some dischargers may generate sufficient wastes to also merit paying trade waste user charges.

The trade waste user charges may vary annually due to variations in plant operational costs indices such as gas prices or electricity.

**Note: Feedback on and queries regarding the amount of Trade Waste charges should be directed to Hutt City Council at:**

**Hutt City Council  
30 Laings Road  
Lower Hutt**

**Phone: (04) 570 6666**

# Water supply

## Connection fee

	2024/25
145 Water connection application fee (Fee to administer new water connection application).	\$100.00

## Water shutoff fee

	2024/25
146 The actual cost of the water shut off to allow installation or disconnect for a service pipe will be charged for. (Actual cost with a minimum charge of)	\$633.50
147 Any additional costs will vary significantly from site to site. The customer will be provided with the approval and supervision necessary to effect the connection from the main or rider main to the toby (manifold) at the boundary. (An additional charge of \$123.00 will be levied if the details of the water shutoff are changed with less than 48 hours' notice (actual cost + \$100.00))	\$123.00

## Water service fee for new development

	2024/25
148 The actual cost of the water shut off to allow installation for a service pipe and the approval and supervision necessary to effect the connection from the main or rider main to the toby (manifold) at the boundary. (Actual cost with a minimum charge of)	\$633.50
149 If the connection does not require a water shutoff (live tapping), a fee for the approval and supervision necessary to effect the connection from the main or rider main to the toby (manifold)at the boundary (Actual cost with a minimum charge of)	\$145.00

## Termination fee for water supply

	2024/25
150 The customer shall engage a Council/Wellington Water-approved plumber or contractor to excavate the stopcock at the customer's boundary, cap off the service pipe at the main or rider main, and reinstate the footpath, berm, or carriageway	\$869.00 plus an additional shut off fee
151 The water shutoff fee will also be applicable	

## Connection fee (without having a shutoff)

	2024/25
152 The customer shall engage a Council -approved plumber or contractor to supply, install and make the connection to the water supply to the satisfaction of Council (Actual cost with a minimum charge of)	\$145.00

## Water meters

	2024/25
153 Where a water meter is installed the following shall apply: The customer shall engage a Council-approved plumber or contractor to supply, install, maintain and replace the meter and its ancillary fittings, including the meter box  For meters up to and including 50mm diameter the customer may arrange to have the work carried out by a Council-approved plumber and for meters larger than 50mm diameter the customer shall arrange for the work to be carried out by an approved contractor  In each case, an independent test certificate for the meter is to be provided by the customer.	\$57.00 plus shut off fee

## Water meter reading

	2024/25
155 Where the customer has requested that the Council undertakes a water meter reading the following shall apply:  Council shall engage Wellington Water to read the meter on behalf of the customer. (per reading)	\$98.00

## Extraordinary supply

	2024/25
156	\$2.70
There is no charge for the first supplied 228 m <sup>3</sup>	
Consumption over 228m <sup>3</sup> is charged for at the following rate:	
For the applied charge, the customer will receive a supply of water that meets the requirements of the Drinking Water Standards for New Zealand 2005 (Revised 2018). The water supplied will comply with the Upper Hutt City Water Supply Bylaw (per m <sup>3</sup> )	

## Temporary water supply to industrial and commercial properties

	2024/25
157	A refundable deposit of \$881.00 will be payable.
The customer shall engage a Council-approved plumber or contractor to connect onto the main or rider main as approved by Council.	
158	The water shutoff fee will also be applicable
The connection shall be installed with an approved water meter, isolation valve and backflow prevention if so required by Council.	
159	\$881.00
The customer shall be required to employ the services of a Council/Wellington Water-approved plumber or contractor to disconnect the service once the activity is discontinued.	
A disconnection deposit will be applicable. This deposit will be refundable upon the successful completion of the disconnection of the service.	
Water shut off fees will also be applicable.	

## Fire protection fee

	2024/25
160	\$234.00
A fixed fee is charged for all fire protection connections from 50mm to 250mm diameter Council is responsible for the maintenance of the connection up to and including the Town Supply Value (TSV)	
This will include an annual ultrasonic check for leakage, repacking of the TSV as needed, maintenance of the connection	

to the TSV, replacement of the valve on an 80-100 year cycle,  
and repainting of the valve box green every two years

## Water from hydrant

	2024/25
161 This service includes the consent process, the reading of the meter and the inspection of the hydrant to ensure that it has been shut off fully and periodic replacement of the cup washer as needed. A consent is issued Council for a three month period (per m <sup>3</sup> ) Plus a consent fee for each consent period	\$4.30  \$65.00

## Drainage connection

	2024/25
162 Wastewater connection application fee. (Free to administer new wastewater connection application)	\$100.00
163 Stormwater connection application fee. (Free to administer new wastewater connection application)	\$100.00



**Te Kaunihera o Te Awa Kairangi ki Uta**

**Upper Hutt City Council**

838-842 Fergusson Drive

Private Bag 907

Upper Hutt, 5140

T (04) 527 2169

E [askus@uhcc.govt.nz](mailto:askus@uhcc.govt.nz)

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