

Council

Meeting of 04 March 2026

Business Unit: People and Corporate
Date Created: 03 February 2026

Fees and Charges: Proposed Planning, Environmental Health and Development Contribution Fees and Charges for 2026/27

Purpose Te Aronga o te Pūrongo

To request that the Council adopts the Statements of Proposal for the review of Planning fees and charges, Environmental Health fees and charges, and Development Contribution fees and charges for 2026/27, for public consultation.

Recommendations Ngā Tūtohinga

That the Council adopts the Statement of Proposal (**attachment 1**) for the review of Planning fees and charges for the financial year commencing 1 July 2026 and ending 30 June 2027, for public consultation.

AND

That the Council adopts the Statement of Proposal (**attachment 2**) for the review of the Environmental Health fees and charges for the financial year commencing 1 July 2026 and ending 30 June 2027, for public consultation.

AND

That the Council adopts the Statement of Proposal (**attachment 3**) for the review of the Development Contribution fees for the financial year commencing 1 July 2026 and ending 30 June 2027, for public consultation.

AND

That the Council delegates authority to the Chief Executive to make any minor editorial or formatting amendments to the Statements of Proposal prior to publication.

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Approved for submission by:
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1 Background Ngā Kōrero o Muri

1.1 The Council has the ability to set fees and charges for all of its activities, except those that are set by regulation.

- **Fees and Charges** are calculated to recover the costs of providing those services in accordance with the funding split outlined and adopted as set out in the Council's Revenue and Financing Policy. The fees and charges are required to recover the private component of the funding splits, with the public component recovered through rates.
- **Planning Service Fees** and charges enable the Council to recover the costs of processing applications, monitoring consents, for notice of requirement designations and private Plan changes. The Council must consult on any changes to these fees.
- **Environmental Health Fees** and charges enable the Council to recover costs associated with registrations (licensing) and compliance of food health standards. The Council must consult on any changes to these fees.
- **Development Contribution Fees** enable the Council to recover the cost of growth-related infrastructure provided by Council as part of the work programme outlined in the Development and Financial Contributions Policy and subsequent Annual Plans.

3 Strategic Fit Te Tautika ki te Rautaki

3.1 The Council adjusted the revenue and financing funding mix for Planning fees as part of the Long-term Plan 2024-34. Prior to this, funding for Planning activities had been set at a ratio of 70% rates and 30% user fees. As of 01 July 2024, this was changed to a ratio of 50% rates and 50% user fees, shifting more of the cost towards a 'user-pays' model.

3.2 There were no changes to the revenue and funding mix for Environmental Health fees and charges in the Long-Term Plan 2024-34.

4 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

4.1 The Council is asked to adopt the statements of proposal as attached to this report.

4.2 The Planning fees and charges in **Attachment 1** have been adjusted to reflect the BERL inflation rate for Planning and Regulation of 2%. This allows for sufficient revenue to cover the cost of the service being provided.

4.3 The Environmental Health fees and charges in **Attachment 2** have been adjusted to reflect the BERL inflation rate for Planning and Regulation of 2%, except for the 'amusement devices inspection' fee (set under the Amusement Devices Regulations 1978) and the 'food business levy', (prescribed under the Food Act 2014) as these are legislatively determined and cannot be amended by Council.

4.4 The Development Contributions fees and charges in **Attachment 3** have been adjusted to reflect the most recent Producer Price Index (PPI) of 1.01% inflation in the method as prescribed in the Council's Development Contributions Policy.

- 4.5 Section 106(2B) and (2C) of the Local Government Act 2002 permits a Development Contribution to be increased without consultation only where the increase does not exceed:
- the rate of increase (if any) in the Producer Price Index (PPI) since the contribution was last set or increased; multiplied by:
 - the proportion of the total capital expenditure costs to which the Development Contribution will be applied, excluding interest and other financing costs.
- 4.6 Where a proposed increase exceeds this statutory threshold, consultation in accordance with section 82 is required.
- 4.7 The proposed 2026/27 Development Contributions do not exceed this statutory threshold (refer to section 8.2).
- 4.8 The setting of accurate fees and charges is aligned with the Council’s strategic priority of “value for money and excellence in local government”.

5 Risk Assessment Te Arotake Tūrarau

- 5.1 There is a risk that Council may charge an incorrect amount for a specific service, which would result in Council either under-recovery of costs or overcharging of residents.
- 5.2 There is a risk that an administrative error could result in the publication of an incorrect fee or charge.
- 5.3 To mitigate these risks, all fee line items are reviewed and cross-checked against budget managers’ spreadsheets, including verification of the formulas applied.

6 Engagement Te Whakapānga

Significance of Decision

- 6.1 The Council’s Significance and Engagement Policy is triggered by matters discussed in this report. The Special Consultative Procedure must be followed for these consultations, as prescribed by section 83 of the Local Government Act 2002. The consultation periods must be a minimum of 1 month.
- 6.2 Consultation on the proposed fees and charges is required under the legislative provisions outlined in section 8 of this report.

Māori and Cultural Engagement

- 6.3 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other groups is necessary.

Community Engagement

- 6.4 Following the adoption of the Statements of Proposal, notice will be published on the Council’s website. Hardcopies will be made available at the Council’s reception area and at Te Āhuru Mōwai.

7 Operational Implications Ngā Pānga Whakahaere

7.1 There are no operational implications.

8 Financial Implications Ngā Pānga Ahumoni

8.1 Setting the fees and charges will allow Council to recover the costs associated with the activities as per the Council Revenue and Funding Policy.

9 Statutory Requirements Ngā Here ā-Ture

9.1 Section 36(3) of the Resource Management Act 1991 and Section 205(2) of the Food Act 2014 state that the Special Consultative Procedure must be followed for fees and charges adopted under these Acts.

9.2 Section 106(2B) of the Local Government Act 2002 allows for Development Contributions to be increased without consultation, formality, or a review, provided the increase does not exceed the calculation result described in section 2.6 of this report. The proposed increase for 2026/27 does not exceed this threshold; however, consultation is being undertaken in the interests of transparency and good governance.

9.3 The Special Consultative Procedure is described in Section 83 of the Local Government Act 2002. Amongst other requirements, this section states that Statements of Proposal must be adopted by the territorial authority and made publicly available, and that the consultation period must be at least one calendar month in duration.

10 Next Steps Te Kokenga

10.1 The proposed process and timeline for the Planning and Environmental Health fees and charges for 2026/27 are illustrated below:

Stages	Date/s	Explanation
Statements of Proposal adopted by Council	04 March 2026	
Consultation Period	06 March – 06 April 2026	As per section 83 of the Local Government Act 2002.
Consideration of written submissions and the hearing of verbal submissions	15 April 2026	Only required if submissions are received for any of the consultations.
Adoption of the Planning, Environmental Health and Development Contribution Fees and Charges	15 April 2026 OR 06 May 2026	15 April 2026 if no submissions are received. 06 May 2026 if submissions are received.

11 Attachments Ngā Āpiti hanga

- **Attachment 1** - Statement of Proposal for proposed Planning Fees and Charges 2026/27
- **Attachment 2** - Statement of Proposal for proposed Environmental Health Fees and Charges 2026/27
- **Attachment 3** - Statement of Proposal for proposed Development Contributions Fees 2026/27