

Schedule of Fees and Charges

1 July 2024 – 30 June 2025



**Western
Bay of Plenty**
District Council

Building Services

Special services	2024/25 (\$)
<p>Please note that more complex and larger projects require the Council to refer documentation to external specialists for checking code compliance of processing and/or inspections and/or Code Compliance Certificate. Where specialist services are required, additional fees will be payable by the applicant based on actual cost. These may include weather tightness, engineering structure or land stability, fire planning and precautions, electrical design check, heating, ventilation and air conditioning, mechanical services.</p> <p>Applications are initially assessed and categorised to the National BCA competency assessment system levels: MBIE Link https://www.building.govt.nz/building-officials/national-bca-competency-assessment-system/national-bca-competency-assessment-system-levels</p>	
Hourly Rates	
Building Services – Vetting. Project Information Memorandum/Consideration Officer	175/hr
Building Services – Administration	150/hr
Building Services – Processing. Building Processing Officer Residential 1 – Residential 2	220/hr
Building Services – Processing. Building Processing Officer Residential 3 – Commercial 3	232/hr
Building Services – Inspection. Building Inspection Officer Residential 1 – Residential 2 Inspections for residential building consents (charged per inspection type at the rate current on the inspection date. Minimum 1 hour)	220/hr
Building Services – Inspection. Building Inspection Officer Residential 3 – Commercial 3 Inspection for Complex Residential and Commercial building consents (charged per inspection type at the rate current on the inspection date. Minimum 1 hour)	280/hr
Building Services – Land Development Engineering	205/hr
Building Services – Resource Management Planning	205/hr
Compliance Schedule. Building Warrant of Fitness Officer (BWOFF)	226/hr
Compliance Schedule Administration	150/hr
Building Services – Building Act Compliance. Territorial Authority Officers	232/hr
Specialist Reviews and Supervision	
Building Services – Processing. Supervision reviews minimum charge 1 hour rate of Processor (when requested to review consent application at Team Leaders discretion)	220/hr 232/hr
Building Services – Structural Engineer. Charged out at actual cost plus any applicable Western BOP District Council administration time	285/hr
Building Services – Management. Team Leaders/Manager	299/hr
Building Services – Fire Engineer. Specialist review. Note: External specialist fees are on charged to applicants. Charged out at actual cost plus any applicable Western BOP District Council administration time	200/hr
Building Services – Environmental Health. Environmental Health specialist review	195/hr
Building Services – Tradewaste. Tradewaste specialist review	160/hr

Pre-application Residential and Commercial	
Pre-application and project concept development where required and/or requested (based on the charge out rates of the officers in attendance). Refer to hourly charge out rates. First meeting includes half an hour free, then charge applies Pre- application meeting fees are required to be paid prior to booking meeting.	POA
Miscellaneous charges	
Application for extension of time to start and or complete building work – fixed fee per extension application	120
Building inspection – onsite Minor Variation (Residential) – set inspection fee includes minimum 1 hour inspection/travel. Any additional time spent to be at inspection hourly rate	220/hr
Building inspection – onsite Minor Variation (Commercial) – set inspection fee includes minimum 1 hour inspection/travel. Any additional time spent to be at inspection hour rate	280/hr
Application for amendment to formally modify or waiver New Zealand Building Code. B2 modifications incur an additional fee. See below amendment fees	165
Historic Code Compliance Certificate (consent over 5 years old)	
Code compliance certificate review of historical residential building consents (over 5 years old) – charges are per building consent and additional hourly charges are applicable (WBOPDC old historic fees structure) proposed to be replaced with new structure below	
Historic Code Compliance Certificate (CCC) reactivation fee (in addition to application lodgement fee)	273
Historic Code Compliance Certificate (CCC) lodgement (over 5 years old), Drainage, solid fuel heaters, solar, retaining walls. This additional fee to any previously charged fees. Additional hourly charges applied as applicable; Inspection fees not included.	370
Historic Residential Code Compliance Certificate (CCC) lodgement (over 5 years old) – in addition to CCC project value fees, plus hourly charges as applicable. Inspections charged separate (does not include inspection)	590
Historic Commercial Code Compliance Certificate (CCC) lodgement (over 5 years old). This is additional to any to previously charged fees. Additional hourly charges applied as applicable. Inspection fees not included. Building Warrant of Fitness (BWOFF) charged at separate rate (see below BWOFF charges)	1,161
Compliance schedule review of historical building consents (over 5 years old). Fee additional to historic commercial Code Compliance Certificate lodgement plus any additional hourly charges as applicable	600
Durability Amendment application lodgement fee. (Must not include other changes to the building). See also Waiver and/or modification fee to be charged in addition to the Durability	195
Inspections for residential building consents Residential 1 – Residential 2 (charged per inspection type at the rate current on the inspection date). Minimum charge 1 hour for each inspection plus any additional time to complete the inspection and review or documentation supplied.	220/hr
Inspections for complex R3 residential and commercial building consents (charged per inspection type at the rate current on the inspection date). Minimum charge 1 hour for each inspection plus any additional time to complete the inspection and review or documentation supplied	280/hr

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Compliance schedule and annual building warrant of fitness fees		
Compliance schedule	minimum fee ¹	169
Plus , fee per feature identified in schedule	minimum fee ¹	36/item
New Compliance Schedule creation fee		169
Amendment of compliance schedule	minimum fee ¹	121
Plus fee per feature (altered, added or removed)	Plus fee per feature (altered, added, or removed)	36/item
Code compliance certificate review and issuing of final compliance schedule Additional time charged at hourly rate as required	minimum fee ¹	226
Annual building warrant of fitness	minimum fee ¹	169
Expired building warrant of fitness		230
Building warrant of fitness site audit Any additional time spent to be charged at hourly rates noted	minimum fee ¹	169
Team Leader Compliance rate per hour		299/hr
Fees, for non-routine inspections or services where fees have not otherwise been fixed, will be charged out at the officers' hourly charge out rate plus incidental expenses		POA
Compliance schedule and annual building warrant of fitness inspections requiring particular expertise, e.g. lifts, electrical heating, ventilation and air conditioning, fire safety measures or similar non-routine requests for information or services Actual cost incurred of expert's report		POA
Notes: ¹ Minimum fee is 1 hour. Actual processing time and costs associated with approving certificates, building warrants of fitness and compliance schedules over and above the minimum fee will be charged directly to the applicant plus any additional time as required.		
Building consent approval information		
Provided as required by (s17 Building Act 2004) printed and forwarded monthly – email preferred	per month	30
	per annum	242

Building Consent Fees	
Project Information Memorandum PIM / Project Information Consideration PIC Fees	
PIM – Residential – Commercial – Fixed Fee Project Information Memorandum PIM Charged to consent as part of the application lodgement Applies to PIM only and PIM/Building applications Note *	483
PIC Residential – Commercial – Fixed Fee Charged to consent as part of the application lodgement (when required)	483
Residential	
*Lodgement - minor works (including install window or door, demolish a wall, erect a pergola, install a garden shed, install kitchen fittings) Swimming pools, spa pools Processing charged at the project complexity hourly rate Any additional specialist or other department reviews as required are charged at final invoice stage for outstanding costs PIM/PIC charged separately Note • ^o *	955
Lodgement - alterations and additions *Outbuilding habitable & non-habitable Processing charged at the project complexity hourly rate *Outbuilding habitable defined for fees purpose as: Implement shed, garage with office, garage with sleepout, garage with art room, garage with facilities such as bathroom, kitchenette, toilet, sleepout, sleep out with bathroom (sleep out with bathroom, kitchenette is classed as a dwelling under R1 fees) Art room, pool room, complex alteration and additions will be charged as per below for building complexity R1-R3 rates Any additional specialist or other department reviews as required are charged at final invoice stage for outstanding costs PIM/PIC charge separately Note • ^o *	1,615
Lodgement - dwelling Residential 1 (R1) Processing charged at the complexity hourly rate Request for further information during processing – minimum of 1 hour charged, plus additional hourly rate where applicable Any additional specialist or other department reviews as required are charged at final invoice stage for outstanding costs PIM/PIC charged separately Note • ^o *	2,055
*Lodgement - dwelling Residential 2 (R2) Processing charged at the complexity hourly rate Any additional specialist or other department reviews as required are charged at final invoice stage for outstanding costs PIM/PIC charged separately Note • ^o *	2,495

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<p>*Lodgement - dwelling Residential 3 (R3) Processing charged at the complexity hourly rate Any additional specialist or other department reviews as required are charged at final invoice stage for outstanding costs PIM/PIC charged separately Note ●^o*</p>		3,055
<p>Attached residential units (multi units). First dwelling as per fees above (cost of single, 2 story or 3 storey) additional units at per unit charge</p>		
Plus per unit charge after 1st unit	per unit	2,365
Demolition residential	fixed fee	1,079
Commercial		
Demolition commercial	fixed fee	1,286
<p>Lodgement - Commercial minor works (including but not limited to installing a steel beam, installation of a sink, installation of a door) Processing charged at the complexity hourly rate Complex alteration and additions will be charged as per below for building complexity C1-C3 rates Any additional specialist or other department reviews as required are charged at final invoice stage for outstanding costs PIM/PIC charged separately Note ●^o*</p>		1,663
<p>Lodgement – Commercial 1 (C1-C2) small commercial building works Processing charged at the complexity hourly rate Complex alteration and additions will be charged as per below for building complexity at C1-C3 rates Any additional specialist or other department reviews as required are charged at final invoice stag for outstanding costs PIM/PIC charges separately Note ●^o*</p>		2,591
<p>Lodgement – Commercial 1 (C1-C2) internal fit out and alterations <= \$500,000 Processing charged at the complexity hourly rate Complex alteration and additions will be charged as per below for building complexity Commercial 1 – Commercial 3 rates Any additional specialist or other department reviews as required are charged at final invoices stage for outstanding costs PIM/PIC charged separately Note ●^o*</p>		3,055
<p>Lodgement – Commercial 1 – Commercial 2 (C1 -C2) Up to 2 Story <= \$1,000,000 Processing charged at the complexity hourly rate Complex alteration and additions will be charged as per below for building complexity C1-C3 rate Any additional specialist or other department reviews as required are charged at final invoice stage for outstanding costs PIM/PIC charged separately Note ●^o*</p>		4,215

Schedule of Fees & Charges for 2024/25

<p>*Lodgement – Commercial 2 – Commercial 3 (C2-C3) more than 2 story and/or >\$1,000,000 (large commercial) Processing charged at the complexity hourly rate Complex alteration and additions will be charged as per below for building complexity C1-C3 rate Any additional specialist or other department reviews as required are charged at final invoice stage for outstanding costs PIM/PIC charged separately Note •^o*</p>	5,375
Other Fees	
<p>AMENDMENT minimum fee Residential: lodgement fee application to amend building consent (building consent fee and levies if any, as a result of change in project value) are additional (additional hourly charges apply as applicable) Note •^o*</p>	383
<p>AMENDMENT minimum fee Commercial: lodgement fee application to amend building consent (building consent fee and levies if any, as a result of change in project value) are additional (additional hourly charges apply as applicable) Note •^o*</p>	395
<p>AMENDMENT (daylighting only) – Fixed fee if no other changes to the design, only for location and/or height change of building Note *</p>	587
<p>Residential – late cancellation of booked inspection (charged when cancellation not received at least 24 hours before booking date)</p>	220
<p>Commercial – late cancellation of booked inspection (charged when cancellation not received at least 24 hours before booking date)</p>	280
<p>Title endorsements under s73 Building Act 2004 (includes Land Registrar fees) per lot. (Legal fee component may vary and is cost recoverable)</p>	583
<p>Title endorsements under s75 Building Act 2004 (includes Land Registrar fees) per lot. (Legal fee component may vary and is cost recoverable)</p>	583
<p>Application for Certificate of Public Use (CPU) (S.363A Building Act 2004) Inspections charged separately in addition to fee</p>	600
<p>Monitoring Certificate of Public Use (CPU) fixed fee – charged at CPU renewal. Inspections charged separately in addition if required.</p>	300
<p>Note:</p> <ul style="list-style-type: none"> • Please note that inspections are pre-paid at the time of consent issue and the per inspection fee is set to a minimum 1 hour. Additional time will be charged on an actual spent basis Listed inspections on the issued Building Consent are an estimate. Additional inspections may be required. This will be reconciled at the time of processing CCC and additional charges may be incurred. Particularly for more complex Residential and Commercial projects. ^o Actual processing time and costs associated with approving certificates, building warrants of fitness and compliance schedules over and above the minimum fees will be charged directly to the applicant. * Other fees will apply as required 	

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Solid fuel heater inbuilt and domestic fireplace Freestanding *one inspection includes discounted inspection cost, if additional inspection required will be charged an additional at current rates (Objective system fee will be applied in addition)	582
Solid fuel heater inbuilt and domestic fireplace Inbuilt: * two inspections include discounted inspection cost and includes Code Compliance Certificate (CCC). If additional inspection required will be charged an additional at current rates. (Objective system fee will be applied in addition)	783
Solid Fuel Heater inspection (reduced rate) If additional inspection/s required	182
Application for Code Compliance Certificate Fee included at granting of consent	
R1 CCC review fee. Additional time charged at application rates	220
R2 CCC review fee. Additional time charged at application rates	440
R3 CCC review fee. Additional time charged at application rates	660
C1 CCC review fee. Additional time charged at application rates	560
C2 CCC review fee. Additional time charged at application rates	1,120
C3 CCC review fee. Additional time charged at application rates	1,680
Certificate of Acceptance COA	
<p>Note that the COA lodgement fee is a non-refundable deposit at the approximate value of what a building consent for the work would have cost had it been obtained. This fee is a penalty for carrying out building work without a building consent. Applied in accordance with the requirements of Section 97 of the NZ Building Act 2004.</p> <p>All costs incurred for time spent to assess the application (processing, inspecting, or any applicable specialist inputs) will be on-charged back to the applicant in addition to the initial lodgement fee.</p> <p>Additional non-refundable fees will also apply as follows:</p> <ul style="list-style-type: none"> - PIM/PIC fee - System fee - Processing time spent - Any applicable levies - Inspections – what would have been required if a building consent had been obtained (at council's discretion) - Compliance Schedule minimum fee - Plus fee per feature identified in Compliance Schedule 	
COA – Residential COA non-refundable lodge fee - Residential Minor Works (including install window or door, demolish a wall, erect a pergola, install a garden shed, install kitchen fittings), swimming pools, spa Processing of COA charged at the complexity hourly rate Any additional specialist or other department reviews as required are charged at final invoice stat for outstanding costs Note: ●* ●*	955

Schedule of Fees & Charges for 2024/25

COA non-refundable lodgement fee – Dwelling Residential 1 standard deposit Request for further information during processing – minimum of 1 hour charged plus additional hourly rate where applicable Any additional specialist or other department reviews are charged at final invoice stage for outstanding costs Note: ●○*	2,055
COA non-refundable lodgement fee – Dwelling Residential 2 standard deposit Request for further information during processing – minimum of 1 hour charged, plus additional hourly rate where applicable Any additional specialist or other department reviews are required are charged at final invoice stage for outstanding costs Note: ●○*	2,495
COA non-refundable lodgement fee – Dwelling Residential 3 standard Request for further information during processing – minimum of 1 hour charged plus additional hourly rate where applicable Any additional specialist or other department reviews as required are charged at final invoice for outstanding costs Note: ●○*	3,055
COA non-refundable lodgement fee – Demolition Residential	1,079
COA Commercial COA non-refundable lodgement fee – Demolition Commercial	1,286
COA non-refundable lodgement fee – Commercial minor works (including but not limited to installing a steel beam, installation of a sink, installation of a door) Complex alteration and additions will be charged as per below for building complexity C1-C3 rates. Any additional specialist or other department reviews as required are charged at final invoice stage for outstanding costs Note: ●○*	1,663
COA non-refundable lodgement fee – C1-C2 Small Commercial building works Complex alteration and additions will be charged as per below for building complexity C1-C3 rates Any additional specialist or other department reviews as required are charged at final invoice stage for outstanding costs Note: ●○*	2,591
COA non-refundable lodgement fee – Commercial 1 – Commercial 2 internal fitout or alterations <= \$500,000 Request for further information during processing – minimum of 1 hour charged plus additional hourly rate where applicable Complex alteration and additions will be charged as per below for building complexity Commercial 1 – Commercial 3 rates Any additional specialist or other department reviews as required are charged at final invoice stage for outstanding costs Note: ●○*	3,055
COA non-refundable lodgement fee C1 – C2 up to 2 storey <= \$1,000,000 Request for further information during processing – minimum of 1 hour charged plus additional hourly rate where applicable Complex alteration and additions will be charged as per below for building complexity C1-C3 rate Any additional specialist or other department reviews as required are charged at final invoice stage for outstanding costs Note: ●○*	4,215

COA non-refundable lodgement fee C2-C3 more than 2 storey and/or >\$1,000,000 (large commercial) Request for further information during processing – minimum of 1 hour charged plus additional hourly rate where applicable Complex alteration and additions will be charged as per below for building complexity C1-C3 rate Any additional specialist or other department reviews as required are charged at final invoice stage for outstanding costs Note: •°*	5,375
<p>Note:</p> <ul style="list-style-type: none"> • Please note that inspections are pre-paid at the time of consent issued and the per inspection fees is minimum 1 hour. Inspection list set by consent is an estimate and may require additional inspections. This will be reconciled at the time of processing the CCC and additional charges may be incurred. Particularly for more complex Residential and Commercial projects ° Actual processing time and costs associated with approving certificates, building warrant of fitness and compliance schedules over and above the minimum fees will be charged directly to the applicant on a time spent basis * Other fees as required 	
Request for Exemption from Building Consent Schedule 1 Building Act	
Value of Project/Type or Work	
Application for Exemption from Building Consent	
\$1,000 to \$10,000	382
\$10,001 to \$100,000	846
\$100,001 upwards	1,310
TA Exemption – Retro fitting wall insulation – CodeMark injected system	179
National Multi-proof approvals granted by MBIE	2,900
Proprietary Residential unlined sheds/garages – includes 3 inspections (Does not include any additional costs such as but not limited to Section 73 notices, PIMs etc.)	2875
Swimming pool fencing	
Compliance inspection (3 yearly) for swimming pool fencing (Pool compliance fee in addition to any Building Consent charges)	198
Re-inspection for swimming pool fencing 3 yearly check	198
Desktop review of information to resolve failed swimming pool fencing inspection	99
Application for exemption for an earthquake prone building (minimum fee) Any additional specialist or other department reviews as required are charged at final invoice stage of granting for outstanding costs	382
Application for an extension of time for a heritage earthquake prone building (minimum fee) Any additional specialist or other department reviews are required are charged at final invoiced stage of granting for outstanding costs	382
Assessment of information related to a building's EQP status (minimum fee) Any additional specialist or other department reviews as required are charged at final invoice stage of granting for outstanding costs	614

Schedule of Fees & Charges for 2024/25

Initial Notice to fix – First inspection, issue of notice required (for building) (6 months to comply with notice) Section 70(2)	715
Additional Notice to fix – Second inspection, non-compliance with first notice (for building) (6 months to comply with notice) Section 40(2)	715
Notice to fix – Swimming pool	517
Notice to fix – Building Warrant of Fitness	715
Infringement under the Act	Price on application
Also charged when consent is issued:	
Building levy (payable to MBIE) \$1.75 GST inclusive for every \$1,000 value project valued at \$65,000 and over	Price on application
Levy for BRANZ (Building Research Authority) \$1.00 GST exempt for every \$1,000 value project valued at \$20,000 and over	Price on application
Building Consent Authority Accreditation and Assessment levy. Charged for meeting the standards and criteria under the Building Accreditation Regulations 2006	Price on application
Online System fee (Objective Build) fee per consent GST exclusive Each application will incur an online system fee	150