



Fees and Charges 2024/25

1 July 2024 – 30 June 2025

All fees and charges are inclusive of GST unless otherwise stated.

Credit Card payments are accepted at Swim Zone Te Aroha, Te Aroha Mineral Spas and Te Aroha Visitor Information Centre with no transaction fees charged back to the customer. Credit Card transactions are accepted for payment-on-line (i.e. E-services) and at Matamata, Morrinsville and Te Aroha offices with transaction fees charged to the customer.

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1. Cemeteries		2024/25
Plot fees		
Plot fee - Adult		\$2,895.00
Plot fee - Child (under the age of 14 years)		\$1,443.00
Plot fee - Single ashes		\$777.00
Plot fee - Single ashes wall		\$606.00
Plot fee - Double ashes wall		\$905.00
Deposit for reserved plot		50% of plot type/value
Interment fees		
Interment fee - Adult burial		\$2,143.00
Interment fee - Child burial (under the age of 14 years)		\$1,067.00
Interment fee – Ashes in ground		\$299.00
Interment fee – Ashes wall	Includes plaque installation	\$256.00
Late interment fee	Arrival at Cemetery more than 1 hour after specified burial time, this will be charged in addition to the relevant interment charge	\$170.00
Disinterment fees		
Disinterment fee - Adult or child		At cost
Disinterment fee - Ashes (wall or in-ground)		\$299.00
Matamata Cemetery only		
Matamata Cemetery - Single RSA ashes wall	Wall 2	\$145.00
Matamata Cemetery - Single RSA ashes wall	Wall 3	\$615.00
Matamata Cemetery - Two adjacent single plots for a double interment RSA ashes wall		\$905.00
Matamata Cemetery - Matamata Memorial Garden		\$248.00
Piako Lawn Cemetery		
Piako Lawn Cemetery - Still born (Plaque installation only – no interment)		\$145.00
Piako Lawn Cemetery - Still born (Interment only)		\$256.00
Piako Lawn Cemetery - Still born (Plaque installation and interment)		\$299.00
Te Aroha Cemetery		
Te Aroha Cemetery - Still born (Plaque installation only – no interment)		\$145.00
Additional costs (if applicable)		
Vase Installation (Ashes Walls)		\$85.00
Plaque/Memorial Installation (Ashes Walls)		\$145.00
Breaking concrete & reinstatement	Per m3 concrete and hourly rate	At cost
Weekend fees (burial only)		\$606.00
Weekend fees (ashes only)		\$256.00
Public holiday fee (burial only)		\$803.00
Public holiday fee (ashes only)		\$461.00
Request to change reserved plot		\$60.00
Request to change warrant		\$120.00
Request to sell back reserved plot to Council		\$60.00
Admin fee for unpaid reserved plot		\$60.00

Monument installation application fee	\$70.00
Monument installation application fee - RSA	No charge

2. General Property		2024/25
Council boardroom facilities		
If cancellation notice is received within 7 days prior to the Event – no refund Only available during Council office hours		
Interview rooms (Including Pete Peterson room in Matamata, interview rooms in Matamata and Te Aroha)	Per hour	\$10.00
Boardroom hire - not including kitchen	Per hour	\$15.00
Boardroom – including kitchen	Per day	\$62.00
Boardroom - kitchen only	Per hour	\$10.00
Lease arrangement set up cost		
Lease where annual lease payments to Council are less than \$200.00		\$278.00
Lease where annual lease payments to Council are more than \$200.00		\$566.00
Community Group that meets the criteria of the Community Lease and Licence Policy pay 50% of the relevant lease/licence fee.		

3. Libraries		2024/25
Hot picks	Per book (2 week issue only)	\$5.00
Interloans fee – requests outside MPDC	Plus associated fees	\$10.00
Internet and email – ½ hour per person per day		No charge
Photocopying – A4 side – black and white	Self service	\$0.20
Photocopying – A3 side – black and white	Self service	\$0.40
Photocopying – A4 side – colour	Self service	\$1.00
Photocopying – A3 side – colour	Self service	\$2.00
Printing- black and white - per side	Self service	\$0.20
Printing - A4 page – colour – per side	Self service	\$1.00
Talking books	From	\$2.00
Borrow non-book item		Price varies
Replacement cards		\$5.00
Withdrawn books		Charges vary between \$0.20-\$2.00. Prices at the library manager's discretion.
PC scanning		Actual cost
Lost books/item – replacement cost	Cost of book plus admin charge	\$16.00
Local request delivery		Actual cost
Library Merchandise		Price varies
Membership charge for non-residents from non-reciprocal districts (exemptions can be applied on a case by case basis)	Annual membership fee	\$62.00
Meeting rooms	Per hour	\$10.00
Pop-up meeting space	Per hour	\$5-\$10

4. Parks and Open Spaces		2024/25
Please note: There is no GST on bonds for parks. If cancellation notice is received within 7 days prior to the event - no refund.		
Definition of Community Group, Sports Park, Casual Hirer, Alcohol Served, Commercial see notes at the end of the document		
Standard charges - all parks		
Booking fee - required per booking or group of bookings if made at one time		\$20.00
Daily charge - <i>Sports Parks</i>	Note: These do not apply to <i>Community Groups</i>	\$60.00
Daily charge - this is for all other parks and reserves that are not listed as <i>Sports Parks</i> e.g. Railside by the Green Reserve, Howie Park, Te Aroha Domain.		\$25.00
Bond for casual hirers	Per day	\$268.00
Key bond (where applicable)	Per set of keys	\$25.00
Optional extras - all parks (all users, including community groups)		
Charge per vehicle per night for booked groups on Council parks and reserves	Per vehicle per night	\$10.00
Rubbish bins, above what is normally provided in the park	Per additional bin	\$20.00
Wedding/event site preparation (e.g. additional mowing prior to event)		\$100.00
Power service charge (if available)	Per day	\$75.00
Gate locking/unlocking	Per locking/ unlocking	\$75.00*
Commercial activities - all parks		
Hire	Per day	\$700.00
Building/facilities		
Note: for facilities such as event centres, sports stadiums please see Community Venues section		
AR Johns Building - Boyd Park, Te Aroha		
Daily charge (daily charge rates will be pro-rated on an hourly basis for regular bookings that cover one school term or a period of three months or more)	Per 1/2 day (up to 6 hours)	\$90.00
	Per day	\$140.00
Bond for casual hirers (no alcohol served)	Per day	\$51.00
Bond for casual hirers (alcohol served)	Per day	\$268.00
Domain House - Te Aroha Domain		
All hirers (lower rates for use of Domain House for three days or more may be negotiated.	Per day	\$51.00
Bond for casual hirers (no alcohol served)	Per day	\$51.00
Bond for casual hirers (alcohol served)	Per day	\$268.00
Domain Pavilion - Te Aroha Domain		
Hire	Per hour	\$15.00 <i>Community Group</i>
		\$30.00 <i>Commercial</i>
Bond for casual hirers (no alcohol served)	Per day	\$51.00
Bond for casual hirers (alcohol served)	Per day	\$268.00
Billboard Sign - Skidmore Reserve, Te Aroha		
Billboard events sign boards (includes sign and installation)		\$80.00
Note: fees marked with an asterisk come into effect from 4 July 2024, subject to Council resolution from 3 July 2024.		

5. Community Venues		2024/25
Definition of Casual / Regular Hirer, Alcohol Served, Commercial, Non Commercial see Notes p28		
Information about Event Facilitator Assistance see Notes p28		
MPDC Event Centres: Matamata - Piako Civic and Memorial Centre (MMCC) Silver Fern Farms Event Centre (SFFEC) Morrinsville Event Centre (MEC) Headon Event Centre (HEC)		
Matamata-Piako Civic and Memorial Centre Note: Bond waived if making 10 or more bookings per year. These bookings/payments must be made in a single transaction.		
Bond		
No alcohol served		\$200-\$1,000
Alcohol served		
Court access SFFEC – Number of courts x2 MEC – Number of courts x2 HEC – Number of courts x1		
Opening time until 6pm	Per court per hour	\$20.00
6pm until closing time	Per court per hour	\$30.00
Changing rooms	Per changing room	\$40.00
Small MMCC – Pete Peterson Room, Te Tauihu Room SFFEC – Front Office MEC – Committee Room, Meeting Room		
Non-commercial	Per room per hour	\$10.00
Commercial	Per room per hour	\$20.00
Medium MMCC – Tainui 1 Room SFFEC – Seales Winslow Room, Ballance Room MEC – Motumaoho Room Headon – Rose Yorke Room		
Non-commercial	Per room per hour	\$15.00
Commercial	Per room per hour	\$40.00
Large MMCC – Te Takere Room (1/3 of Hall) SFFEC – Seales Winslow Room and Ballance Room combined		
Non-commercial	Per room per hour	\$20.00
Commercial	Per room per hour	\$50.00
Extra Large MMCC – Te Taurapa Room (2/3 of Hall)		
Non-commercial	Per room per hour	\$25.00
Commercial	Per room per hour	\$75.00
MMCC – Memorial Hall (Te Takere and Te Taurapa Rooms, including kitchen)		
Non-commercial	Per room per hour	\$40.00
Commercial	Per room per hour	\$150.00
Whole Facility		
MMCC		
Non-Commercial	Hourly rate	\$65.00
Commercial	Hourly rate	\$220.00
SFFEC		
Non-Commercial	Hourly rate	\$85.00
Commercial	Hourly rate	\$115.00

5. Community Venues		2024/25
Headon		
Non-Commercial	Hourly rate	\$60.00
Commercial	Hourly rate	\$85.00
MEC		
Non-Commercial	Hourly rate	\$85.00*
Commercial	Hourly rate	\$115.00*
Note: fees marked with an asterisk come into effect from 4 July 2024, subject to Council resolution from 3 July 2024.		
Additional Fees		
Security/traffic management – Council may require large or high risk events to have additional measures in place for the event		At actual cost
Replacement/loss of access card		\$54.00
Key bond		\$30.00
Damage to facility		Whole bond minimum, above that at actual cost
Carpet clean		Actual cost – minimum \$150.00
After hours call out (e.g. insecure building, fire brigade). Only charged if user is at fault		At cost
Cleaning if required, where the venue is left in an unsatisfactory condition (e.g. dishes left in kitchen, significant rubbish left behind, decorations left in place)	Actual cost per hour	Minimum \$75.00
Set up and pack up/Events Facilitator assistance (if required)	Per hour	\$50.00
Optional additional extras		
Tea, percolator coffee, juice	Per person	\$5.00
Tablecloths	Per cloth	\$15.00
Stage		\$55.00
Carpet tiles - 1 court (required for all non-sport events on the courts)		\$350.00
Carpet tiles - 2 courts (required for all non-sport events on the courts)		\$550.00
Additional rubbish bins	Per bin	\$20.00
Firth Tower Historical Reserve		
General admission to reserve grounds only		No charge
General admissions to buildings and displays for individuals (is determined by the Matamata Historical Society)		See current fees at Firth Tower
Facilitated historical activities by Firth Tower staff for groups	Per activity	\$35.00
Groups / schools (including 2 non-facilitated activities)	Per person	\$5.00
Events at Firth Tower		
Photos		\$65.00
Event venue hire (funeral or wedding ceremony, photos, buildings or reserve access)	Between 9am and 5pm	\$600.00
Set up and pack up assistance (if required)	Per hour outside of opening hours	\$50.00
Event bond	Bond (no alcohol served)	\$200.00
Heritage room hire		
Non commercial – hourly rate	Per hour	\$15.00
Commercial – hourly rate	Per hour	\$40.00

5. Community Venues		2024/25
Campervans (unpowered)	Per campervan per night	\$15.00
Campervans (powered)	Per campervan per night	\$20.00
Waharoa (Matamata) Aerodrome		
Annual landing/ movement fee - recreational users (non-commercial)	Per year	\$160.00
Recreational operator – direct credit - per landing/ movement (paid by the 10 th day of the following month)	per day	\$12.00
Commercial operator - direct credit - per landing/ movement per day (paid by the 10 th day of the following month)	per day	\$25.00
Recreational and commercial operator – invoiced – per landing/ movement	per day	\$54.00
Note: The first of any of the following types of movements are charged at landing rates: landing, touch and go and approach and go		
Camping		
Adults		
Un-powered site	Per person/ per day	\$15.00
Powered site	Per person/ per day	\$18.00
Soaring Centre bunk room	Per person/ per day	\$14.00
Children		
Camping (under 16 years)	Per person/ per day	\$8.00

6. Animal Control		2024/25
Dog ownership fees		
Full registration fee		\$157.00
Minus rebates/ bonus (below) if applicable:		
Note: Rebate may only be claimed for one of these categories:		
De-sexed dog Working dog Breeding dog owner registered with Dogs New Zealand		\$30.00
Responsible Owner Rebate		\$15.00
Bonus		
No complaints or infringements		\$35.00
No dog held by the owner was impounded in the previous registration year		\$35.00
Other		
Classified dangerous dog		150% of the relevant fee applies
Replacement tags		\$2.50
<i>*Payment after 31 July will result in a 50% penalty fee</i>		
Dog impounding charges		
Impounding		\$61.00
Second impounding		\$98.00
Third and subsequent impounding in the same registration year		\$153.00
Daily sustenance		\$15.00
Microchipping		\$74.00
Stock call out fees		
During office hours		\$153.00
After hours (inclusive of mileage)	Per call out	\$215.00

6. Animal Control		2024/25
Impounding fee	Per head, plus all costs	\$61.00
Daily sustenance	Per head	\$7.00
All associated costs (i.e. transport, advertising)		Actual cost
<p>Note: Keeping an unregistered dog may result in an infringement fee of \$300. Owners are legally responsible for keeping their dog under control at all times. Failure to do so is an offence under Section 53 of the Dog Control Act with a fine of up to \$3000 or an infringement fee of \$200. Any dog found at large can be impounded at the owner's expense.</p>		

7. Building Consents and Monitoring		2024/25
Includes: administration, Objective Build, processing and inspection costs.		
<p>1. All fees stated are inclusive of GST.</p> <p>2. The below fees are for building consent only. You may incur additional fees for planning and engineering approval (if applicable).</p> <p>3. Should any particular job significantly exceed the standard time for processing, an additional processing fee will be charged, based on the additional hours spent on the application.</p> <p>4. Fees are payable on invoice. Payment can be made by cash, credit card or by online banking</p> <p>5. Building consent fees include the cost of the Code Compliance Certificate.</p> <p>6. We are required to collect fees on behalf of others:</p> <p style="margin-left: 40px;"><u>Building Research Association Levy</u> For every building consent with an estimated value of \$20,000 and over, \$1.00 per \$1,000 is payable. (NB: GST is not applicable to this levy.)</p> <p style="margin-left: 40px;"><u>Ministry of Business, Innovation and Employment Levy</u> For every building consent with an estimated value of \$65,000 and over, \$1.75 per \$1,000 is payable. For every building consent major amendment where the original consent was issued before 1 July 2024, the levies applicable at the time of the original building consent issue, will apply.</p> <p style="margin-left: 40px;"><u>Development Contributions</u> Please be aware that there could be a Development Contribution fee charged for your building project. Development Contributions are payable under the Local Government Act 2002 for some projects. A Code Compliance Certificate will not be issued until the Development Contributions applicable to the project are paid in full. Development Contributions are adjusted in July each year in accordance with our Development Contributions Policy.</p> <p>7. Lapsed consents: Building consents lapsed prior to the first inspection being carried out will be refunded the charge that has been paid, less the cost of the work already carried out.</p>		
Minor works		
Inbuilt solid fuel heaters Minor plumbing or drainage Garden sheds (up to 20m ²) Marquees Solar heating panels Installation of basic warning system Swimming Pool Fencing (Fencing only)		\$765.00
Free standing solid fuel heaters Retrofit Codemarked Wall Insulation		\$570.00

7. Building Consents and Monitoring		2024/25
Standard Residential Building Works		
Carports/Garages Swimming Pools Decks and pergolas Shade sails/archgolas/conservatories Retaining wall (singular) Residential additions/alterations (less than 10m2)		\$1,335.00
Structures		
Haybarns/Implement sheds/ Bridges/Reservoirs/Dams/Tanks Stock Underpasses Retaining Walls (multiple)		\$1,430.00
Outbuildings Habitable (with no Plumbing and Drainage)		
Sleepouts/Office/Studio		\$2,560.00
Outbuildings Habitable (with Plumbing and Drainage)		
Sleepouts with toilet and shower		\$3,145.00
Dairy sheds		
Dairy sheds		\$2,270.00
Residential Alterations		
Between 10m2 and 30m2		\$2,560.00
Exceeding 30m2		\$3,145.00
Dwellings		
Single Storey Dwelling (up to 250m2)		\$4,135.00
Single Storey Dwelling (over 250m2)/Two Storey Dwelling (up to 250m2)		\$5,010.00
Two Storey Dwelling (over 250m2)/Three Storey Dwelling		\$5,890.00
Re-sited/transportable dwellings		\$2,270.00
Multi Proof consents		
Dwellings <i>Note: MBIE, BRANZ, planning and engineering fees will still apply</i>		\$3,300.00
New commercial/Industrial Buildings		
Buildings up to 100m2		\$6,615.00
Buildings between 101m2 and 300m2		\$7,145.00
Buildings exceeding 300 m2		\$8,700.00
Commercial Alterations and Additions		
Commercial Alterations and Additions (Up to 100m2) and Public Toilets and Commercial Fit Outs <\$500,000		\$3,930.00
Commercial Alterations and Additions (exceeding 100m2) and Commercial Fit Outs >\$500,000		\$3,930.00
Other building related fees		
PIM only applications (planning and engineering fees are additional)	Fee and Objective Build	\$625.00
Minor variation (Amendments)		\$275.00
Amendment to a Building Consent <i>Note: Government levies may also apply</i>	Processing and inspection costs (per hour), Objective Build	At cost + \$275.00
Pool Inspections		\$195.00
External services		
Peer review		At cost +10%

7. Building Consents and Monitoring		2024/25
Additional Processing time		
Additional processing time over and above what is allowed for in standard fees	Per hour	\$195.00
Additional Inspection Charges		
Additional inspections, not covered by the standard fee (for re-inspections of failed inspections)	Per hour	\$195.00
Late cancellation charge for Inspections (inspection is cancelled with less than 24 hours' notice)		
Building Warrant of Fitness		
Actual cost to audit existing BWOF	Per hour	\$195.00
Applications for Certificate of Public Use (Sections 363a and 363b Building Act 2004)		
Issue a Certificate of Public Use.		\$590.00
Compliance schedules		
New Compliance Schedules (Section 102 Building Act 2004)		\$250.00 plus a charge of \$111.00 per system or feature
Amendments to existing Compliance Schedule (Section 106 and 107 Building Act 2004)		
Application for a Building Certificate		
Sale and Supply of Alcohol Act 2012, Section 100		\$265.00
Certificate of Acceptance		
At cost of processing (hourly rate) plus fees that would have been charged if consent had been obtained before building work commenced.		Cost of original consent plus per hour cost (\$195.00 per hour)
Application for Exemption from Building Consent		
Application for Exemption from Building Consent (Schedule 1, Building Act 2004)	Set fee plus Objective Build	\$400.00
Extension of time		
Process an extension of time (Not billed until time of CCC)	Administration and inspection cost	\$111.00
Lapsing of a Building Consent		\$111.00
Refusal of a Building Consent		\$111.00
Notice to fix (Section 164 and 167 Building Act 2004)		
Process a 'Notice to Fix'	Set by Statue	\$300.00
Certificate for construction over two allotments (Section 75 Building Act 2004)		
Issue a Section 75 Certificate		At legal cost + 10%
Notice when building on land subject to a natural hazard (Section 73 Building Act 2004)		
Process a Section 73 application		Actual cost + 10%
Amusement Devices (Statutory Charge)		
Fees set by Amusement Devices Regulations 1978: regulation 11, for approval to operate.		
A. One device for up to seven days	Set by Statue	\$11.50
B. Additional device for up to seven days	Set by Statue	\$2.30
C. Each device for every seven day period after first listing	Set by Statue	\$1.15
Accreditation Levy		
Payable on all building consents with an estimated value of \$20,000 and over, to cover costs of meeting criteria under the Building (Accreditation of Building Consent Authorities) Regulations 2006.		\$0.75 per \$1,000.00 of project value.

7. Building Consents and Monitoring		2024/25
Sale of Building Consent information		
Sale of Building Consent information	Per month	\$32.00
Building Research Association of New Zealand (BRANZ) Levy - set by statute		
For every building consent with an estimated value of \$20,000 and over \$1.00 per \$1,000 (0.001%) is payable. (Note: GST is not applicable to this levy).	Set by Statue	\$1.00 per \$1,000.00 of project value
Building Performance (MBIE) Levy Set by Statute		
For every building consent with an estimated value of \$65,000 and over \$1.75 GST inclusive per \$1,000 (0.00175%) is payable. For every building consent major amendment where the original consent was issued before 1 July 2024, the levies applicable at the time of the original building consent issue will apply.	Set by Statue	\$1.75 per \$1,000.00 of project value
<p>Development contributions (A contribution towards the infrastructure required for increased development in accordance with the Development Contributions Policy)</p> <p>A Development Contribution fee may be included in the fees for your building consent. Development Contributions are payable under the Local Government Act 2002 for some projects. A Code Compliance Certificate will not be issued until the Development Contribution applicable to the project is paid in full. Any unpaid development contributions will be adjusted at 1 July each year in accordance with the Development Contributions Policy.</p>		

8. Licensing and Enforcement		2024/25
Health licences - Health Act 1956 and associated regulations		
Hairdressers		\$200.00
Additional inspections	Per hour	\$190.00
Change of ownership		\$125.00
Camping grounds		\$345.00
Funeral directors		\$125.00
Mortuaries		\$285.00
Note: Penalty for all registrations if they have not applied and paid by 30 June each year for hairdressers and camping grounds and by 31 May each year for funeral directors and mortuaries.		\$200.00
Food Act 2014		
Food Control Plan		
Application for new registration of template food control plan		\$255.00
Application for renewal of template food control plan		\$200.00
Application for amendment of registration of template food control plan		\$200.00
Voluntary suspension of food control plan		\$200.00
National Programme		
Application for new registration of a national programme		\$255.00
Application for renewal of a national programme		\$200.00
Application for amendment of registration of a national programme		\$200.00
Voluntary suspension of a national programme		\$200.00
Processing charges		
All verification activities including pre-registration assistance, annual audit, reporting non-compliance visits and any activity not specified in the schedule above (Environmental Health Officer)		Per hour \$190.00
Administration	Per hour	\$95.00
Copies of food control plan or national programme		\$60.00
Mobile Shops		
Mobile shops		\$300.00
Gambling venue (Class 4 consent)		
All applications that require a deposit will be charged at actual processing cost		
That meets all the criteria	Deposit only	\$1,500.00
That doesn't meet all the criteria	Deposit only	\$2,000.00
Noise control		
Return of seized stereo		\$150.00
Alarm deactivation/ disarming		Actual cost
Alcohol licences (set by statute)		
Application fee for new licences, renewals of licences and variations to licences		
Cost/risk fee category		
Very low (0 - 2 rating)	Application fee	\$368.00
	Annual fee	\$161.00
Low (3 - 5 rating)	Application fee	\$ 609.50
	Annual fee	\$391.00
Medium (6 - 15 rating)	Application fee	\$816.50
	Annual fee	\$632.50

8. Licensing and Enforcement		2024/25
High (16 - 25 rating)	Application fee	\$1,023.50
	Annual fee	\$1,035.00
Very high (26 plus rating)	Application fee	\$1,207.50
	Annual fee	\$1,437.50
Application type (set by statute)		
Special licence		
Class 3 One or two small events	See special licence application form for further details	\$63.25
Class 2 Three to twelve small events: one to three medium		\$207.00
Class 1 One large event: more than three medium events: more than twelve small events		\$575.00
Other fees (set by statute)		
Manager's certificate application	Set by Statue	\$316.25
Temporary authority	Set by Statue	\$296.70
Temporary licence	Set by Statue	\$296.70
Appeal to Alcohol Regulatory & Licensing Authority (ARLA)	Set by Statue	\$517.50
Extract of register (ARLA or District Licensing Committee)	Set by Statue	\$57.50
Permanent Club Charter (annual fee due on 30 June of each year and paid to ARLA)	Set by Statue	\$632.50
*See also Building Consents and Monitoring and Resource Consents and Monitoring fees		

9. Resource Consents and Monitoring		2024/25
Regulatory planning charges		
Set up fee (disbursements)	Per hour	\$100.00
Administration	Per hour	\$95.00
Graduate Planner	Per hour	\$170.00
Intermediate Consents Planner / Planning Guidance Officer	Per hour	\$190.00
Senior Planner	Per hour	\$205.00
Team Leader Resource Consents	Per hour	\$220.00
District Planner / Group Manager Community Development	Per hour	\$240.00
Monitoring	Per hour	\$170.00
Processing of completion certificates (s224)	Per hour	\$170.00
Team Leader Development Engineer	Per hour	\$220.00
Development Engineer	Per hour	\$190.00
Senior Development Engineer	Per hour	\$205.00
Legal – in house - refer legal section in fees and charges		
External consultants (eg processing planner/engineer)		Actual cost plus 5%
Technical reports (eg peer review)		Actual costs plus 5%
Commissioners – independent		Actual cost plus 5%
Commissioners – Councillors - In accordance with Remuneration Authority Act 1977		Actual cost
Venue hire		Actual cost
Reports requested by commission		Actual cost plus 5%
Pre-lodgement meetings		First 30 minutes free Thereafter charged at the officer's hourly rate
Sale of planning consent information	Per month	\$80.00
Consent deposits and set fees All applications that require a deposit will be charged at actual processing costs		
Minor subdivision 1-9 lots	Deposit	\$4,000.00
Major subdivision 10+ lots	Deposit	\$9,000.00
Landuse		
For breaches of development controls (such as household recreation space and site coverage)	Deposit (includes 1 hour of monitoring)	\$2,500.00
Vehicle crossing only	Deposit (includes 1 hour of monitoring)	\$1,000.00
Combined minor subdivision and landuse	Deposit	\$4,000.00
Combined major subdivision and landuse	Deposit	\$10,000.00
Peat hazard landuse consent - including monitoring	Set fee	\$0.00
Second hand building landuse consent - including 1 hour deposit for monitoring	Set fee	\$1,000.00
Permitted boundary activities	Set fee	\$500.00
Marginal and temporary activities	Deposit	\$1,000.00
Front yard encroachment landuse consent (only applies where written approval from the affected parties are submitted with the application and there are no other matters of non-compliance - includes 1 hour deposit for monitoring)	Set fee	\$1,000.00
Limited notified applications (in addition to other deposits)	Deposit	\$9,000.00
Publicly notified applications (in addition to other deposits)	Deposit	\$6,000.00
Public or limited notified applications requiring a hearing	Deposit	\$10,000.00

9. Resource Consents and Monitoring		2024/25
Boundary adjustments	Deposit	\$2,000.00
Land Transfer Plan Approval 0-5 lots (s223 RMA)	Set fee	\$500.00
Land Transfer Plan Approval 6-10 lots (s223 RMA)	Set fee	\$800.00
Land Transfer Plan Approval 11 or more lots (s223 RMA)	Deposit	\$1,000.00
Approval of consent conditions (s224 RMA)	Deposit	\$1,000.00
Extensions of time (s125 RMA)	Deposit	\$1,500.00
Variations or cancellation of a consent condition (s127 RMA)	Deposit	\$1,500.00
Variations or cancellation of a consent notice (s221 RMA)	Deposit	\$1,500.00
Release of minor works bond	Deposit	\$500.00
Cancellation or variation of easements, building line restrictions and cancellation of compulsory amalgamations conditions (s241 and s243 RMA)	Deposit	\$1,500.00
Easements not requiring subdivision consent (s348 LGA)	Deposit	\$1,500.00
Surrender of consent	Deposit	\$1,000.00
Surrender of consent as required by a condition of consent	Set fee	\$500.00
Designation or heritage order	Deposit	\$3,000.00
Alteration of designation or heritage order	Deposit	\$3,000.00
Outline plan (s176a RMA)	Deposit	\$1,500.00
Outline plan waiver	Set fee	\$500.00
Certificate of compliance (s139 RMA)	Deposit	\$1,500.00
Existing Use Rights Certificate (s139A RMA)	Deposit	\$5,000.00
Alcohol licensing certificate for a new premises	Set fee	\$400.00
Alcohol licensing certificate for an existing premises	Set fee	\$155.00
Building consent processing – refer building consents and monitoring section		Hourly rates
All other functions under the RMA – refer regulatory planning charges		Hourly rates
Vehicle entrances - see Roading		

10. Roading		2024/25
Overweight/high productivity vehicle permit application		
Processing of permit - no supervision	Per permit	\$123.00
Processing renewal of existing permit	Per permit	\$57.00
Additional supervision cost	Per permit	\$283.00
Non notification which includes pavement and structural investigation work		\$731.00
Note: Any fees and charges that may be applicable for new overweight licensing requirements will be addressed at the time any new requirements come into force.		
RAPID number		
New RAPID number		No charge
Replacement of a RAPID number		No charge
Roading events - non road closure		
Application - fundraising/ community events		\$29.00
Application - private events		\$123.00
Roading events - road closures (including advertising)		
Closures requiring calls for submissions:		
Fundraising/community events		\$504.00
Private events		\$617.00

10. Roading		2024/25
Closures not requiring calls for submissions:		
Private events/ utility work		\$504.00
Corridor access requests (CAR)		
Application fee:		
Standard CAR		\$232.00
Project work (exceeding 28 days)		\$515.00
Generic Traffic Management Plan (multiple sites up to a period of 12 months)		\$550.00
Further inspections due to non-compliance	Per inspection	\$206.00
Non-notification cost		\$715.00
Approved Contractors		
Application to become an approved contractor		\$268.00
Application for a new/upgraded vehicle crossing not part of a subdivision or building consent		\$107.00
Further inspections due to non-compliance	Per inspection	\$166.00
Non-approved contractors		
Application for a new/upgraded vehicle crossing not part of a subdivision or building consent		\$268.00
Further inspections due to non-compliance	Per inspection	\$172.00
Stock underpasses (also refer building section)		
Applications (including all inspections)		\$925.00
Further inspections due to non-compliance	Per inspection	\$206.00
Fence permits		
Applications (including first inspection)		No charge
Further inspections due to non-compliance	Per inspection	\$206.00
Stock permits		
Applications (including first inspection)		No charge
Further inspections due to non-compliance	Per inspection	\$206.00
Abandoned vehicles		
Vehicles taken into custody (where owner can be identified)	For towing and storage (if required)	Actual cost
Disposal fee (where owner can be identified)	For disposal of vehicle (if required)	Actual cost
Skateboard infringements		
First confiscation		No fee
Second confiscation		\$39.00
Third and subsequent confiscations		\$72.00

11. Rubbish and Recycling		2024/25
Transfer stations are located in Matamata, Morrinsville and Waihou. Charges based on weight rather than volume. All vehicles pass over a weigh bridge and fee applied according to weight of refuse or green waste. Minimum charge applied for small loads.		
Replacement / delivery of bin:		
25 litre food waste bin	Included in targeted rates	Free
120 litre wheelie bin for refuse collection fortnightly	Included in targeted rates	Free
240 litre wheelie bin for recyclables	Included in targeted rates	Free
45 litre glass crate	Included in targeted rates	Free
Upon request to join kerbside collection service		
Provision of (including delivery): - 25 litre food waste bin - 120 litre wheelie bin for refuse collection - 240 litre wheelie bin for recyclables - 45 litre glass crate		The fee is charged at a varying rate based on 1/12th of the kerbside collection targeted rate for the current year multiplied by the number of full months to June that the service will be provided. The property will be rated for the service from the following year.
Transfer Station Fees		
Sorted and approved recyclables		Free
Commercial quantities will only be accepted by prior arrangement with management		Per tonne \$108.00
Refuse		
Bag - this is for plain bags dropped at MPDC refuse sites (MPDC official bags are free to drop at MPDC refuse sites until 1 September 2024)	Up to 60 litre bag larger bags will be weighed	\$5.50
Car, utes, all vehicles/ trailers	Per tonne	\$330.00
	Minimum charge	\$35.00
Green waste		
Bag - this is for plain bags dropped at MPDC refuse sites (MPDC official bags are free to drop at MPDC refuse sites until 1 September 2024)	Up to 60 litre bag, larger bags will be weighed	\$5.00
Car, utes, all vehicles/trailers	Per tonne	\$140.00
	Minimum charge	\$17.00
Scrap steel		
Ute/station wagon/single axle trailer/tandem axle/high side trailer/commercial		No charge
Electronic waste		
Desktop computer, server (box only), modem, keyboard, small peripherals		No charge
Fluorescent tubes, laptop battery, speakers (per unit)		\$5.00
DVD/CD/VCR player, stereo system, gaming console, laptop, small printer, scanner, fax, microwave		\$7.00
LCD Computer monitor		\$12.00
CRT Computer monitor, Plasma/LCD TV (flat screen)		\$21.00
CRT TV		\$31.00

11. Rubbish and Recycling		2024/25
Other transfer station charges - These apply to all three transfer stations		
Charges per type		
Car tyre	Until 1 September 2024	\$10.50
4WD and light truck tyre	Until 1 September 2024	\$13.00
Truck tyre	Until 1 September 2024	\$27.00
Tractor tyre less than 40 inch diameter	Until 1 September 2024	\$61.00
Tractor tyre 40 inch diameter or more	Until 1 September 2024	\$100.00
End of life tyres from Consumers (up to 5 at a time)	From 1 September 2024	Free
White ware (Items need to be degassed)	Per item	\$13.00
Hazardous waste and oil. Domestic quantities (up to 10 litres) of can also be disposed of at the transfer stations, including solvents (labelled), cleaning fluids (labelled), paints, car batteries and oils. Fertilisers, herbicides and pesticides may also be disposed of if they are placed in a sealed, clear plastic bag and labelled.		\$21.00

12. Wastewater		2024/25
Tradewaste – administrative charges		
Tradewaste application fees	Per unit	\$99.00
Inspection fee	Per unit hour	\$156.00
Temporary discharge application fee	Per unit	\$99.00
Annual tradewaste – consent charges		
Permitted		No charge
Conditional		\$385.00
Tradewaste charges are as per individual tradewaste agreements		
The fixed tankered waste charge shall be calculated using a set fee per cubic metre.	Tankered waste clinic metre fee per m3	\$44.00

13. Water		2024/25
	Per m3	\$7.76
District wide tanker fill points	Initial registration	\$391
	Annual review	\$132
Backflow maintenance and annual testing		Actual cost plus admin fee of 10%
Meter administration fees		
Re-connection fee		At cost
Disconnection fee		At cost
Connection/installation fee		At cost

14. Strategies and Plans (District Plan)		2024/25
Private plan changes		
Private plan changes	Deposit	\$20,000.00
Administration fee	Per hour	\$95.00
Graduate Planner	Per hour	\$170.00
RMA Policy Planner	Per hour	\$190.00
Senior Planner	Per hour	\$205.00
District Planner/ Group Manager Community Development	Per hour	\$240.00
Consultant Planner	Per hour	Actual cost plus 5%
Legal – in house - refer legal section in fees and charges		
External consultants		Actual cost plus 5%
Commissioners – independent		Actual cost plus 5%
Commissioners – Councillors - In accordance with Remuneration Authority Act 1977		Actual cost
Venue hire		Actual cost
Reports requested by commission		Actual cost plus 5%
Note: All photocopying and postage will be charged as per Customer Services Fees and Charges.		

15. Engineering		2024/25
Graduate Engineer	Per hour	\$170.00
Surveyor	Per hour	\$180.00
Engineering Officer	Per hour	\$190.00
Senior/Design Engineer	Per hour	\$205.00
Team Leaders	Per hour	\$225.00
Roading Manager	Per hour	\$250.00
Service Delivery Manager	Per hour	\$240.00

16. Customer Services/Records/GIS and Administration		2024/25
Official information charges		
Time - first hour or part there of		Free
Time - after first hour	Per half hour or part there of	\$38.00
Pages copied - first 20 A4 (or smaller) pages free	Over 20 pages/per page	\$0.50
Cost of CDs, video, tapes, printing larger than A4 and other materials or viewing arrangements requested		Actual cost
Access to files		
Simple file (including property owner)		\$30.00
Complex files - e.g. business or industrial establishments (including property owner)		\$65.00
Building and resource consent files		\$25.00
Recovery of file from off-site		\$70.00
Record of Title and deposited plan search (searches are performed only to satisfy Resource Consents and Building Consents requirements, we do not do general public searches)	Per title	\$30.00
Access to register information	Per month	\$22.00
Supporting documents for search (Instruments registered against the title for example encumbrances, consents notices etc)	Each per instrument	\$10.00
Photocopying/GIS and mapping services		
Black and white photocopying/printing		
External A4	Per page	\$0.50
External A3	Per page	\$1.00
Colour photocopying/printing		
External A4	Per page	\$2.00
External A3	Per page	\$4.00
Large format printing (colour)		
External A2	Per page	\$12.00
External A1	Per page	\$18.00
External A0	Per page	\$28.00
GIS charge out rate	Per hour	\$65.00
	Minimum charge	\$32.50
Black and white plan copying		
External A2	Per page	\$5.15
External A1	Per page	\$10.30
External A0	Per page	\$15.50
Policies, plans, bylaws, reports, agendas and minutes		
Long Term Plan, Annual Plan, Annual Report, Consolidated Bylaw and all other policies, plans, agendas and minutes	Per page	
Land Information Memorandum (electronic)		
Standard Land Information Memorandum (LIM)	(10 working days)	\$310.00
Urgent Land Information Memorandum (LIM)	(3 working days)	\$460.00
Standard business/industrial establishment Land Information Memorandum (LIM)	(10 working days)	\$515.00
Urgent business/industrial establishment Land Information Memorandum (LIM)	(5 working days)	\$665.00
Printed copy of LIM		\$15.00

16. Customer Services/Records/GIS and Administration		2024/25
Rates Refund		
Requests to refund credit balances on rates account at time of property settlement	This fee is for any request for refund of any credit balance on the rates account	\$50.00
See Notes for Official Information Charges		

17. Communications		2024/25
Photos		
Community groups or other organisations, where there is a benefit to Council		Free
Commercial/other organisations:		
Standard		\$50.00
Panoramic		\$100.00

18. Legal		2024/25
In house services (performed by Council's legal staff)	Legal per hour	\$255.00
	Administration per hour	\$100.00
External services (performed by external legal firms)		Actual cost

19. Development and Financial Contributions		2024/25
<p>Development Contributions charged under policies prior to 2024 have been increased by reference to the annual movement in the Producer Price Index (PPI) for Construction as at 31 March 2024.</p> <p>PPI information can be found by visiting the Statistics New Zealand website www.stats.govt.nz.</p> <p>The increase does not exceed the result of multiplying together:</p> <ul style="list-style-type: none"> The rate of increase in the PPI since the Development Contributions were last set in July 2023, and The proportion of the total costs of capital expenditure to which the Development Contribution will be applied that does not relate to interest and other financing costs. <p>Note: All Development Contribution fees 2024/25 come into effect from 4 July 2024, subject to Council resolution on 3 July 2024.</p>		
Matamata		
2024 to 2027 – LTP 2024-27 Policy	Parks/reserves	\$1,688.61
	Roading	\$1,894.79
	Stormwater	\$0.00
	Wastewater	\$11,620.24
	Water	\$355.74
2021 to 2024 – LTP 2021-31 Policy	Parks/reserves	\$1,688.61
	Roading	\$7,708.30
	Stormwater	\$771.70
	Wastewater	\$13,136.17
	Water	\$6,556.76
2018 to 2021 - LTP 2018-28 Policy	Parks/reserves	\$1,688.61
	Roading	\$5,302.76
	Stormwater	\$605.25
	Wastewater	\$9,640.71
	Water	\$5,150.63

19. Development and Financial Contributions		2024/25
<p>Development Contributions charged under policies prior to 2024 have been increased by reference to the annual movement in the Producer Price Index (PPI) for Construction as at 31 March 2024. PPI information can be found by visiting the Statistics New Zealand website www.stats.govt.nz. The increase does not exceed the result of multiplying together: The rate of increase in the PPI since the Development Contributions were last set in July 2023, and The proportion of the total costs of capital expenditure to which the Development Contribution will be applied that does not relate to interest and other financing costs.</p> <p>Note: All Development Contribution fees 2024/25 come into effect from 4 July 2024, subject to Council resolution on 3 July 2024.</p>		
2015 to 2018 - LTP 2015-25 Policy	Parks/reserves	\$1,688.61
	Roading	\$2,698.86
	Stormwater	\$3,067.27
	Wastewater	\$6,358.23
	Water	\$4,583.85
2012 to 2015 - LTP 2012-22 Policy	Parks/reserves	\$1,688.61
	Roading	\$2,793.16
	Stormwater	\$2,793.75
	Wastewater	\$5,523.13
	Water	\$4,459.88
Morrinsville		
2024 to 2027 – LTP 2024-27 Policy	Parks/reserves	\$1,688.61
	Roading	\$1,099.17
	Stormwater	\$0.00
	Wastewater	\$13,258.19
	Water	\$2,258.37
2021 to 2024 – LTP 2021-31 Policy	Parks/reserves	\$1,688.61
	Roading	\$2,637.28
	Stormwater	\$0.00
	Wastewater	\$9,102.87
	Water	\$7,040.45
2018 to 2021 - LTP 2018-28 Policy	Parks/reserves	\$1,688.61
	Roading	\$2,293.37
	Stormwater	\$0.00
	Wastewater	\$7,738.64
	Water	\$4,886.84
2015 to 2018 - LTP 2015-25 Policy	Parks/reserves	\$1,688.61
	Roading	\$3,499.30
	Stormwater	\$424.46
	Wastewater	\$4,233.05
	Water	\$3,585.54
2012 to 2015 - LTP 2012-22 Policy	Parks/reserves	\$1,688.61
	Roading	\$2,938.99
	Stormwater	\$1,995.00
	Wastewater	\$8,641.15
	Water	\$2,039.82
Te Aroha		
2024 to 2027 – LTP 2024-27 Policy	Parks/reserves	\$1,688.61
	Roading	\$57.55

19. Development and Financial Contributions		2024/25
<p>Development Contributions charged under policies prior to 2024 have been increased by reference to the annual movement in the Producer Price Index (PPI) for Construction as at 31 March 2024. PPI information can be found by visiting the Statistics New Zealand website www.stats.govt.nz. The increase does not exceed the result of multiplying together:</p> <ul style="list-style-type: none"> The rate of increase in the PPI since the Development Contributions were last set in July 2023, and The proportion of the total costs of capital expenditure to which the Development Contribution will be applied that does not relate to interest and other financing costs. <p>Note: All Development Contribution fees 2024/25 come into effect from 4 July 2024, subject to Council resolution on 3 July 2024.</p>		
	Stormwater	\$0.00
	Wastewater	\$115.09
	Water	\$355.74
2021 to 2024 – LTP 2021-31 Policy	Parks/reserves	\$1,688.61
	Roading	\$1,267.13
	Stormwater	\$0.00
	Wastewater	\$1,643.48
	Water	\$31.02
	2018-2021 - LTP 2018-2028 Policy	Parks/reserves
Roading		\$1,122.63
Stormwater		\$0.00
	Wastewater	\$3,775.03
	Water	\$37.96
	2015 to 2018 - LTP 2015-25 Policy	Parks/reserves
Roading		\$817.52
Stormwater		\$2,534.64
	Wastewater	\$5,351.22
	Water	\$3,005.97
	2012 to 2015 - LTP 2012-22 Policy	Parks/reserves
Roading		\$3,179.08
Stormwater		\$5,143.72
	Wastewater	\$8,425.47
	Water	\$4,130.29
	Wastewater	\$2,054.62

20. Independent Commissioner Hearings for Development Contributions Objections		2024/25
Engaging external commissioner/s to hear an application		Actual cost
Secretarial and administrative support	Per hour	\$103.00
Staff time in preparing, organising and holding a hearing	Per hour	\$180.00
Additional equipment, materials or meeting space required for the hearing		Actual cost

21. Swimming Pools		2024/25
Swim Zone Matamata, Morrinsville and Te Aroha		
Single entry		
Child (under 16 years)	Single swim	\$5.00
Adult (16 years +)		\$8.00
Senior (65 years +)		\$7.00
Family pass 2 adults or seniors and up to 3 children		\$25.00
Shower only		\$5.00
Spa (where facilities are available)	In addition to entry fee	\$3.00
Concession cards (pool entry)		
Child (under 16 years)	10 swims	\$42.50
	20 swims	\$80.00
	30 swims	\$112.50
Adult (16 years +)	10 swims	\$68.00
	20 swims	\$128.00
	30 swims	\$180.00
Senior (65 years +)	10 swims	\$59.50
	20 swims	\$112.00
	30 swims	\$157.50
Concession cards (pool and spa entry)		
Child (under 16 years)	10 swims	\$68.00
	20 swims	\$128.00
	30 swims	\$180.00
Adult (16 years +)	10 swims	\$93.50
	20 swims	\$176.00
	30 swims	\$247.50
Senior (65 years +)	10 swims	\$85.00
	20 swims	\$160.00
	30 swims	\$225.00
Membership (pool entry)		
Child (under 16 years)	3 month	\$117.00
	6 month	\$182.00
	12 month	\$286.00
Adult (16 years +)	3 month	\$187.00
	6 month	\$291.00
	12 month	\$458.00*
Senior (65 years +)	3 month	\$164.00
	6 month	\$255.00*
	12 month	\$400.00*
Membership (pool and spa entry)		
Child (under 16 years)	3 month	\$187.00
	6 month	\$291.00
	12 month	\$458.00*
Adult (16 years +)	3 month	\$257.00
	6 month	\$400.00
	12 month	\$629.00*
Senior (65 years +)	3 month	\$234.00
	6 month	\$364.00
	12 month	\$572.00

21. Swimming Pools		2024/25
SZTA No.2 Bath House (public 30 min sessions*)		
Public sessions (minimum 2 people – maximum 10)	Per person	\$8.00
SZTA No.2 Bath House (public 30 min sessions*) and pool/outdoor spa combo		
Child (under 16 years)		\$13.00
Adult (16 years +)		\$16.00
Senior (65 years +) and Active Health		\$15.00
Family pass 2 adults or seniors and up to 3 children		\$57.00*
*Public sessions (minimum 2 – maximum 10 per session)		
SZTA No.2 Bath House (private 30 min sessions)		
Child (under 16 years)		\$11.00
Adult (16 years +)		\$28.00
Senior (65 years +) and Active Health		\$21.00
Family pass 2 adults or seniors and up to 3 children		\$71.00
SZTA No.2 Bath House (private 30 min sessions) and pool/outdoor spa combo		
Child (under 16 years)		\$14.00
Adult (16 years +)		\$32.00
Senior (65 years +) and Active Health		\$25.00
Family pass 2 adults or seniors and up to 3 children		\$95.00*
School groups		
All schools within the district	Per child/swim	\$3.00
Out of district schools	Per child/swim	\$4.50
Amateur swimming clubs		
Squad member (pool entry) – 6 months		\$179.00
Squad member (pool entry) - 12 months	Valid only during squad training session times	\$245.00
Hire (bookings essential)		
Lane hire	Per lane per hour	\$20.00
Inflatable hire for private bookings (Includes additional lifeguard)	Hire per hour where available	\$50.00
Inflatable	Per person	\$3.00
Barbeque hire	Per hour	\$20.00
Full pool hire	Per hour per pool (includes one lifeguard) additional lifeguard charges may apply depending on ratio numbers	\$100.00
Customer & lifeguard numbers will be calculated by the level of risk and approved by Swim Zone management. Lifeguard ratios are 1:40. An additional lifeguard is required if ratios are exceeded.	Over the 1:40 ratio additional lifeguard per hour	\$35.00
Aqua Group Fitness (where available, minimum of 5 people per class)		
Per session		\$8.50
Concession card	10 sessions	\$72.00*
	20 sessions	\$136.00*
	30 sessions	\$191.00*

21. Swimming Pools		2024/25
Active Health club rehabilitation (access to exercise equipment and staff assistance)		
Child (under 16 years) Includes spa	Restricted hours of use and current medical certificate apply	\$4.00
Adult (16 years +) Includes spa		\$7.00
Senior (65 years +) Includes spa		\$6.00
Summer Swim Card (school aged children)	6 weeks of summer school holiday	\$65.00
Little Swimmer sessions	Children under 5 years.	\$5 per child Adult swims free
Note: fees marked with an asterisk come into effect from 4 July 2024, subject to Council resolution from 3 July 2024.		

Notes

Community Group - a not for profit organisation that provides services that are of benefit to the community, including the provision, promotion or facilitation of: public health or wellbeing, social advisory or rehabilitation services, sports or recreational activities, public amenities or recreational facilities, the protection or enhancement of the environment, the protection of human life, the relief of poverty, the advancement of education (eg schools) or religion, animal welfare, public works or services, the efficiency of the armed forces.

Sports Parks - the following parks are classified as sports parks:

Matamata: Matamata Domain, Pohlen Park, Swap Park

Morrinsville: Morrinsville Recreation Ground, Wiseley Reserve

Te Aroha: Boyd Park, Herries Park, Waihou Recreation Reserve

Casual/ regular hirers definitions:

Regular hirers are not required to pay a bond. Regular hirers are those who make regular bookings that cover one school term or a period of three months or more.

All other hirers are classified as casual hirers.

Alcohol served - serving alcohol at Council facilities is subject to licensing requirements under the Sale and Supply of Alcohol Act 2012 and/or obtaining permission from Council.

Commercial - any other entities not covered above

Non Commercial - not for profit organisations, individuals, clubs or those involved in public health or wellbeing, social advisory or rehabilitation services, sports or recreational activities, public amenities or recreational facilities, the protection or enhancement of the environment, the protection of human life, the relief of poverty, the advancement of education (eg schools) or religion, animal welfare, public works or services, the efficiency of the armed forces.

Event Facilitator assistance - available during events.

Please contact the Events and Promotions Coordinator to discuss your requirements and rates.

Rates depend on the size of the event and set up requirements.

Official Information Charges - The Local Government Official Information and Meetings Act 1987 (Act) requires us to make available certain information which we hold. The Act also makes provision for us to make a charge for the information supplied but this charge must be reasonable and is for the cost of labour and materials involved in making the information available. If the request expresses urgency then the Council may have to use additional resources to gather the information promptly and the Act permits the Council to charge for these extra resources. If there is a charge for information we will advise you of the likely charges before we commence processing the request and will give you the opportunity to decide whether or not to proceed with the request. In such cases we may also require that the whole or part of any charge be paid in advance before commencing to process the request. If the time taken to process the information and/or the number of copies supplied is only a small margin over the 'free' allowance, we may use our discretion as to whether any charge should be made.

Where repeated requests are made by the same person or group in respect of a common subject over intervals of up to eight weeks we will aggregate these requests for charging purposes. This means that the second and subsequent requests will not be subject to one hour of free time and 20 free standard A4 (or smaller) photocopies.

The charge represents a reasonable fee for the cost of providing information. It may include (but is not limited to) time spent:

- In searching an index to establish the location of the information
- in locating and extracting the information from the place where it is held
- In reading or reviewing the information
- In supervising the access to the information.

Under the Act we are not permitted to charge for:

- Locating and retrieving information which is not where it ought to be
- Time spent deciding whether or not access should be allowed, and in what form.

The liability to pay any charge may be modified or waived at the discretion of the delegated officer receiving the request. Such decisions should have regard to the circumstances of each request. However, it would be appropriate to consider:

- Whether payment might cause the applicant hardship
- Whether remission or reduction of the charge would facilitate good relations with the public or assist the department in its work
- Whether remission or reduction of the charge would be in the public interest because it is likely to contribute significantly to public understanding of, or effective participation in, the operations or activities of the government, and the disclosure of the information is not primarily in the commercial interest of the requester.

Charges are set in accordance with Ministry of Justice, Charging Guidelines for Official Information Act 1982 Requests (2002) and the Ombudsman's guide to charging for official information under the OIA and LGOIMA released June 2016. If an identifiable natural person seeks access to personal information about that person then the request is governed by the Privacy Act 1993 and these charges do not apply. Information that is already publicly available (for example at our libraries and offices or on our website) is not subject to the Act, and normal charges apply to the supply of this information. A person who makes a request for information under the Act may make a complaint to the Office of the Ombudsmen regarding our decision regarding supply of that information.