

Hamilton City Council

COSTING PROCEDURES FOR LIMITED NOTIFIED RESOURCE CONSENT APPLICATIONS

Limited notification is intended for those situations where the adverse effects of an activity will be minor, but where all affected party approvals could not be obtained. The application would be notified only to those parties the Council identified as being affected. Only those affected parties could make a submission and can be heard at any hearing.

STEP 1

A pre-application meeting held with Planning Guidance Manager.

STEP 2

Planning Guidance Manager has identified the affected persons on a log sheet.

STEP 3

After receiving a complete application Council will notify all the parties who may be adversely affected.

A preliminary cost estimate could be provided on request, which could 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 4

Immediately following the closure of the submission period Council will:

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

STEP 5

Before finalising the planning report Council will:

- Invoice all costs to date (**Invoice No 1**), including items such as:
 - ❖ 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 6

After the release of the decision Council will:

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

Proposal for:

Location:

Applicant/Agent Name:

Applicant's / Agent's Signature: _____

Date:

Council Officer: _____