



STAFF REPORT

TO: Environment & Planning Committee

FROM: D C Bush-King, Environment & Planning Manager

REFERENCE: F104

SUBJECT: **PROPOSED PROJECT INFORMATION MEMORANDUM FEE CHANGE – REPORT EP08/09/09 - Report Prepared for 16 September Meeting**

1. PURPOSE

This report seek Council agreement to a proposed fee change for project information memoranda

2. BACKGROUND

Under the Building Act 2004 Council is required to issue a Project Information Memorandum (PIM) when granting building consent. A PIM details various matters which are relevant to the building project, including planning status, service connections, hazards, fire evacuation, disabled persons requirements, etc. An applicant can also apply in advance of lodging a building consent application and in situations of some complexity, risk, design challenge, would be encouraged to so.

While it seems strange to have to give details that you would think are pertinent to the design of buildings at the end of the design process, this is the law. Because of the effort involved, this carries a charge of \$280.00. The same charge is incurred if someone applies separate to, and in advance of, making a building consent application. It is good practice to find out as much as one can before lodging applications but people doing so are, under our current charging system, charged the same fee upon issue of the building consent. A double hit.

Effort to recheck a building consent application to see that all matters disclosed in the PIM issued previously have been taken into account, or to check we are still dealing with the same proposal which may have been redesigned as a result of the PIM, needs to be recovered. So as not to discourage prior application for PIMs, we propose a PIM rechecking fee of \$160.00, to be applied to those building projects that have previously received a PIM.

Council is able to approve this fee by resolution without having to go through the Special Consultative Procedure.

3. RECOMMENDATION

It is recommended that Council agree to fix a PIM rechecking fee of \$160.00 (GST inclusive) in accordance with Section 219 of the Building Act 2004.

D C Bush-King
Environment & Planning Manager