

Waitaki District Council – Building Services Department

Guidance to Fees and Charges.

The following guidance should be used in conjunction with the Building Services Fees and Charges schedule.

Waitaki District Council is not able to provide you at lodgement of your application with the total consent fee for your project. This fee is finalised only at the end of your project. Therefore, the information provided in this Guide is intended for your general use and information purposes only.

Principle:

Waitaki District Council (WDC) (the Authority) is an Accredited Building Consent Authority (BCA) and Territorial Authority (TA) as defined in the Building Act 2004 (the Act). The Act allows the Authority to charge for any services or functions it provides under the legislation. The factors considered when setting the fees and charges include:

- The legislation
- The user of the service pays
- The recovery rate is set in the WDC Long Term Plan
- The fees and charges should cover the cost of delivering the service
- Reward compliance and quality
- Benchmarking to other Authorities

Conditions applicable to all Fees and Charges:

1. All Fees and Charges are indicative, they must not be regarded as Fixed or Final costs. Waitaki District Council accepts no liability for your reliance on the guidance.
2. Fees are specific i.e. a Flat fee for the service such as providing a Rapid Plate number.
3. Charges are proportional to the work based on an hourly or half hourly rate.
4. Time charged is at a specified hourly or half hourly rate and time is aggregated at the prescribed unit of time or part thereof.
5. Generally, payment is either due on application for the service or prior to Issuing the approved documentation associated with the service.
6. WDC can require payment of a deposit or in full on application for service.
7. WDC can invoice fees and charges at any stage during the provision of service.
8. All Fees and Charges include GST.
9. It is the responsibility of the applicant to provide accurate information and apply for the service in the prescribed format in a timely manner.
10. Most of the application forms are legal documents and applicants are advised to treat all requests for service whether written or otherwise as such.
11. WDC may wish to validate or require information to be provided through a request for further information from the applicant or a third party. This may incur delay in the provision of service. Any additional cost incurred will be passed on to the applicant.
12. An application for service is deemed acceptance of the Fees and Charges for that service; in the event of cancellation or withdrawal the property owner or the nominated applicant becomes liable for all costs incurred by WDC.

13. In the event of cancellation or withdrawal of the service request after payment has been made, WDC will, at their discretion, on receipt of application refund any unused portion of fees.
14. WDC will collect on behalf of Central Government levies applicable to the published rate.
15. WDC can at its discretion, take appropriate steps to recover outstanding money owed.

Conditions applicable to Specific Fees and Charges:

Consent processing fee

This is an estimate based on an average amount of time it could take to process an application of the same type or value. Where the fee is based on the Value of Building Work it is the responsibility of the applicant to ensure accuracy of this value*. There are many variables such as the completeness of the application, complexity of design, level of detail provided and the quality. The fees are not determined until all processing is complete, any extra fees will be added to the estimated figure and invoice will be issued. Full payment must be received before the Consent will be granted and issued.

* The Value of Building Work.

The value of building work must include the costs as defined in the Building Act 2004 Section 7, the definition of *building work* as well as the definition of *consideration* in relation to the Goods and Services Tax Act 1985 Section 2(1) and Section 10.

Hence, the **Value of Building Work** must include:

- + All work for or in connection with, the construction, alteration, demolition or removal of a building and any work likely to affect the extent to which an existing building on an allotment complies with the building code
 - + Site work required
 - + Design work related to the building work (for restricted building work)
 - + Project management / supervision
 - + Valued at commercial market rates for materials, labour, and owners labour.
 - + Inclusive of GST
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- It should **not** include:
 - Furnishings, Carpets or Appliances
 - Value of the land

The Value of building work will be benchmarked against industry data at Vetting and we may request more information regarding the value submitted (e.g. written quotation or estimate).

Building Consent Inspection fees

The invoice raised for processing will include Inspection fees based on the estimated minimum number of inspections required as determined by the Processing Building Control Officer and charged at the applicable hourly rate. Further inspections may be required and subsequently charged. The estimate is based on the hourly rate applicable at the time and WDC reserve the right to charge the subsequent inspections at the hourly rate applicable at the time of providing the service.

Code Compliance Certificate

Upon satisfactory completion of the work on receipt of Application the BCA will issue the Code Compliance Certificate. The fee for Code Compliance Certificate will be included at processing. Applications for Code Compliance Certificates after 24 months from the date of issue of the consent may incur additional costs.

Frequently Asked Questions

What do we charge for?

Our time: Waitaki District Council (WDC) staff and external contractors time when:

- Assessing your application
- Undertaking inspections (site visits)
- Certifying the work (code compliance certificates).

Additional charges include but are not limited to:

- Retrieval of Records of Title from Landonline
- Specialist work required for Titles such as Linking or Encumbrance (when not completed by applicant)
- Levies
- Project information memorandum/project consideration
- Connections to WDC Services
- Compliance schedule processing
- Certificate for public use applications and renewals
- Administrative costs associated with a building consent. (printing or copying if required)

What levies are required to be paid?

We collect levies on behalf of:

- Building Research Association of New Zealand (BRANZ) for projects valued \$20,000 and over
- Ministry of Business, Innovation and Employment (MBIE) for projects valued \$20,444 and over

A BCA Accreditation Levy is also payable on all projects.

If the consent is to be staged or amended the levy applies to the total project value.

How much will my building consent application cost?

The amount payable is based on:

- The time taken to assess and process the application
- An estimated number of inspections
- Provision for a code compliance certificate on completion of work.

If you withdraw your building consent before it is granted or if we refuse to issue the building consent, any processing time costs to date will apply.

How can you prevent further consent processing charges being incurred?

There are some easy steps you can take that may prevent additional processing charges being incurred:

- Fill out the application form and checklist completely and submit all the required information using the Simpli portal.
- Submit good quality plans that are drawn to scale and clearly show existing and proposed work.

- Seek advice from Building Services team before lodging your application. We cannot design your project for you or fill in your application form, but we can advise on what you need to cover or what can be improved.

If you are not familiar with building plans and establishing compliance with the New Zealand Building Code, you may need to engage a design professional to supply the required drawings and information.

What do I need to know about site inspection charges?

We estimate the number of site inspections to the best of our ability. However, for large projects we are happy to discuss inspection requirements with the Applicant in conjunction with the Designer, Builder and Specialist Contractors.

Inspections are charged per inspection per inspector. For example, if two inspectors are required, due to the type of work being inspected, then two inspection fees will be charged.

Inspections are charged at the rate applicable to the period in which they are made.

If you do not need all the inspections we have estimated, a refund can be arranged when the code compliance certificate is issued.

Will I have to pay further inspection related charges?

There may be additional charges if further inspections are required due to:

- The nature of the work (estimated number of inspections did not cover the number of inspections undertaken).
- An amendment or minor variation to the building consent.
- Re-inspection after a failed inspection.
- The code compliance certificate has been refused.
- Certificate for public use application or renewal request.
- An inspection being cancelled at short notice by the applicant.
- The Inspection has been undertaken more than 12 months after the consent was approved.

Will I have to pay for cancelled Inspections?

Booked in inspections that are cancelled will normally be charged for as per our fees schedule. Any change to this will be at the discretion of a Senior Building Control Officer. Circumstances we will consider waiving the cancellation cost are:

- Unforeseen weather impacting work
- Other unforeseen event causing delay

You will not be charged if WDC cancel for any reason prior to arrival on site. If on arrival work is not ready for inspection, then it will be recorded as a failed inspection and charges apply.

Why is advising the value of work of the project necessary?

An estimated value of work is necessary for national statistical purposes and is required so the building fees and levies can be calculated if applicable.

What is Project Information Memorandum (PIM) / Building Consideration (BCON)?

A PIM or Building Consideration is when the building consent application is required to have input from other WDC departments or consultants. A summary report is supplied before or with the

issued consent documents. It contains important information and should be read by the Applicant, Agent and Builder.

When do I pay?

Our preference is to invoice at the end of processing. All associated processing costs are calculated once the consent is approved and any additional charges such as the estimated inspections and code compliance certificate are invoiced. Prompt payment is required. The consent is issued once payment is received.

Any additional charges incurred after the consent has been issued must be paid in full on receipt of the invoice. The code compliance certificate will not be issued until all outstanding invoices are paid.

What are the payment options?

For your convenience payment can be made through the Simpli portal that you originally submitted your application through - this can be by credit card (fees apply). Alternatively, payment can be by Bank transfer or over the counter at a WDC service centre with options such as cheque (subject to bank), EFTPOS, Credit Card and Cash.