

Miscellaneous fees and charges

Miscellaneous charges are for inspections, information and other services not specified in our other fees schedules. They include LIMs, swimming pool inspections, vehicle crossing applications and charges for Council staff, among other things.

All fees and charges include GST. Effective from 1 July 2025.

These miscellaneous charges are imposed under the Local Government Act 2002. They seek to recover the cost to Palmerston North City Council for approvals, authorities and inspections not covered by the primary legislation under which the Council operates. (These being the Resource Management Act 1991, Building Act 2004, Dog Control Act 1996, Impounding Act 1955, Food Act 2014 and Land Transport Act 1998).

LIMS, GIS inputting, Street number changes	Fixed Fee from 1 Jul 2024	Fixed Fee from 1 Jul 2025
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These are payable when a request is made to Council for a service or for information. No additional charges will be applied.

Land Information Memorandum	\$ 521	\$ 521
GIS Inputting, per consent	\$ 218	\$ 226
Request for street number changes	\$ 469	\$ 486

Noise	Fixed Fee from 1 Jul 2024	Fixed Fee from 1 Jul 2025
Return of seized sound equipment: First offence	\$ 215	\$ 223
Return of seized sound equipment: Second or subsequent offence	\$ 503	\$ 522
Disconnection of alarms under the Resource Management Act	Recovery of actual cost incurred by Council, including staff time and contractor costs	

Food control plan auditing	Fixed Fee from 1 Jul 2024	Fixed Fee from 1 Jul 2025
These fees are non-refundable. They are charged under the Food Act 2014 and include site visits, reporting and general administration.		
Processing an application for registration or renewal of a food control plan or a national programme	\$ 334	\$ 345
Verification, initial or follow-up site visits (including reporting) (hourly rate)	\$ 208	\$ 215

Domestic Food Business Levy		Fixed Fee from 1 Jul 2025
The Council is required to collect levies on behalf of the Ministry of Primary Industries to cover their costs associated with administering food safety legislation.		
Charge per annum for each food business for operators that are required to operate under a food control plan or a food business subject to a national programme. (note: this levy will increase to \$99.19 from 1 July 2026 and \$132.25 from 1 July 2027)		\$ 66.13
Council administration charge for acting as collection agent		\$ 11

Deposits	Charge from 1 Jul 2024	Charge from 1 Jul 2025
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Charges for all services are based on the actual costs incurred by the Council. Any deposits specified below are payable before the Council starts the service. The total charge for the service will be determined when the service is completed, based on the time spent on the work by the relevant officer at that officer's hourly rate.

Right of Way Approval- section 348	\$ 500	\$ 500
Certificate of Compliance Building Code - Alcohol	Billed at the actual cost of the officer's time per hour	Billed at the actual cost of the officer's time per hour
Gambling venue consent	\$472 plus officer's hours after 3 hours	\$472 plus officer's hours after 3 hours

Other Charges

These fees may be applicable to a consent or may be applied as a single charge.

Photocopying or copy of scanned documents	Charge from 1 Jul 2024	Charge from 1 Jul 2025
A0, A1, A2	\$10.00/page	\$10.00/page
A3	\$0.50/page	\$0.50/page
A4	\$0.40/page	\$0.40/page
Double sided A3	\$0.60/page	\$0.60/page
Double sided A4	\$0.50/page	\$0.50/page
Single sided (colour copies)	Additional charge of \$1.70/page	Additional charge of \$1.70/page
Double sided (colour copies)	Additional charge of \$3.80/sheet	Additional charge of \$3.80/sheet

Request for Property Information	Charge from 1 Jul 2024	Charge from 1 Jul 2025
Copy of Property Information	At cost of officer's time per hour plus disbursements	
Certificate of Title	\$ 33	\$ 34

Swimming Pools	Charge from 1 Jul 2024	Charge from 1 Jul 2025
Initial compliance inspection	\$ 242	\$ 251
Swimming Pool reinspections (second and subsequent inspections)	\$242.00 per inspection	\$251.00 per inspection

Vehicle crossings	Charge from 1 Jul 2024	Charge from 1 Jul 2025
T1 Inspect existing vehicle crossing	\$ 258	\$ 268
T2 New vehicle crossing	\$ 476	\$ 494
T3 Alter an existing vehicle crossing	\$ 258	\$ 268

Asset bonds	Charge from 1 Jul 2024	Charge from 1 Jul 2025
Council Asset Bond, payable for each building consent above the value of \$100,000	\$1,000 (no GST)	\$1,000 (no GST)
Administration & processing fee	\$ 227	\$ 235

Overgrown Trees/Shrubbery	Charge from 1 Jul 2024	Charge from 1 Jul 2025
Removal of overgrown trees or shrubbery	Recovery of actual cost incurred by Council, including staff time and contractor costs	

Charges for Council officers and decision-makers

	Charge from 1 Jul 2024	Charge from 1 Jul 2025
These charges are the rate per hour (or part thereof) for Council staff services, by work type, for approvals, authorities and inspections that are not listed on this page as a fixed fee.		
General Manager	\$ 294	\$ 305
City Planning Manager	\$ 273	\$ 285
Manager Planning Services	\$ 273	\$ 285
Team Leader, Planning Services	\$ 262	\$ 270
Senior Planning Officer	\$ 251	\$ 260
Planning Officers	\$ 235	\$ 245
Planning Technician	\$ 209	\$ 215
Monitoring and Enforcement Officer	\$ 209	\$ 215
Team Leader Building	\$ 251	\$ 260
Senior Plumbing and Drainage Officer and Advanced Building Officer	\$ 251	\$ 260
Building Officer	\$ 231	\$ 240
Manager Environmental Protection	\$ 275	\$ 284
Environmental Health Officer	\$ 223	\$ 231
Team Leader Business Support	\$ 219	\$ 227
Senior Business Support Officer	\$ 198	\$ 205
Administration staff	\$ 144	\$ 149
Technical and professional staff from other parts of Council	\$ 268	\$ 245
Commissioner	At cost plus disbursements	
Hearing Panel of elected members	At cost (\$116 per hour and \$93 per hour for members) plus disbursements	At cost (\$116 per hour and \$93 per hour for members) plus disbursements