



30 April 2026

Chris Hetherington

s7(2)(a)

Tēnā koe Chris,

Request for Information – Local Government Official Information and Meetings Act (LGOIMA) 1987

We refer to your official information request dated 31 March 2026, seeking information about building inspection charges, complaints, and billing practices.

We have addressed each of your questions, below:

1. *The number and nature of complaints or queries received in the past two years regarding additional or unexpected charges prior to the issuing of a Code Compliance Certificate.*

ANSWER: Council holds a record of one formal complaint received within the past two years that relates broadly to Code Compliance Certificate processing and inspection activity, including additional fees. That complaint is currently under investigation.

It is important to note that Council does not systematically record or categorise all general queries relating to Code Compliance Certificates or inspection charges. Once responded to, such enquiries are retained within individual property files. As a result, Council is unable to readily analyse, report on, or quantify the total number or nature of these queries over the requested period.

2. *Copies of correspondence relating to complaints or queries about additional charges or extra billed hours prior to CCC being issued, provided in redacted form where necessary.*

ANSWER: Council does not hold this information in a readily retrievable or reportable format. Correspondence relating to queries or complaints about charges is retained within individual property files and is not categorised in a way that enables identification or extraction of all correspondence of this type without significant manual review across numerous records.

Accordingly, Council is unable to provide a comprehensive set of correspondence in response to this part of your request.

3. *An explanation of how hourly rates for building inspection and administrative staff are determined, including any policies, guidelines, or cost-recovery models used.*

ANSWER: Fees for building inspection and administrative services are charged in accordance with Council's Building Consent Fees and Charges schedule, which is adopted through Council's formal decision-making processes and ratified by Council.

The fee structure is based on a cost-recovery model, with the intent that the Building Consent Authority recovers reasonable costs associated with delivering building consent, inspection, and certification services. Time spent by building inspection and administrative staff on individual applications and inspections is recorded in Council's system. Where work extends beyond the standard time allowances included in the initial fee, additional time is captured and reviewed prior to invoicing to ensure it is appropriate and reflects the work undertaken.

4. *The current hourly charge-out rates for building inspectors and administrative staff, and the average hourly rate across the building inspection team over the past two years.*

ANSWER: The current hourly charge-out rates for building inspection and administrative staff are set out in Council's Building Consent Fees and Charges schedule for the 2025–2026 financial year. Superseded schedules

for the 2023–2024 and 2024–2025 financial years record the applicable hourly rates for those periods. Copies of these schedules are attached for your reference.

Council does not hold information showing an “average” hourly rate across the building inspection team over the past two years, as rates are set by role and function rather than averaged across the team.

5. *Policies or guidelines governing when additional hours or charges can be applied prior to issuing a CCC, including criteria for reinspections or additional charges.*

ANSWER: Additional charges may be applied where work extends beyond the standard scope or time allowances included within the initial fee. This can occur where additional processing, assessment, or inspections are required to progress an application or to meet Code Compliance Certificate requirements.

Examples of circumstances that may result in additional charges include re-inspections required due to incomplete or non-compliant work, additional processing time resulting from incomplete, unclear, or amended documentation, and applications that are complex or non-standard and require further assessment.

Council operates on a cost-recovery basis, meaning additional time spent by building inspection or administrative staff must be recovered from the applicant and cannot be subsidised by ratepayers. All additional time and charges are reviewed prior to invoicing to ensure they are reasonable, necessary, and reflect the work undertaken.

6. *Total revenue collected from building inspection fees over the past two years, and information on whether and how these fees are intended to recover costs.*

ANSWER: Council’s financial policy aims for building consent and inspection activities to achieve cost recovery of between 60 and 79 per cent through fees and user charges. While this target has not been met in some recent years, current projections indicate that Council is on track to

achieve approximately 70 per cent cost recovery in the current financial year.

Total revenue from building consent and inspection related fees over recent financial years was:

- 2022/2023: \$3,674,162
- 2023/2024: \$3,568,509
- 2024/2025: \$4,969,985

However, please note that Council is unable to isolate costs or revenue relating specifically to inspections alone. Cost recovery is assessed through Council's financial monitoring and reporting processes by comparing overall revenue from building consent and inspection activities against the operational costs of delivering these services.

7. *Any internal reviews, audits, or reports conducted in the past two years relating to inspection fees, time charging, or customer complaints.*

ANSWER: Council does not hold any consolidated internal reviews, audits, or formal reports conducted within the past two years that specifically relate to inspection fees, time charging, or customer complaints.

While operational management discussions and reviews occur as part of standard business activities, these are not recorded in a reportable format. Operational data indicates that inspection pass rates over the past two years have averaged approximately 46 per cent, resulting in a higher number of re-inspections, which contributes to additional inspection time being required.

8. *Any performance measures or KPIs used to monitor inspection time, efficiency, or revenue generation.*

ANSWER: Council does not use formalised or reportable KPIs that monitor inspection time, efficiency, or revenue generation in the manner described.

While general oversight and performance management occur as part of standard operational practices, there are no specific KPIs that can be provided in response to this request. Average inspection times across

categories are reviewed periodically as part of forecasting and resource planning processes. The number of inspections required for a consent is determined prior to granting and, where the number exceeds those included in the initial invoice, this is communicated to applicants as part of the consent process.

Where we have explained above that Council does not hold the information requested, those parts of your request are refused under section 17(g) of the LGOIMA.

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at: [Office of the Ombudsman - Complaints](#), or freephone 0800 802 602.

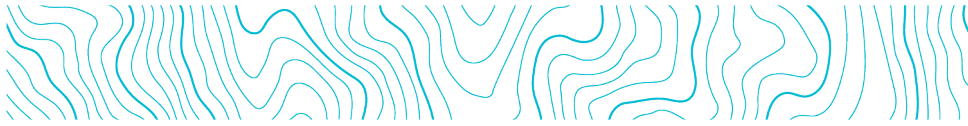
Please note that this response to your information request may be published on Hutt City Council's website: [Proactive releases - Hutt City Council](#).

Ngā mihi nui



Rebekah van der Splinter

Senior Advisor, Official Information and Privacy



Building Consent fees

2023/2024 & 2024/2025 financial years

- **2023/2024: 1 July 2023 to 30 June 2024**
- **2024/2025: 1 July 2024 to 30 June 2025**

It is possible that Council may migrate its online building consenting function to a new platform which may have implications for building consenting and related fees. Council reserves the right to adjust this fee schedule to take account of any changes in costs incurred by Council from the adoption of a new building consenting platform.

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Application Fees

Our application fees cover our initial administration and processing time and the specified number of inspections. Our application fees include GST.

They do not include:

- additional administration, processing and inspection fees
- disbursement costs
- consultants' fees (at cost)
- the Building Research Association of New Zealand (BRANZ) levy (\$1 per \$1,000 for works valued at \$20,000 and over). Note that this fee is subject to change.
- the Ministry of Business, Innovation and Employment (MBIE) levy is:
 - before 1 July 2024: (\$1.75 per \$1,000 for works valued at \$20,444 and over)
 - from 1 July 2024: (\$1.75 per \$1,000 for works valued at \$65,000 and over)

Council's Digital lodgement fee covers the use and licensing of our Objective systems, however some application types are excluded from this fee. The Digital lodgement fee will not be charged on the following application types:

- Free standing and Inbuilt wood burners
- Minor works building consents
- Schedule 1 exemption – minor works, including exemption for blown insulation
- Extensions of time
- Code Compliance Certificates (CCC)

We will let you know the details of these additional fees once the application process is complete.

Application Fee Refunds

You can withdraw your building consent application before it has been granted by Council. If you withdraw or cancel your application, any refund will reflect the time our team have already spent processing it.

Building Consent fee terms and late payment

Initial Fees and Additional Fees

Initial fees can be paid anytime from the invoice being received and must be paid before approved applications are issued by Council. The processing of your application will continue when you receive the invoice. Further charges will be invoiced for disbursements and if additional time is spent processing the application.

Terms of Payment

Payment of additional consenting, administration, disbursements and consultants' fees shall be paid before application is issued. Additional inspection fees shall be paid before Code Compliance Certificate is issued.

Late payment will incur:

- an additional administrative fee - lesser of 10% of the overdue amount or
 - before 1 July 2024: \$150.00
 - from 1 July 2024: \$357.50
- all costs and expenses (including debt collection or legal fees) associated with recovery of the overdue amount.

General Information

Your approved Building Consent will be sent electronically unless you state otherwise. A [fee will apply](#) for hardcopy lodgements, and/or if a [hardcopy of the issued document](#) is requested.

Keep your costs down - [book a pre-application meeting](#) - so you can talk to Council before submitting your application - we will make sure the right people are around the table to help you.

Save time and [apply online](#) - making sure you supply all the correct information, and all forms are completed correctly (including signatures).

Our Fee Calculator is designed to help you plan your project by estimating your initial Building Consent fees. [Try the online 2024-2025 Building consent fees estimator](#).

Development and financial contributions are payable in relation to the subdivision and development of land. The amounts payable are described in [Council's Policy on Development and Financial Contributions](#).

Building Consent applications

Building consent fees listed below are initial fees only - additional charges may apply.

Application type	2023-2024 Processing & Inspections included	2023-2024 Fees	2024-2025 Processing & Inspections included	2024-2025 Fees
Pre-application meetings		Residential: \$195.00 per hour Commercial: \$220.00 per hour	Pre-application rates for commercial and residential projects have a minimum initial charge of 2 hours Fire Engineering Brief (FEB) requests and meetings have a minimum initial charge of 4 hours	Residential: \$230.00 per hour Commercial: \$250.00 per hour
Digital lodgement fee		\$50.00	Not charged for Free standing and inbuilt wood burners, Minor works building consents, Schedule 1 exemptions, Extension of time requests and Code Compliance Certificates applications	Residential: \$100.00 (below \$500,000 value of work) \$175.00 (incl and above \$500,000 value of work) Commercial: \$250.00 (below \$500,000 value of work) \$500.00 (incl and above \$500,000 value of work)
Free standing and Inbuilt fire Fast Track - five days	up to 1 hour processing, 0.5 hours admin and 1 hour inspection time	Residential: \$465.00 Commercial: \$515.00	up to 1.5 hours processing, 0.5 hours admin and 1 hour inspection time	Residential: \$657.50 Commercial: \$707.50

BLD-FEES-001 - BC fees for 2023-2024 and 2024-2025

Application type	2023-2024 Processing & Inspections included	2023-2024 Fees	2024-2025 Processing & Inspections included	2024-2025 Fees
Minor works (minor drainage)	up to 1.5 hours processing, 0.5 hours admin and 2 hours inspection time	Residential: \$757.50 Commercial: \$845.00	up to 2 hours processing, 0.5 hours admin and 2 hours inspection time	Residential: \$1,002.50 Commercial: \$1,082.50
< \$5,000	up to 3 hours processing, 0.5 hours admin and 2 hours inspection time	Residential: \$1,050.00 Commercial: \$1,175.00	up to 3 hours processing, 0.5 hours admin and 2 hours inspection time	Residential: \$1,232.50 Commercial: \$1,332.50
To \$10,000	up to 5 hours processing, 0.5 hours admin and 2 hours inspection time	Residential: \$1,440.00 Commercial: \$1,615.00	up to 5 hours processing, 1 hour admin and 2 hours inspection time	Residential: \$1,775.00 Commercial: \$1,915.00
To \$19,999	up to 5.5 hours processing, 1.5 hours admin and 3 hours inspection time	Residential: \$1,882.50 Commercial: \$2,095.00	up to 5.5 hours processing, 1.5 hours admin and 3 hours inspection time	Residential: \$2,202.50 Commercial: \$2,372.50
To \$50,000	up to 7 hours processing, 1.5 hours admin and 4 hours inspection time	Residential: \$2,370.00 Commercial: \$2,645.00	up to 7 hours processing, 1.5 hours admin and 4 hours inspection time	Residential: \$2,777.50 Commercial: \$2,997.50
To \$100,000	up to 8 hours processing, 1.5 hours admin and 5 hours inspection time	Residential: \$2,760.00 Commercial: \$3,085.00	up to 8 hours processing, 1.5 hours admin and 5 hours inspection time	Residential: \$3,237.50 Commercial: \$3,437.50
To \$200,000	up to 10 hours processing, 1.5 hours admin and 6 hours inspection time	Residential: \$3,345.00 Commercial: \$3,745.00	up to 10 hours processing, 1.5 hours admin and 6 hours inspection time	Residential: \$3,927.50 Commercial: \$4,247.50
To \$300,000	up to 11 hours processing, 1.5 hours admin and 7 hours inspection time	Residential: \$3,735.00 Commercial: \$4,185.00	up to 11 hours processing, 1.5 hours admin and 7 hours inspection time	Residential: \$4,387.50 Commercial: \$4,747.50

BLD-FEES-001 - BC fees for 2023-2024 and 2024-2025

Application type	2023-2024 Processing & Inspections included	2023-2024 Fees	2024-2025 Processing & Inspections included	2024-2025 Fees
To \$500,000	up to 12 hours processing, 2.5 hours admin and 8 hours inspection time	Residential: \$4,275.00 Commercial: \$4,775.00	up to 12 hours processing, 2.5 hours admin and 8 hours inspection time	Residential: \$5,012.50 Commercial: \$5,412.50
To \$1,000,000	up to 16 hours processing, 2.5 hours admin and 8 hours inspection time	Residential: \$5,055.00 Commercial: \$5,665.00	up to 16 hours processing, 2.5 hours admin and 8 hours inspection time	Residential: \$5,932.50 Commercial: \$6,412.50
To \$2,000,000	up to 20 hours processing, 2.5 hours admin and 9 hours inspection time	Residential: \$6,030.00 Commercial: \$6,775.00	up to 20 hours processing, 2.5 hours admin and 9 hours inspection time	Residential: \$7,082.50 Commercial: \$7,662.50
Over \$2,000,000	up to 22 hours processing, 3 hours admin and 10 hours inspection time	Residential: \$6,690.00 Commercial: \$7,415.00	up to 22 hours processing, 3 hours admin and 10 hours inspection time	Residential: \$7,855.00 Commercial: \$8,495.00
Schedule 1 exemption - minor works including exemption for blown insulation	up to 1 hour processing and 1 hour admin	Residential: \$345.00 Additional time: \$195.00 per hour Commercial: \$370.00 Additional time: \$220.00 per hour	up to 1 hour processing and 1 hour admin	Residential: \$395.00 Additional time: \$230.00 per hour Commercial: \$415.00 Additional time: \$250.00 per hour
Schedule 1 exemption - all others	up to 4 hours processing and 1 hour admin	Residential: \$930.00 Additional time: \$195.00 per hour Commercial: \$1,030.00 Additional time: \$220.00 per hour	up to 4 hours processing and 1 hour admin	Residential: \$1,085.00 Additional time: \$230.00 per hour Commercial: \$1,165.00 Additional time: \$250.00 per hour

RELEASED UNDER THE LOCAL GOVERNMENT INFORMATION AND MEETINGS ACT 1987

BLD-FEES-001 - BC fees for 2023-2024 and 2024-2025

Application type	2023-2024 Processing & Inspections included	2023-2024 Fees	2024-2025 Processing & Inspections included	2024-2025 Fees
Certificate for Public Use	up to 2 hours processing, 1 hour admin and 1 hour inspection time	Residential: \$735.00 Additional time: \$195.00 per hour Commercial: \$810.00 Additional time: \$220.00 per hour	up to 2 hours processing, 1 hour admin and 1 hour inspection time	Residential: \$855.00 Additional time: \$230.00 per hour Commercial: \$915.00 Additional time: \$250.00 per hour
Fast Track - processed within 10 working days (conditions apply - applications will be accepted on a case-by-case basis only)		Two times application fee Additional time: Residential: \$390.00 per hour Commercial: \$440.00 per hour		Two times application fee Additional time: Residential: \$460.00 per hour Commercial: \$500.00 per hour
Extension of time		Residential: \$292.50 Commercial: \$330.00		Residential: \$460.00 Commercial: \$500.00
Notice to fix		Residential: \$195.00 Additional time: \$195.00 per hour Commercial: \$220.00 Additional time: \$220.00 per hour		Residential: \$230.00 Additional time: \$230.00 per hour Commercial: \$250.00 Additional time: \$250.00 per hour
Owner supplied information		\$195.00 per hour		\$230.00 per hour
Project Information Memorandum (PIM)	up to 2 hours processing and 1 hour admin	Residential: \$540.00 Additional time: \$195.00 per hour Commercial: \$590.00 Additional time: \$220.00 per hour	up to 2 hours processing and 1 hour admin	Residential: \$625.00 Additional time: \$230.00 per hour Commercial: \$665.00 Additional time: \$250.00 per hour

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Service Connection applications

Service Connection	2023-2024 Fees	2024-2025 Fees
Sewer/Wastewater	\$130.00	\$140.00
Stormwater	\$130.00	\$140.00
Water	\$130.00	\$140.00

Other Fees

Fee type	2023-2024 Fees	2024-2025 Fees
Restricted Building Work (for works \$20,000 and over)	\$97.50	\$115.00
BCA Accreditation Levy (for works \$20,000 and over)	Residential: \$55.00 Commercial: \$75.00	Residential: \$65.00 Commercial: \$80.00
Code Compliance Certificate (Application Fee for all building work included in an issued building consent)	Residential: \$195.00 Commercial: \$220.00	Residential: \$510 (includes 1.5 hours of processing, 1 hour of admin) Additional time: \$230.00 per hour Commercial: \$1,040.00 (includes 3.5 hours of processing, 1 hour of admin) Additional time: \$250.00 per hour
All additional processing and admin (per hour) - except where a different rate is listed	Admin only: \$150.00 Residential: \$195.00 Commercial: \$220.00	Admin only: \$165.00 Residential: \$230.00 Commercial: \$250.00
Building inspections - minimum charge of 1 hour per inspection	Residential: \$195.00 Commercial: \$220.00	Residential: \$230.00 Additional time: \$230.00 per hour Commercial: \$250.00 Additional time: \$250.00 per hour
Amendment to building consent including B2 durability modification	Residential: \$540.00 (includes 2 hours processing and 1 hour admin) Additional time: \$195.00 per hour Commercial: \$590.00 (includes 2 hours processing and 1 hour admin) Additional time: \$220.00 per hour	Residential: \$625.00 (includes 2 hours processing and 1 hour admin) Additional time: \$230.00 per hour Commercial: \$665.00 (includes 2 hours processing and 1 hour admin) Additional time: \$250.00 per hour
Section 72 - building on land subject to natural hazards	Residential: actual cost Commercial: actual cost (Processing time covered in initial fee)	Residential: actual cost Commercial: actual cost (Processing time covered in initial fee)

Fee type	2023-2024 Fees	2024-2025 Fees
Section 75 - building on two or more allotments	Residential: actual cost Commercial: actual cost (Processing time covered in initial fee)	Residential: actual cost Commercial: actual cost (Processing time covered in initial fee)
Structural checking fee	Actual cost	Actual cost

Certificate of Acceptance (COA)

Value of works	2023-2024 Fees	2024-2025 Fees
Works under \$100,000	\$1,200.00 and normal building consent fee and levies required e.g. for MBIE Additional time: Residential: \$195.00 per hour Commercial: \$220.00 per hour Additional processing time will be charged at the end of the process	\$1,300.00 + normal building consent fee and any levies required e.g. for MBIE Additional time: Residential: \$230.00 per hour Commercial: \$250.00 per hour Additional processing time will be charged at the end of the process
Works \$100,000 and over	\$3,500.00 + normal building consent fee + levies for MBIE Additional time: Residential: \$195.00 per hour Commercial: \$220.00 per hour Additional processing time will be charged at the end of the process	\$3,800.00 + normal building consent fee and any levies required e.g. for MBIE Additional time: Residential: \$230.00 per hour Commercial: \$250.00 per hour Additional processing time will be charged at the end of the process

Compliance Schedule (CS) and Building Warrant of Fitness (BWOFF)

Fee type	2023-2024 Processing included	2023-2024 Fees	2024-2025 Processing included	2024-2025 Fees
BWOFF Registration: 1-2 specified systems	0.5 hours	\$97.50	0.5 hours	\$115.00
BWOFF Registration: 3-8 specified systems	1 hour	\$195.00	1 hour	\$250.00
BWOFF Registration: 9 or more specified systems	1.5 hours	\$292.50	2 hours	\$500.00
BWOFF/CS audit		\$195.00 per hour		\$250.00 per hour
New CS or Amendment to CS	1 hour	\$220.00 Additional time: \$220.00 per hour		\$250.00 per hour
Notice to fix	1 hour	\$195.00		Residential: \$230.00 per hour Commercial: \$250.00 per hour
Residential cable car Registration	0.5 hours	\$97.50		\$115.00 per hour
Additional time - except where a different rate is listed		\$195.00 per hour		\$250.00 per hour

Building Warrant of Fitness fee terms

Registration fees must be paid between the Building Warrant of Fitness renewal date and the 20th of the following month.

Late Payments

If payment is not received by the 20th of the month following the renewal date of your Building Warrant of Fitness, the following will apply:

- an additional administrative fee - lesser of 10% of the overdue amount or
 - before 1 July 2024: \$150.00
 - from 1 July 2024: \$357.50
- all costs and expenses (including debt collection or legal fees) associated with recovery of the overdue amount.

Building Warrant of Fitness Inspection fee terms

Terms of payment

Payment to be made before the 20th of the following month.

Late payment

If payment is not received by the 20th of the month following, the following will apply:

- an additional administrative fee - lesser of 10% of the overdue amount or
 - before 1 July 2024: \$150.00
 - from 1 July 2024: \$357.50
- all costs and expenses (including debt collection or legal fees) associated with recovery of the overdue amount.

Earthquake Prone Buildings

Fee type	2023-2024 Processing time included	2023-2024 Fees	2024-2025 Fees
Issuing Earthquake Prone Building Notice	1 hour	\$195.00	\$250.00 per hour
Extension of time	1 hour	\$195.00	\$250.00 per hour
Exemption	1 hour	\$195.00	\$250.00 per hour
Additional time		\$195.00 per hour	\$250.00 per hour
Earthquake prone building on MBIE register		\$195.00 per building	\$250.00 per building

Residential Pools

Fee type	2023-2024 Fees	2024-2025 Fees
Pool audit inspection	\$195.00	\$230.00 per hour
Pool re-inspection	Pool re-inspection (1 to 3 items) \$97.50 Pool re-inspection (4 to 6 items) \$146.00 Pool re-inspection (7 or more items) \$195.00	\$115.00 per 0.5 hour
Pools receipt of IQPI report	\$97.50 (first 0.5 hour) Additional time: \$195.00 per hour	\$115.00 (first 0.5 hour) Additional time: \$230.00 per hour
Applications for waivers under section 67A of the Building Act	\$360.00 Additional time: \$180.00 per hour	\$400.00 Additional time: \$230.00 per hour
Notice to fix	\$195.00 (first hour) Additional time: \$195.00 per hour	\$230.00 per hour

Pools late payment terms

If payment is not received by the 20th of the month following the date of the invoice, the following will apply:

- an additional administrative fee - lesser of 10% of the overdue amount or
 - before 1 July 2024: \$150.00
 - from 1 July 2024: \$357.50
- all costs and expenses (including debt collection or legal fees) associated with recovery of the overdue amount.

Hardcopy lodgements and documents issued for consent

Fee type	2023-2024 Fees	2024-2025 Fees
Hardcopy lodgement fee: excludes Freestanding and Inbuilt fires, and Exemptions	Residential: \$97.50 Commercial: \$110.00	Residential: \$460.00 Commercial: \$500.00
Minor Works Consent (hardcopy)	Residential: \$75.00 Commercial: \$75.00	Residential: \$345.00 Commercial: \$375.00
Residential Consent (hardcopy)- processing	\$150.00	\$230.00 per hour
Commercial Consent (hardcopy) - processing	\$150.00 (first hour) Additional time: \$150.00 per hour	\$250.00 per hour

Other Building information

Service	2023-2024 Fees	2024-2025 Fees
Request for building information sent by mail	First 30 minutes free Additional time: \$97.50 per half hour	First 30 minutes free Additional time: \$115.00 per half hour
Request for building information in hard copy	\$1.65 per A4 \$2.75 per A3	\$2.15 per A4 \$3.50 per A3
Approved building permit and building consent information	Available free on our website: Search Property and Building Hutt City Council	
Plumbing and drainage plans	Available free on our website Search Property and Building Hutt City Council	
List of building consents issued – by month	Available free on our website: Consents issued Hutt City Council	

Environmental Sustainability Initiatives

Initiative	2023-2024 Processing & Inspections included	2023-2024 Fees	2024-2025 Fees
Eco Design Advisor home assessment & advice	2 hours	Free	Free
Advice on building to Homestar or Passive House requirements	2 hours	\$1,500.00 Additional time: \$180.00 per hour	Free Additional time: \$180.00 per hour
Consents for: <ul style="list-style-type: none"> Domestic solar hot water heating panels Solar water heating systems Hot water heat pump systems Hot water systems, i.e. wetbacks associated with wood pellet stoves or low-emission wood burners 	First 5 hours processing 1 monitoring inspection	Free Additional time and inspections: standard charges for the category of consent will apply	Free Additional time and inspections: standard charges for the category of consent will apply
All additional monitoring inspections		\$180.00 per hour	\$180.00 per hour



Building Consent Fees and Charges

2025–2026 financial year: 1 July 2025 to 30 June 2026

Council is preparing to move to a new digital building consenting platform during the 2025–26 financial year. The fee schedule may be updated to reflect changes associated with the new system. While we currently expect any adjustments to apply only to digital lodgement fees, Council may revise other fees if necessary.

Talk to Council before submitting your application in a pre-application meeting – we will make sure the right people are around the table to help you. [Book a pre-application meeting.](#)

Save time and apply online – making sure you supply all the correct information & all forms are completed correctly (including signatures!).

The 2025–26 financial year online fee estimate calculator will be released by end of July 2025.

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Application fees

Our application fees include GST, and cover initial time spent on administration and processing, and the specified number of inspections. They don't include:

- additional administration, processing and inspection fees
- disbursement costs
- consultants' fees (at cost)
- the BRANZ levy (\$1 per \$1,000 for works valued at \$20,000 and over)
- the Ministry of Business, Innovation and Employment (MBIE) levy (\$1.75 per \$1,000 for works valued at \$65,000 and over)
- BCA Accreditation Levy (\$1.00 per \$1,000 for works valued at \$20,000 and over) (non-refundable)

We'll advise any additional fees once the application process is complete.

Council's Digital lodgement fees cover the licensing and operation of our Council's Building Consent portal. Some application types are exempt – details [here](#). All consents lodged with Council for the 2025–26 financial year will incur a Digital lodgement fee.

Your approved consents will be sent electronically unless you request a hardcopy.

Additional fees apply for hardcopy applications/issue of consents, and applications not submitted via the Council's Building Consent portal. There are some exemptions – details [here](#).

Development and Financial Contributions

These fees are payable for subdivision and development of land, as detailed in [Council's Policy on Development and Financial Contribution](#).

How to pay

All fees and charges are listed on your Council invoice. You can pay by bank transfer, debit or credit card, or in person at the Council office, 30 Laings Road. There is no surcharge on credit card payments.

Building Consent fee terms and late payment

Initial Fees and Additional Fees

Initial fees can be paid anytime from the invoice being received and must be paid before approved applications are issued by Council. The processing of your application will continue when you receive the invoice. Further charges will be invoiced for disbursements and if additional time is spent processing the application.

Terms of Payment

Payment of additional consenting, administration, disbursements and consultants' fees shall be paid before application is issued. Additional inspection fees shall be paid before Code Compliance Certificate is issued.

Late payment will incur:

- an additional administrative fee - lesser of 10% of the overdue amount or \$357.50
- all costs and expenses (including debt collection or legal fees) associated with recovery of the overdue amount.

Application Fee Refunds

You can withdraw your building consent application before it has been granted by Council.

If you withdraw or cancel your application, any refund will reflect the time our team have already spent processing it.

Building Consent Fees & Charges

Pre-application meeting fees

Description	Fees
Standard pre-application meeting includes 2 hours of processing/meeting time for residential and commercial	Residential: \$500.00 Additional time: \$250.00 per hour Commercial: \$540.00 Additional time: \$270.00 per hour
Pre-application meeting including Fire Engineering Brief includes 4 hours of processing/meeting time	\$1,080.00 Additional time: \$270.00 per hour

Digital lodgement fees

Description of fees and application types	Fees
Value of work less than \$125,000 for any one of the following applications: <ul style="list-style-type: none"> • Building Consent (Form 2) • Project Information Memorandum and Building Consent (Form 2) • Amendment to Building Consent (Form 2) Note: changes in value of work for Amendments– to be charged as per the new value of work * Excludes: Free standing and Inbuilt wood burners	\$80.00 fixed fee
Value of work equal to or greater than \$125,000 for any one of the following applications: <ul style="list-style-type: none"> • Building Consent (Form 2) • Project Information Memorandum and Building Consent (Form 2) • Amendment to Building Consent (Form 2) Note: changes in value of work for Amendments– to be charged as per the new value of work * Excludes: Free standing and Inbuilt wood burners	\$0.75 per \$1,000.00 for value of work
Project Information Memorandum Only (Form 2)	\$80.00 fixed fee
Value of work less than \$125,000 Certificate of Acceptance (Form 8)	\$80.00 fixed fee
Value of work equal to or greater than \$125,000 Certificate of Acceptance (Form 8)	\$350.00 fixed fee
Certificate of Public Use (Form 15)	\$80.00 fixed fee
Schedule 1 Discretionary Exemption from a Building Consent	\$80.00 fixed fee

Hardcopy lodgements and documents issued for consent

Fee type	Fees
If you are lodging your application outside of Council's Building Consent portal, you will still incur a digital lodgement fee, excluding: <ul style="list-style-type: none"> • Free standing and Inbuilt wood burners; and • Code Compliance Certificates (CCCs) for Building Consents older than five years. Refer CCC & B2 Modification .	
Hardcopy application documents or Electronic applications that are not submitted via Council's Building Consent portal	Residential: \$500.00 Commercial: \$540.00
Hardcopy CCC application documents or Electronic CCC applications that are not submitted via Council's Building Consent portal	Residential: \$250.00 Commercial: \$270.00
Printed issued Residential Consent documents	\$250.00 per hour
Printed issued Commercial Consent documents	\$270.00 per hour

Building Consent application fees (excludes other associated fees such as Code Compliance Certificate application fee)

Fee type	Processing & Inspections included	Fees
Free standing and Inbuilt wood burner Fast Track – 5 days	includes 1.5 hours processing, 0.5 hours admin and 1 hour inspection time	Residential: \$707.50 Commercial: \$757.50
Minor works (minor drainage)	includes 2 hours processing, 0.5 hours admin and 2 hours inspection time	Residential: \$1,082.50 Commercial: \$1,162.50
Up to and including \$5,000	includes 3 hours processing, 0.5 hours admin and 2 hours inspection time	Residential: \$1,332.50 Commercial: \$1,432.50
Up to and including \$10,000	includes 5 hours processing, 1 hour admin and 2 hours inspection time	Residential: \$1,915.00 Commercial: \$2,055.00
Up to and including \$19,999	includes 5.5 hours processing, 1.5 hours admin and 3 hours inspection time	Residential: \$2,372.50 Commercial: \$2,542.50
Up to and including \$50,000	includes 7 hours processing, 1.5 hours admin and 4 hours inspection time	Residential: \$2,997.50 Commercial: \$3,217.50
Up to and including \$100,000	includes 8 hours processing, 1.5 hours admin and 5 hours inspection time	Residential: \$3,497.50 Commercial: \$3,757.50
Up to and including \$200,000	includes 10 hours processing, 1.5 hours admin and 6 hours inspection time	Residential: \$4,247.50 Commercial: \$4,567.50
Up to and including \$300,000	includes 11 hours processing, 1.5 hours admin and 7 hours inspection time	Residential: \$4,747.50 Commercial: \$5,107.50
Up to and including \$500,000	includes 12 hours processing, 2.5 hours admin and 8 hours inspection time	Residential: \$5,412.50 Commercial: \$5,812.50

Fee type	Processing & Inspections included	Fees
Up to and including \$1,000,000	includes 16 hours processing, 2.5 hours admin and 8 hours inspection time	Residential: \$6,412.50 Commercial: \$6,892.50
Up to and including \$2,000,000	includes 20 hours processing, 2.5 hours admin and 9 hours inspection time	Residential: \$7,662.50 Commercial: \$8,242.50
Over \$2,000,000	includes 22 hours processing, 3 hours admin and 10 hours inspection time	Residential: \$8,495.00 Commercial: \$9,135.00
Fast Track – processed within 10 working days (conditions apply – applications will be accepted on a case-by-case basis only)		Residential: Two times application fee Additional time: \$500.00 per hour Commercial: Two times application fee Additional time: \$540.00 per hour

Associated Building Consent fees

Fee type	Fees
Amendment to building consent	Residential: \$665.00 (includes 2 hours processing and 1 hour admin) Additional time: \$250.00 per hour Commercial: \$705.00 (includes 2 hours processing and 1 hour admin) Additional time: \$270.00 per hour
Extension of Time	Residential: \$500.00 Commercial: \$540.00
Certificate for Public Use	Residential: \$915.00 (includes 2 hours processing, 1 hour admin and 1 hour inspection time) Additional time: \$250.00 per hour Commercial: \$975.00 (includes 2 hours processing, 1 hour admin and 1 hour inspection time) Additional time: \$270.00 per hour
All additional processing and admin – except where a different rate is listed	Admin only: \$165.00 per hour Residential: \$250.00 per hour Commercial: \$270.00 per hour
Building inspections – minimum charge of 1 hour per inspection	Residential: \$250.00 Additional time: \$250.00 per hour Commercial: \$270.00 Additional time: \$270.00 per hour
Restricted Building Work (for works \$20,000 and over)	\$125.00
BCA Accreditation Levy (for works \$20,000 and over)	\$1.00 per \$1,000.00 (non-refundable)

Fee type	Fees
New Compliance Schedule (CS) or amendment to CS	\$270.00 per hour
Consents for: <ul style="list-style-type: none"> Domestic solar hot water heating panels Solar water heating systems Hot water heat pump systems Hot water systems, i.e. wetbacks associated with wood pellet stoves or low-emission wood burners Replacing gas water heater with resistive electric or heat-pump hot water heater 	Free: includes 5 hours processing and 1 monitoring inspection Additional hours and/or inspections Residential: \$250.00 per hour Commercial: \$270.00 per hour
Section 72 - building on land subject to natural hazards	Actual cost
Section 75 - building on two or more allotments	Actual cost
Structural checking fee	Actual cost

Code Compliance Certificate (CCC) & B2 Modification

Fee type	Fees
Code Compliance Certificate (Application fee for all building work included in an issued building consent, excluding Free standing and Inbuilt wood burners)	Residential: \$540.00 (includes 1.5 hours of processing, 1 hour of admin) Additional time: \$250.00 per hour <hr/> Commercial: \$1,110.00 (includes 3.5 hours of processing, 1 hour of admin) Additional time: \$270.00 per hour
Code of Compliance Certificates for building consents older than five years	Residential: \$1,040.00 (includes 1.5 hours of processing, 1 hour of admin, 1 hour inspection time and CCC hardcopy lodgement fee \$250.00) Additional time: \$250.00 per hour <hr/> Commercial: \$1,650.00 (includes 3.5 hours of processing, 1 hour of admin, 1 hour inspection time and CCC hardcopy lodgement fee \$270.00) Additional time: \$270.00 per hour
Amendment to building consent for B2 Durability Modification	Residential: \$665.00 (includes 2 hours processing and 1 hour admin) Additional time: \$250.00 per hour <hr/> Commercial: \$705.00 (includes 2 hours processing and 1 hour admin) Additional time: \$270.00 per hour
All additional processing and admin - except where a different rate is listed	Admin only: \$165.00 per hour Residential: \$250.00 per hour Commercial: \$270.00 per hour

Other Fees

Fee type	Processing & Inspections included	Fees
Schedule 1 Discretionary Exemption from a Building Consent - minor works including exemption for blown insulation	includes 1 hour processing and 1 hour admin	Residential: \$415.00 Additional time: \$250.00 per hour Commercial: \$435.00 Additional time: \$270.00 per hour
Schedule 1 Discretionary Exemption from a Building Consent - all others	includes 4 hours processing and 1 hour admin	Residential: \$1,165.00 Additional time: \$250.00 per hour Commercial: \$1,245.00 Additional time: \$270.00 per hour
Project Information Memorandum (PIM)	includes 2 hours processing and 1 hour admin time	Residential: \$665.00 Additional time: \$250.00 per hour Commercial: \$705.00 Additional time: \$270.00 per hour
Notice to Fix		Residential: \$250.00 Additional time: \$250.00 per hour Commercial: \$270.00 Additional time: \$270.00 per hour
Owner supplied information		Residential: \$250.00 per hour Commercial: \$270.00 per hour

Service Connection Applications

Service Connection	Fees
Sewer/Wastewater	\$145.00
Stormwater	\$145.00
Water	\$145.00

Certificate of Acceptance (COA)

Fee type	Fees
Works under \$100,000	\$1,300.00 + normal building consent fee + any levies required e.g. MBIE levy Additional time: <ul style="list-style-type: none"> Residential: \$250.00 per hour Commercial: \$270.00 per hour Additional processing time will be charged at the end of the process
Works \$100,000 and over	\$3,800.00 + normal building consent fee + any levies required e.g. MBIE levy Additional time: <ul style="list-style-type: none"> Residential: \$250.00 per hour Commercial: \$270.00 per hour Additional processing time will be charged at the end of the process
New Compliance Schedule (CS) or amendment to CS	\$270.00 per hour

Compliance Schedule (CS), Building Warrant of Fitness (BWoF) and Enforcement

Fee type	Fees
BWoF Registration: 1-2 specified systems	\$135.00 (includes 0.5 hours of processing)
BWoF Registration: 3-8 specified systems	\$270.00 (includes 1 hour of processing)
BWoF Registration: 9 or more specified systems	\$540.00 (includes 2 hours of processing)
BWoF/CS audit	\$270.00 per hour
BWoF/CS audit follow up	\$270.00 per hour
New CS or amendment to CS	\$270.00 per hour
Notice to Fix	Residential: \$250.00 per hour
	Commercial: \$270.00 per hour
Dangerous, affected, or insanitary building notice	Residential: \$250.00 per hour
	Commercial: \$270.00 per hour
Infringement notice	\$270.00 per hour plus the fee as per Schedule 1, Building (Infringement Offences, Fees, and Forms) Regulations 2007
Additional time - except where a different rate is listed	\$270.00 per hour

Building Warrant of Fitness (BWoF) fee terms

Registration fees must be paid between the BWoF renewal date and the 20th of the following month.

Late Payments

If payment is not received by the 20th of the month following the renewal date of your BWoF, the following will apply:

- an additional administrative fee - lesser of 10% of the overdue amount or \$357.50
- all costs and expenses (including debt collection or legal fees) associated with recovery of the overdue amount.

Building Warrant of Fitness Audit fee terms

Terms of payment

Payment to be made before the 20th of the following month.

Late payment

If payment is not received by the 20th of the month following, the following will apply:

- an additional administrative fee - lesser of 10% of the overdue amount or \$357.50
- all costs and expenses (including debt collection or legal fees) associated with recovery of the overdue amount.

Earthquake Prone Buildings

Fee type	Fees
Issuing Earthquake Prone Building Notice	\$270.00 per hour
Extension of Time	\$270.00 per hour
Exemption	\$270.00 per hour
Additional time	\$270.00 per hour
Earthquake prone building on MBIE register	\$270.00 per building

Residential Pools

Fee type	Fees
Pool audit inspection (includes empty pools)	\$250.00 per hour
Pool re-inspection	\$125.00 per 0.5 hour
Pools receipt of Independently Qualified Pool Inspectors (IQPI) report	\$125.00 (first 0.5 hour) Additional time: \$250.00 per hour
Applications for waivers under section 67A, Building Act 2004	\$400.00 Additional time: \$250.00 per hour
Notice to Fix	\$250.00 per hour

Pools late payment terms

If payment is not received by the 20th of the month following the date of the invoice, the following will apply:

- an additional administrative fee - lesser of 10% of the overdue amount or \$357.50
- all costs and expenses (including debt collection or legal fees) associated with recovery of the overdue amount.

Building and Property Information

Service	Fees
Request for building information sent by email	First 30 minutes free Additional time: \$125.00 per half hour
Request for building information in hardcopy	\$2.15 per A4 sheet \$3.50 per A3 sheet
Approved building permit and building consent information	Free on our website
Plumbing and drainage plan	Free on our website
List of building consents issued – by month	Free on our website
Aerial photography	Free on our website
Hardcopy colour aerial photo	\$4.50 per A4 sheet \$7.50 per A3 sheet
Certificate of Title	View details
Interests/document e.g. transfer, easement, covenant, lease	View details