



# YOUR MONITORING CHARGES EXPLAINED

## Why have I received this invoice?

A resource consent allows (subject to conditions) an activity to occur which would otherwise be an offense under the Resource Management Act 1991 (RMA). Council incurs costs in providing on-going administration of granted consents and undertaking consent monitoring activities.

The RMA enables the Council to charge consent holders for administering and monitoring their consents. Council has a policy of recovering consent administration and monitoring costs from consent holders, which would otherwise burden general ratepayers.

## Consent Monitoring Charges

Consent monitoring charges which consent holders may be invoiced for include;

- a fixed annual administration charge or
- a fixed annual charge for compliance monitoring (this is inclusive of the administration charge)

and

- a fixed variable time cost charge for compliance monitoring where applicable, this is calculated on a fixed hourly charge rate multiplied by the officer's time.

## Fixed Annual Administration Charge

The annual administration charge is a fixed charge which is applied to the majority of consent holders. It recovers the costs of general administration service costs, such as dealing with general enquires and maintaining consents and compliance databases.

The annual administration charge for administering your consent is: \$44.00 (incl. GST).

The administration charge is NOT applied:

- Where the consent is subject to a fixed annual compliance monitoring charge where the administration charge is included in the fixed charge.
- Other circumstances at Council's discretion.

## Fixed Annual Monitoring Charge

For consent monitoring charges where activities have historically indicated largely consistent and repetitive costs for a 'desktop review' and/or inspection a flat fixed charge is set.

A fixed annual monitoring charge currently applies to:

- Coastal Permits for moorings (charged per Mooring) \$71.00 (incl. GST).
- Water Take Permits (charged per water meter) \$285.00 (incl. GST). Where Regulations or conditions do not require a water meter the fixed annual administration charge is applied.

Costs for following up on any non-compliance are not included in the fixed annual monitoring charge. Any costs incurred with non-compliance follow up are charged as a time cost variable charge.

## Fixed Variable Time Cost Monitoring Charge

Fixed variable time cost monitoring charges are likely to apply to activities where consent conditions, the nature and scale of activity is likely to vary or non-compliance follow up is required. Time cost charges are based on actual and reasonable costs incurred by Council for monitoring your consent. The formula for these charges are a fixed hourly charge rate multiplied by the officer's time.

## Additional Charges

Where the fixed charges are inadequate to recover the Council's actual and reasonable costs of monitoring your consent, additional charges may be incurred. Examples of additional costs which may be charged include, disbursements, travel, laboratory and consultant costs.

## Your Rights of Objection

The RMA provides you a right of objection to additional charges made under section 36(5) of the Act.

## How to Reduce Your Monitoring Costs

Ensure you read your resource consent document and familiarise yourself with your consent conditions. If you have timeframes to provide information, reports or undertake works, put reminders in your calendar to ensure these are completed on time.

Not providing information or completing works as required by conditions of consent are likely to incur increased monitoring charges for non-compliance follow up by Council.

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## Dolpayifl'mnotusingtheconsent?

You must pay the charges until your consent either expires or is surrendered and a notice of acceptance is issued.

If you no longer own the property or business which relates to the consent you should complete a transfer of consent. It is the responsibility of the consent holder to notify Council and request a transfer; while you remain the consent holder on record you are responsible for payment of charges. Council will not process a transfer of consent unless charges are paid in full.

## Why haven't I received this charge before?

Each year Council reviews the charging policy. The recent review recommended the introduction of fixed annual monitoring charges for mooring and water take consents. Council undertook consultation and deliberation on submissions to the proposed charges. The charges were adopted by Council, and became operative from 1 July 2017. The fixed annual administration charge was an existing charge, Council identified this charge was not being applied in accordance with the charging policy. System and process improvements have provided the ability to apply such charges consistently to consent holders. If you have been granted a consent or had a consent transferred to you since 1 July 2017 this may be the first time you have been charged for monitoring.

## Why are there multiple consent charges?

When you made an application for resource consent your activity may have required multiple consents to authorise the activity. While these are likely to of been processed together and a single decision document issued, the decision document includes a number of granted consents. For example your decision may include a Land Use Activity consent and a Discharge Permit to Land or multiple Water Permits. Each consent has its own conditions and expiry (if applicable). Each consent may have differing monitoring requirements. You will receive multiple charges when more than one consent is granted. Charges are applied per consent not per application.

## Transferring Consent

Resource consent holders are able in most cases to transfer their consents. This is usually done when properties are changing ownership and the new owner wishes to continue with the activity authorised by the resource consent. The consent holder will remain liable for the consent and any monitoring charge until such time that Council has received and processed the request for a transfer. The transfer of resource consent must be done in writing to the Council by completing the transfer form and payment of applicable fee. Transfer forms are available from Council's offices or they can be downloaded from our website.

## Surrender of Consent

If you are no longer undertaking the activity authorised by your resource consent and it is no longer required, you may want to surrender your consent. Surrendering resource consents must be done in writing to the Council. Surrender forms are available from Council's offices or they can be downloaded from our website. The consent holder remains liable for the consent and any monitoring charges until such time as the Council issues a notice of acceptance of the surrender. Prior to issuing a notice of acceptance, Council may require remedial or other works to be completed; a Council Officer may undertake a site visit to check compliance.

## Further Information

A copy of Council's "Resource Management Consent Monitoring Charging Policy" with further information on the setting of monitoring charges is available from Council's offices or can be downloaded from Council's website. Alternately, call Council on 03 520 7400 for further information on your consent and monitoring charges.

