

Hamilton City Council

COSTING PROCEDURES FOR NOTIFIED RESOURCE CONSENT APPLICATIONS

The purpose of these procedures is to keep applicants informed on an on-going basis of the actual and potential costs associated with notified resource consent applications, and prior to particular costs being incurred, to gain agreement on payment. Please note that Council provides cost **estimates**. Quotes are not provided.

STEP 1

The applicant will be informed of these procedures.

STEP 2

A preliminary cost estimate will be provided on the request of the applicant.

This estimate will be based on the following assumptions:

- That no further information or liaison with the applicant is required;
- That complex or large number of submissions are not received;
- A maximum ½ day hearing;
- That straight-forward comments are received from Council staff;
- That a more accurate estimate will be provided after the submission period closes.

STEP 3

Immediately following the closure of the submission period Council will:

- Provide an updated and better estimate of costs which might include:
 - ❖ Consultation to be undertaken with the applicant or interested parties;
 - ❖ Any legal costs, hearing costs.

STEP 4

Before finalising the planning report Council will:

- Invoice all costs to date (**Invoice No 1**), including items such as:
 - ❖ Advertising, administration and disbursement costs;
 - ❖ Site inspection, research, application assessment and reporting.
- Seek the applicant's written agreement to a pre-hearing process (if one is required), and to the payment of likely costs involved;
- If any specialist technical assessment is required the applicant will first be asked to supply this information, otherwise Council will commission the assessment, the cost of which will be billed to the applicant.
- **Invoice No 2** and any subsequent invoices will be sent upon completion of the Planning Report.

STEP 5

After the release of the decision Council will:

- Invoice the final bill of costs (**Final Invoice**).
- This invoice will include hearing costs, attendance of experts at the hearing etc.

Proposal for:

Location:

Applicant/Agent Name:

Applicant's / Agent's Signature: _____

Date:

Council Officer: _____