



Our reference
F19/13/03-D21/26182

20 June 2024

Extraordinary Meeting of Council and Policy and Services Committee Meeting

Notice is hereby given that the Policy and Services Committee Meeting will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 25 June 2024** beginning at **3.00pm**.

Additionally, and in accordance with Standing Order 8.3, an Extraordinary Meeting has been called for 2.30pm, Tuesday 25 June 2024 to adopt the 2024/25 Fees and Charges.

Timetable for 25 June 2024 as follows:

2.15pm	Afternoon tea
2.30pm	Extraordinary Meeting - 2024/25 Fees and Charges
3.00pm	Policy and Services Committee

Yours faithfully

Sven Hanne
Chief Executive

2024 - Agenda - Extraordinary - June (Fees and Charges)



25 June 2024 02:30 PM

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AGENDA

Extraordinary



F22/55/05 – D24/31615

Date: Thursday 25 June 2024 at 2.30PM
Venue: Council Chambers, 63 Miranda Street, Stratford

1. Welcome

1.1 Opening Karakia
D21/40748 Page 4

1.2 Health and Safety Message
D21/26210 Page 5

2. Apologies

3. Announcements

4. **Declarations of members interest**
Elected members to declare any real or perceived conflicts of interest relating to items on this agenda.

5. **Attendance Schedule**
Attendance schedule for Ordinary and Extraordinary Council meetings.

6. **Decision Report – Adopt Fees and Charges 2024/25**
D24/31540 Page 7

Recommendations

1. THAT the report be received.
2. THAT the Fees and Charges for 2024/25 be approved for adoption.

Recommended Reason

To adopt the Fees and Charges for 2024/25, after considering all internal management and community feedback, in accordance with Council's Revenue and Financing Policy.

/
Moved/Seconded

7. Questions

8. **Closing Karakia**
D21/40748 Page 27



Our reference
F19/13/03-D21/40748

Karakia

Kia uruuru mai
Ā hauora
Ā haukaha
Ā haumāia
Ki runga, Ki raro
Ki roto, Ki waho
Rire rire hau Paimārire

I draw in (to my being)
The reviving essence
The strengthening essence
The essence of courage
Above, Below
Within, Around
Let there be peace.



Our reference
F19/13/03-D22/17082

Health and Safety Message

In the event of an emergency, unless guided to an alternative route by staff, please exit through the main entrance. Once outside the building please move towards the War Memorial Centre congregating on the lawn area outside the front of the council building.

If there is an earthquake, please drop, cover and hold where possible. Remain indoors until the shaking stops and you are sure it is safe to exit or remain where you are until further instruction is given.

5. Attendance schedule for 2024 Ordinary and Extraordinary Council meetings.

Date	13/02/24	12/03/24	26/03/24	9/04/24	14/05/24	11/06/24	20/06/24	25/06/24	9/07/24	13/08/24	10/09/24	8/10/24	12/11/24	10/12/24
Meeting	O	O	E	O	O	O	E	E	O	O	O	O	O	O
Neil Volzke	✓	✓	✓	✓	✓	✓	✓							
Steve Beck	✓	✓	✓	✓	✓	✓	✓							
Grant Boyde	✓	✓	✓	✓	✓	✓	✓							
Annette Dudley	✓	✓	✓	✓	✓	A	✓							
Jono Erwood	✓	✓	✓	✓	✓	✓	✓							
Ellen Hall	✓	✓	✓	✓	✓	✓	✓							
Amanda Harris	✓	✓	✓	✓	✓	✓	✓							
Vaughan Jones	✓	✓	✓	✓	✓	✓	✓							
Min McKay	✓	✓	✓	✓	✓	✓	✓							
John Sandford	✓	✓	✓	✓	✓	✓	✓							
Clive Tongaawhikau	✓	A	A	A	A	A	A							
Mathew Watt	✓	✓	✓	✓	✓	✓	A							

Key	
O	Ordinary Meeting
E	Extraordinary Meeting
EM	Emergency Meeting
✓	Attended
A	Apology/Leave of Absence
AB	Absent
S	Sick
(AV)	Meeting held, or attended by, by Audio Visual Link

DECISION REPORT



F22/55/04 – D24/31540

To: Extraordinary Meeting of Council
From: Corporate Accountant
Date: 25 June 2024
Subject: Adopt Fees and Charges 2024/25

Recommendations

1. THAT the report be received.
2. THAT the Fees and Charges for 2024/25 be approved for adoption.

Recommended Reason

To adopt the Fees and Charges for 2024/25, after considering all internal management and community feedback, in accordance with Council's Revenue and Financing Policy.

/
Moved/Seconded

1. Purpose of Report
 - 1.1 To adopt the Fees and Charges for 2024/25, following engagement with the community and taking into account the feedback received and additional recommendations from management.
2. Executive Summary
 - 2.1 Fees and Charges are set each year to allow Council to recover part or all of the costs of delivering services to the community as per the Long Term Plan. Fees and charges are usually only set for a service that a user has discretion to use or not, and where it is efficient for the Council to collect the fee or charge.
 - 2.2 The Fees and Charges Schedule for 2024/25 is attached to this report (**Appendix 1**).
 - 2.3 The key changes to the draft Fees and Charges include the following:
 - The Learn 2 Swim Instruction Fees and Charges were amended to \$145 Per Term including entry.
 - The Private Hire (Wai o Rua – Stratford Aquatic Centre) was amended to include the multipurpose rooms.
 - The Facsimile fees and charges were removed from the Fees and Charges schedule.
 - The War Memorial Centre hourly rates for hire were amended to include *per hour or part thereof*.
 - The name of the Housing for Elderly was updated to Housing for Older Persons.
 - The Aerodrome commercial strip hire was amended to \$10.00 per tonne of fertiliser.
 - The Roding License to Occupy Rental was amended to \$260.00 per annum.
 - 2.4 The Fees and Charges are usually adopted as part of the adoption of the Long Term Plan, however due to an amendment to the audit timeframe it is required that council adopts the Fees and Charges schedule individually to ensure these are in place by 1 July 2024.

3. Local Government Act 2002 – Section 10

Under section 10 of the Local Government Act 2002, the Council's purpose is to “enable democratic local decision making by and on behalf of communities; as well as promoting the social, economic, environmental, and cultural well-being of communities now and into the future”			
Does the recommended option meet the purpose of the Local Government 4 well-beings? And which:		<i>Decisions relating to Fees and Charges have a big impact on overall community wellbeing.</i>	
Social	Economic	Environmental	Cultural
✓	✓	✓	✓

4. Background

- 4.1 Fees and Charges are set by Council help fund the delivery of Council services and guide the revenue budget for the year. They are usually set at a level that is affordable to the community and in most cases, only a part recovery of the cost of the service is able to be achieved. In some cases, legislation limits what may be charged.
- 4.2 The Fees and Charges were reviewed in conjunction with Council's Revenue and Financing Policy and the annual financial budgets.
- 4.3 The proposed Fees and Charges for 2024/25 were presented to the Policy and Services Committee on 23 January 2024, to be released for public consultation and community feedback, in conjunction with the draft Long Term Plan Consultation Document.
- 4.4 Changes to the Wai O Rua - Stratford Aquatic Centre fees and charges were also discussed with elected members in a workshop with elected members on 23 January 2024, and were subsequently included in the final Fees and Charges schedule.
- 4.5 Changes to the Venue Hire fees for the War Memorial Centre and Centennial Restrooms were presented to council, and have been included in the final Fees and Charges.

5. Consultative Process

5.1 **Public Consultation - Section 82**

Council communications relating to the Fees and Charges for 2024/25 were part of the Long Term Plan Consultation Document process. This was largely via Council's digital channels, but also in the local Stratford Press community newspaper. The communications highlighted the key changes to the fees and charges.

Feedback to the proposals were open to the public for a two-week period, and were subsequently considered by council.

5.2 **Māori Consultation - Section 81**

Consultation with Māori was carried out in line with the LTP Communications Plan, however no feedback was received by any iwi organisations.

6. Risk Analysis

Refer to the Council Risk Register - available on the Council website.
<ul style="list-style-type: none"> Does this report cover any issues that relate to any risks on the Council Risk Register, and if so which risks and what are the impacts and likelihood of eventuating? Does this report cover any issues that may lead to any new risks that are not on the Council Risk Register, and if so, provide some explanation of any new identified risks. Is there a legal opinion needed?

- 6.1 There is no applicable risk in Council's risk register in relation to the Fees and Charges, however Risk 23 relates to outstanding debt receivable and in particular debtors receivable – which can result when debtors do not agree with the fee charged by Council or cannot afford the fees charged.
- 6.2 Additionally, fees should be set at a reasonable level to avoid behaviour that may incur additional cost for Council, or that may leave Council services underutilised, and Activity performance measures unable to be achieved.

7. Decision Making Process – Section 79

7.1 Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	There is a strong link directly to the LTP 2024-34.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	Some fees may have a direct impact on the extent to which some council services are used.

7.2 Data

<ul style="list-style-type: none"> Do we have complete data, and relevant statistics, on the proposal(s)? Do we have reasonably reliable data on the proposals? What assumptions have had to be built in?
--

Refer to the attached Fees and Charges Schedule for the proposed fees and charges for 2024/25.

7.3 Significance

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	Yes	Yes – there is a direct impact on funding levels and sources available for the LTP.
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	No	
In terms of the Council's Significance Policy, is this proposal of high, medium, or low significance?		
High	Medium	Low
	✓	

7.4 Options

An assessment of costs and benefits for each option must be completed. Use the criteria below in your assessment.

1. What options are available?
2. For **each** option:
 - explain what the costs and benefits of each option are in terms of the present and future needs of the district;
 - outline if there are any sustainability issues; and
 - explain if the outcomes meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions?
3. After completing these, consider which option you wish to recommend to Council, and explain:
 - how this option is the most cost effective option for households and businesses;
 - if there are any trade-offs; and
 - what interdependencies exist.

Option One: Approve the final Fees and Charges Schedule for 2024/25

Option Two: Do not approve the final Fees and Charges Schedule for 2024/25 as presented, and delay the commencement date of the new charges after further consideration.

7.5 Financial

- Is there an impact on funding and debt levels?
- Will work be undertaken within the current budget?
- What budget has expenditure come from?
- How will the proposal be funded? eg. rates, reserves, grants etc.

The Fees and Charges Schedule directly impacts on the revenue budgeted in the LTP 2024-2034. However, the effect on revenue may be offset by the reduction in customers if the fees and charges increase over a level that is considered value for money, or where the service is available from somewhere else for a lower price.

7.6 Prioritisation & Trade-off

- Have you taken into consideration the:
- Council's capacity to deliver;
 - contractor's capacity to deliver; and
 - consequence of deferral?

An increase in individual Fees and Charges does not necessarily result in increased revenue overall as there are other factors to take into account such as:

- Whether there is competition for the service and if there is, how council's price compares to competitors.
- If the service provided by council is not a necessity and the price reaches a level that is unaffordable, this may prohibit participation, or reduce usage of a council facility or service, overall reducing revenue and impacting community wellbeing.
- If the price of a service is not increased in line with the cost, the quality of service may be compromised.

7.7 **Legal Issues**

- Is there a legal opinion needed?
- Are there legal issues?

Some Fees and Charges are prescribed by legislation and Council has no ability to exceed the limits set in legislation. Where the fee/charge is prescribed by legislation, this has been made clear in that particular section.

Occasionally guidance is given by government on setting fees and charges, and although not legislation, it is considered that these government guidelines should be followed when it comes to setting fees and charges to avoid any dispute or challenge. Additionally, Council bylaws may prescribe how and what fees will be charged in particular circumstances.

7.8 **Policy Issues - Section 80**

- Are there any policy issues?
- Does your recommendation conflict with Council Policies?

The revenue generated from the Fees and Charges for each activity must achieve the funding portion specified in the Revenue and Financing Policy. The Fees and Charges have been reviewed in alignment with this policy to ensure consistency.

Attachment:

Appendix 1 - Final Fees and Charges Schedule for 2024/25



Christine Craig
Corporate Accountant



[Approved by]
Sven Hanne
Chief Executive

Date 20 June 2024

Appendix 1**Fees and Charges 2024/25**

Note all prices include GST if any

ABANDONED VEHICLES

Towage	At Cost
Inspection	\$230.00
<i>Fixed fee, includes inspection and administration</i>	
Storage of vehicle	At Cost

AERODROME

Commercial Strip Hire Fee	\$10.00	Per tonne of fertiliser
Private / Commercial Ground Leases	\$4.49*	Per square metre
Clubhouse Ground Lease	25%*	of private / commercial ground lease
Club Hangar Ground Lease	50%*	of private / commercial ground lease

* Leases are to be reviewed as per the rent review date in the individual lease contract. Where the lease review would result in an increase in the annual lease of more than 10%, a 10% increase will be applied to the existing annual lease amount **instead** of the per square metre rate.

AQUATIC CENTRE**CASUAL USE****Pool Entry**

Adult	\$6.00	Per entry
Child/Senior	\$5.00	Per entry
Caregiver/Parent Supervising a child or person with a disability	\$3.00	Per entry
Family Pass - (2 Adult, 2x Child or 1 Adult, 3x Child)	\$16.00	Per entry
Spectator	Free	

Group Fitness

Adult	\$10	Per session
Child/Senior	\$8	Per session

Concessions Valid for 12 months

	10X	25X	50X
Adult	\$54	\$130	\$250
Child/Senior	\$45	\$107.50	\$205

Group Fitness

	10X	25x	50x
Adult	\$90.00	\$220.00	\$430.00
Child/Senior	\$72.00	\$175.00	\$340.00

Miscellaneous

School Group – Pool Entry	\$2.50	Per pupil
School Group - Swimming Sports (Available to schools once per year, maximum 4 hours, includes lane hire)	\$4.00	Per pupil
School Group - Instructor Hire	\$40.00	Per hour
Instructor – private hire	\$85.00	Per hour
Swim Club High Use – 2 entries/week	\$8.00	Per week
Swim Club High Use – 3 entries/week	\$11.25	Per week
Swim Club High Use – 4+ entries/week	\$14.00	Per week
Swimming Club Event (Applicable to Swimming Taranaki and Stratford Swimming Club)	50% discount on Private Hire Full Pool Complex	
Use of Showers (only)	\$5.00	Per entry
Big Inflatable	\$180.00	Max 3 hours
Aquabike (private use)	\$15.00	Per hour
Locker Hire (plus refundable bond of \$10)	4.00	Per session
Learn to Swim Instruction (includes entry)	\$145	Per term*

*Based on 10-week term, pro-rata adjustment where term is longer or shorter

Private Hire (includes entry fee)

Full Pool Complex Exclusive Use. Maximum of 200 swimmers. (Includes multipurpose rooms).	\$600.00	Per hour
Additional charge per 50 extra swimmers	\$60.00	Per hour

Private Hire (excludes entry fee)

Main Pool – Per lane	\$25.00	Per hour
Learn To Swim Pool – Per lane	\$15.00	Per hour
Programme Pool – Per lane	\$30.00	Per hour
Small – Multi Purpose Room	\$25.00	Per hour
Big – Multi Purpose Room	\$30.00	Per hour

Programmes and Activities

Party Hire	As advertised
Private Lessons	As advertised
School Holiday Programme	As advertised
Other	As advertised

BUILDING CONTROL**Government levies**

Certain building consent applications must pay government levies in addition to Council's building consent fees below. We collect the levies and pay them to the Building Research Association of New Zealand (BRANZ) and the Ministry of Business, Innovation and Employment (MBIE). The BRANZ levy is \$1.00 per \$1,000.00 for building work valued at \$20,000 including GST or more. The MBIE levy is \$1.75 per \$1,000.00 for building work valued at \$65,000.00 including GST or more.

Accreditation fee

All building consent applications must pay a Council accreditation fee, in addition to Council's building consent fees. To issue building consents, we have to meet certain standards set by the government (accreditation). This fee helps to cover the cost of meeting those requirements (Building Accreditation of Building Consent Authorities Regulations 2006)

Accreditation levy (applies to all Building Consents)	\$1.80	Per \$1,000.00 building work
Building Research levy (BRANZ)	\$1.00	per \$1,000 value or part thereof for project valued at \$20,000 or more
MBIE levy	\$1.75	per \$1,000 value or part thereof for project valued at \$65,000 or more
Electronic Lodgement Fee	\$152.00	
This fee is an external cost from a third-party service provider for the full process of a consent application.		(This fee is included within the consent type fees below)

There are two fee types:

Fixed fee

This fee covers projects where the costs are easily identified before application, or where an average rate is appropriate. The amount is fixed. No additional costs will be charged by Stratford District Council (SDC) in regards to the fee quoted.

Base fee

The base fee is based on the anticipated costs for the processing of the application. In some cases, actual costs of a project may exceed the estimated base fee due to external specialist input, amendments, additional information submitted, application complexity, inspection complexity or additional inspections undertaken. When this happens any additional amount will be charged in accordance with the staff charge out rates.

A typical calculation for the fee to pay can be done using this formula:

- Base Fee for category + MBIE/BRANZ levies (if applicable) + Inspections + Accreditation levy
- SDC inspection list can be found at <https://www.stratford.govt.nz/our-services/building/building-inspections>

Project Information Memorandum (PIM) application (When applied separate from a Building Consent)	\$637.00	Base fee
Fee for ALL manual/hardcopy applications (This fee will be charged on ALL Building applications not submitted via the online portal)	\$170.00	Fixed fee
Provision of a Record of Title	\$25.00	Fixed fee

Record of Schedule 1 exempt work	\$100.00	Fixed fee
Waiver/B2 Modification	\$340.00	Fixed fee + Cost of amendment
Private BCA Filing Fee	\$170.00	Fixed Fee
Building Consent Data (One year)	\$250.00	Fixed fee
Section 71, Building Act 2004 - Building on land subject to natural hazards.	\$536.00	Fixed fee
Section 75, Building Act 2004 - Construction of building on 2 or more allotments	\$536.00	Fixed fee
Amendments		At Cost
Minor Variation Assessments	\$80.00	Fixed Fee
New residential dwelling house/townhouse/multi-unit (First unit)	\$3,017.00	Base fee
Residential Multi-units (Subsequent units)	\$1050.00	Base fee
New Commercial buildings -(commercial/Industrial)	\$5,692.00	Base Fee
Commercial value fee	\$200.00	Per \$100,000 over \$1 million
Relocated/Repled buildings	\$1,587.00	Base fee
Minor Works (Residential) (e.g Internal wall removal/Minor Kitchen/Bathroom alterations)	\$1,122.00	Base Fee
Residential Alterations/Additions	\$2,282.00	Base fee
Commercial Alterations/Additions	\$3,172.00	Base fee
Proprietary Garages		
- Standard	\$912.00	Base fee
- With fire wall, Sleepout, or Plumbing & Drainage <i>Fully self-contained use residential dwelling rates.</i>	\$1,122.00	Base fee
Pole sheds (Res/Com)		
- 1-6 Bays	\$912.00	Base fee
- > 6 Bays	\$1,122.00	Base fee
Swimming pools		
Swimming pool >1200mm above ground and fences	\$152.00	Fixed Fee
In-ground swimming pools	\$867.00	Base Fee
Fireplaces:		
Inbuilt or with plumbing	\$560.00	Fixed fee
Free-standing without plumbing	\$440.00	Fixed Fee
Plumbing & Drainage	\$657.00	Base fee
Onsite Effluent System	\$657.00	Base fee
Wet Shower Installation	\$867.00	Base fee
Tents/marquees >100m2	\$532.00	Fixed fee
Amusement devices: Application to operate an amusement devise		Prescribed by the Amusement Devices Regulations 1978
Pool Inspections:		
Registration and audit inspection	\$210.00	Per inspection
Re-inspection (if non-compliance identified)	\$120.00	Per re- inspection
Building Consent Authority Fees		
Inspections and re-inspections	\$210.00	Per inspection
Technical	\$210.00	Per Hour
Administration	\$170.00	Per hour
Late cancellation (Less than 24hrs)	\$80.00	Fixed fee
Costs for engineering review or other professional services not available in- house	Cost	plus 10%

Certificate of Acceptance	\$1.75 x	Base fee for relevant building consent, plus BRANZ/MBIE levies
Notice to Fix - Dangerous/Insanitary Notification	\$420.00	Base Fee +Inspection/Processing time
Building Consent Extension of Time	\$110.00	Fixed fee.
Schedule 1, Clause 2 Exemptions	\$447.00	Base fee
Certificate of Public Use	\$742.00	Base fee
Sale of Alcohol Building Certificate	\$420.00	Base fee
E/Q Prone Buildings	\$420.00	Base fee
E/Q Prone (EPB) Notice	\$170.00	Fixed Fee
Change of Use Assessment (assessment and record of)	\$420.00	Base fee
Miscellaneous Notices		Infringements
Compliance Schedules		
New Compliance schedules	\$420.00	Base fee. A \$75 fee per Specified system also applies.
Amendment to Compliance Schedule	\$420.00	Base fee. A \$75 fee per Specified system also applies.
Building Warrant of Fitness (BWoF)		
Site audit and findings report	\$420.00	Base Fee
BWoF annual renewal fee	\$130.00	Fixed fee
BWoF late reminder notice	\$235.00	Fixed fee
Independently Qualified Persons (IQP) registration		As per Central IQP register fee schedule
Compliance Action	At cost	
BYLAWS		
All licences and certificates as required under Council bylaw*	\$242.00	
Call Out Fee (in breach of bylaw, charged to offender)	\$300.00	
Release of Impounded Stereo	\$200.00	
Release of Impounded wheeled device, e.g. Skateboard or Cycle	\$50.00	
Permit for Stands and Stalls in a Public Place **	\$24.20	Per stand or stall per day with a minimum fee of \$72.60

* Excludes licences under:

- the Tattoo and Beauty Parlour Bylaw, see Health Licences;
- Solid Waste, see Refuse (Solid Waste);
- Trade Waste, see Trade Waste;
- Water Supply Bylaw, see Water Supply Bylaw Charges.

*Also excludes licenses under the Trade Waste

** Excludes not for profit organisations and community groups. See Licences section for Mobile or Travelling Shops Bylaw.

CEMETERY

Plot purchase

• Adult (16+ years)	\$2,800.00
• Child (2 – 15 years)	\$2,000.00
• Infant (under 2 years)	\$1,200.00
• Ashes plot	\$1,200.00
• RSA plot	no charge
• Memorial Wall	\$198.00

Interments (includes grave digging)

• Adult (16+ years)	\$2,100.00
• Child (2 - 15 years)	\$1,500.00
• Infant (under 2 years)	\$1,000.00
• Stillborn	\$550.00
• Ashes	\$600.00

Miscellaneous Charges

• Bond for damage (Private Users) as per clause 19.4 of Cemeteries Bylaw	\$300.00	Damage in excess of bond will be charged at cost
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Notes:

- Weekends/Public Holidays Fees are included in above charges.
- Administration and Permit Fees are included in above charges.
- Disinterment and Reinterment are the same as interment charges above.
- Extra Depth is included in above charges.
- Services Cemetery fees are the same as the adult interment charge above.
- Services Cemetery Purchase of Plot is free as per Stratford Borough Council decision at meeting on 16 July 1917.
- Memorial Wall Plaque - Permanite material, size 390mm x 190mm

DOG AND ANIMAL CONTROL

Registration Fees

	Discounted Fee if paid by the due date (Per dog)	Standard Fee if paid on or after the due date (Per dog)
Rural dog (for every dog up to and including first three dogs)	\$51.30	\$68.40
Rural dog (for every dog after first three dogs)	\$39.90	\$51.30
General Dog Owner	\$165.30	\$210.90
Good Dog Owner (refer Dog Control Policy)	\$131.10	\$171.00
Select Dog Owner (refer Dog Control Policy)	\$68.40	\$91.20

Urban Multiple Dog Licence

• Application	\$70.00
• Annual Renewal	\$40.00

Micro chipping	At cost
Replacement Tag	\$5.00
Bark Collar Hire (2 weeks)	\$54.00

Impounding Fees

Dogs:

• Registered dog, 1 st Impounding	\$150.00	
• Registered dog, subsequent Impounding	\$250.00	
• Unregistered dog	\$300.00	Plus registration
• Unregistered dog under 3 months	\$150.00	Plus registration
• After hours pound release fee	\$60.00	Requires payment of all applicable fees (impounding, sustenance & after-hours release) at the Library or Pool during opening hours prior to release
• Sustenance fee per dog	\$10.00	Per day
• Destruction	At cost	

• Re-housing fee	\$50.00	
Other animals:		
• Stock	\$100.00	
• Sustenance fee per animal (all stock)	\$10.00	Per day
• Advertising	At cost	
• Droving		As per staff charge out rates or cost if provided by contractor
• Call Out Fee		As per staff charge out rates
• Transporting of Stock	At cost	

Notes

- *The criteria for these categories are given within the Stratford District Council Dog Control Policy.*
- *Any application to be a Select Dog Owner must be made before 30 April 2023.*
- *Infringements may be issued for all outstanding registrations after 1 October 2023.*
- *The Dog Control Act 1996 prescribes that an additional penalty fee may not exceed 50% of the fee that would have been payable if the dog had been registered on the first day of the registration year.*

HEALTH LICENCES**Health Act Registrations and Annual Renewals**

• Hairdressers	242.00	Annual fee
• Offensive Trade	412.00	Annual fee
• Funeral Directors	242.00	Annual fee
• Camping Ground	242.00	Annual fee
• Complaint driven investigation	\$170.00	Per hour
• Transfer of registration	242.00	
• Campground exemptions	242.00	

Food Act 2014

• Application for registration of a food control plan	\$460.00	Fixed fee (includes up to 2 hours processing time)
• Renewal of registration of food control plan	\$315.00	Annual fee
• Application for registration of a national programme	\$315.00	Fixed fee (includes up to 1 hour processing time)
• Renewal registration of a national programme	\$315.00	Annual fee
• Transfer of registration (Food control plan)	\$400.00	
• Transfer of registration (National Programme)	\$315.00	
• Initial verification visit	\$400.00	Fixed fee (includes up to 2 hours processing time)
• Monitoring for food safety and suitability and subsequent verification investigation	\$170.00	Per hour, plus disbursements at cost.
• Complaint driven investigation	\$170.00	Per hour
• Application for review of improvement notice	\$170.00	Per hour
• Application for second sites	\$170.00	Per hour
• Significant amendment	\$170.00	Fixed fee (includes up to 1 hour of processing time)
• New business assistance, or pr-opening visit	\$170.00	Fee applied after the first hour.

Mobile and Travelling Shop Bylaw

• Licence for mobile and travelling shop as per the Mobile and Travelling Shop Bylaw	\$60.00	Per day up to a maximum of \$500.00 per annum
• Complaint driven investigation	\$170.00	Per hour

Tattoo and Beauty Therapy Bylaw

• Application for registration of a High Risk Activity	\$375.00	Fixed fee (includes up to 1.5 hours processing time and annual inspection)
• Renewal of registration	\$250.00	Fixed fee (includes up to 1 hour processing time and annual inspection)
• Transfer of registration	\$375.00	Fixed fee
• Complaint driven investigation	\$170.00	Per hour

Other animals:

• Stock	\$100.00	
• Sustenance fee per animal (all stock)	\$10.00	Per day
• Advertising	At cost	
• Droving		As per staff charge out rates or cost if provided by contractor
• Call Out Fee		As per staff charge out rates
• Transporting of Stock	At cost	

Notes

- *The criteria for these categories are given within the Stratford District Council Dog Control Policy.*
- *Any application to be a Select Dog Owner must be made before 30 April 2023.*
- *Infringements may be issued for all outstanding registrations after 1 October 2023.*
- *The Dog Control Act 1996 prescribes that an additional penalty fee may not exceed 50% of the fee that would have been payable if the dog had been registered on the first day of the registration year.*

HEALTH LICENCES**Health Act Registrations and Annual Renewals**

• Hairdressers	242.00	Annual fee
• Offensive Trade	412.00	Annual fee
• Funeral Directors	242.00	Annual fee
• Camping Ground	242.00	Annual fee
• Complaint driven investigation	\$170.00	Per hour
• Transfer of registration	242.00	
• Campground exemptions	242.00	

Food Act 2014

• Application for registration of a food control plan	\$460.00	Fixed fee (includes up to 2 hours processing time)
• Renewal of registration of food control plan	\$315.00	Annual fee
• Application for registration of a national programme	\$315.00	Fixed fee (includes up to 1 hour processing time)
• Renewal registration of a national programme	\$315.00	Annual fee
• Transfer of registration (Food control plan)	\$400.00	
• Transfer of registration (National Programme)	\$315.00	
• Initial verification visit	\$400.00	Fixed fee (includes up to 2 hours processing time)
• Monitoring for food safety and suitability and subsequent verification investigation	\$170.00	Per hour, plus disbursements at cost.
• Complaint driven investigation	\$170.00	Per hour
• Application for review of improvement notice	\$170.00	Per hour
• Application for second sites	\$170.00	Per hour
• Significant amendment	\$170.00	Fixed fee (includes up to 1 hour of processing time)
• New business assistance, or pr-opening visit	\$170.00	Fee applied after the first hour.

Mobile and Travelling Shop Bylaw

• Licence for mobile and travelling shop as per the Mobile and Travelling Shop Bylaw	\$60.00	Per day up to a maximum of \$500.00 per annum
• Complaint driven investigation	\$170.00	Per hour

Tattoo and Beauty Therapy Bylaw

• Application for registration of a High Risk Activity	\$375.00	Fixed fee (includes up to 1.5 hours processing time and annual inspection)
• Renewal of registration	\$250.00	Fixed fee (includes up to 1 hour processing time and annual inspection)
• Transfer of registration	\$375.00	Fixed fee
• Complaint driven investigation	\$170.00	Per hour

HOUSING FOR OLDER PERSONS (*Rent reviews are subject to 60 days notice period*)

Charges will be initially set as per the individual tenancy agreement, and reviewed every 12 months, in line with Council's Housing for Older Persons policy available on our [website](#).

LAND INFORMATION MEMORANDUM *When requesting Property information; the information included is based on a search of Council records only. There may be other information relating to the land which is unknown to the Council. Council records may not show illegal or unauthorised building works on the property. The applicant is solely responsible for ensuring that the land is suitable for a particular purpose.*

Standard Application (Processed within 10 working days)

- residential \$350.00
- commercial \$500.00

Urgent Application (Processed within 5 working days)

- residential \$600.00
- commercial \$800.00

Property File Information

- Electronic data (USB storage device) \$25.00 Per property file (plus \$4.00 postage fee if required)
- Property File by Email or Download Link \$20.00 Per property file

LIBRARY

Fees

- Inter-loaning a Book (between libraries in NZ) \$12.00 Per item
- DVD Rental \$3.00 Per week
- Membership Card Replacement Fee \$6.00 Per card

Overdue Fines

- DVDs \$0.50 Per day overdue

With a grace period of 3 days before fine for total overdue days is imposed

Replacement books, DVDs *At cost*

Laminating:

- A4 \$2.00 Per page
- A3 \$4.00 Per page

Scanning:

- Self Service No charge
- Staff assisted \$1.00

Photocopying/Printouts

As per Photocopying, Printing

3D Printing

\$0.20 Per gram material, plus \$2.00 setup fee

Ready Made 3D Items

At Cost As advertised

Programmes & Events

As advertised

Wheelchair Use refundable bond (please book in advance)

\$50.00 Refundable (hireage is free)

Kowhai Room Hire

\$5.00 Per hour

The Kowhai Room hire fee will be waived for non-profit community groups

Ticket Booking Fees

- Commission \$1.50 Per ticket sold
- Credit Card payments via phone \$2.00 Per ticket (capped at \$10)
- General Booking Fee (such as accommodation, bus ferry etc) \$2.00

MISCELLANEOUS

Debt Collection

- Referral to debt management agency (addition to amount outstanding) 10% Of invoice outstanding

PARKING **These penalties have been set by Council as being the maximum allowable, pursuant to Schedule 2 of the Land Transport Act 1998.*

Parking Infringement*

Exceeding restricted parking time limit:

• Up to 30 minutes	\$12.00
• 30 minutes to 1 hour	\$15.00
• 1 hour to 2 hours	\$21.00
• 2 hours to 4 hours	\$30.00
• Over 4 hours	\$42.00

Parking Offences*

• Parked on or within 6m of an intersection	\$60.00
• Parked on or near a pedestrian crossing	\$60.00
• Parked on broken yellow lines	\$60.00
• Double parking	\$60.00
• Inconsiderate parking	\$60.00
• Parked on a clear way	\$60.00
• Parked on a bus only lane	\$60.00
• All other Parking Offences	\$40.00

Temporary “No Parking” Signs Application

• Fee	\$15.00
• Refundable deposit	\$20.00

PHOTOCOPYING & PRINTING

Photocopying & Printing

• A4 Black and White	\$0.40	Per page
• A4 Black and White (double sided)	\$0.60	Per page
• A4 Coloured	\$1.00	Per page
• A4 Coloured (double sided)	\$1.20	Per page
• A3 Black and White	\$0.50	Per page
• A3 Black and White (double sided)	\$1.00	Per page
• A3 Coloured	\$1.50	Per page
• A3 Coloured (double sided)	\$2.00	Per page

PUBLICATIONS

• Annual Plan	\$50.00
• Long Term Plan (LTP)	\$50.00
• Annual Report	\$50.00
• Bylaws	\$20.00
• District Plan (excluding planning maps)	\$125.00
• Planning Maps	\$125.00

REFUSE (SOLID WASTE)

Bylaws

• Licensing - Application Fee for Commercial Waste Collectors and Waste Disposal Operators	\$150.00	Per annum
• Removal of Trade Refuse (Clause 13.4 of Solid Waste Management and Minimisation Bylaw)	At cost	
• Application Fee for Event Waste Management and Minimisation Plan (EWMMP) Approval	\$100.00	Per event, plus contractor fee and disposal costs

Replacement Receptacles

• Recycling crate	\$40.00	Per crate
• Wheelaway bin	\$128.00	Per bin

Transfer Station

	Bag (50 ltr)	Car Boot	Car Other	Drum (200 ltr)	Small Trailer & Utes (no cage)	Tandem Trailer (no cage)	All Other (per m ³)
Green Waste	NA	\$5.00	\$8.00	\$8.00	\$10.00	\$38.00	\$18.00
Recyclables	Free	Free	Free	Free	Free	Free	Free
Scrap Metal	NA	\$15.00	\$20.00	\$20.00	\$25.00	\$50.00	\$50.00

General Refuse	\$5.00	\$24.00	\$32.00	\$32.00	\$39.00	\$133.00	\$78.00
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Miscellaneous

- Whiteware \$10.00 Per unit
- TV \$20.00 Per unit
- Stereo, Computer \$10.00 Per unit
- Small E-Waste i.e. cellphones, keyboards \$5.00

First Year Service Fee for refuse collection Pro rata amount of applicable targeted rate equivalent. *

**A service charge will apply from the first month following connection with the same conditions that would apply to the owner as if they were a ratepayer for that year.*

RESOURCE MANAGEMENT

Resource Consents

- Notified (full) \$6,000.00 Deposit with full cost recovery
- Notified (limited) \$4,000.00 Deposit with full cost recovery
- Non-notified \$1,500.00 Base fee plus cost recovery for staff time as per staff charge out rates, and all direct disbursements
- Deemed Permitted/Boundary Activity \$500 Base fee plus cost recovery for staff time as per staff charge out rates, and all direct disbursements
- Certificate of Compliance \$1000 Base fee plus cost recovery for staff time as per staff charge out rates, and all direct disbursements
- Bond agreement under S222 \$350.00 Base fee plus cost recovery for staff time as per staff charge out rates, and all direct disbursements
- S224 Certificate As per staff charge out rates
- S 223 Certificate As per staff Charge out rates
- Consultation with District Land Registrar \$145.00 Fixed Fee

Miscellaneous

- Request for Plan Change \$6,000.00 Deposit with full cost recovery
- Request for Designation or Heritage Order or removal/variation of Designation \$2,000.00 Deposit with full cost recovery
- Planning Certificates \$500.00 Base fee plus cost recovery for staff time as per staff charge out rates, and all direct disbursements
- Monitoring of Resource Consent Conditions At cost As per staff charge out rates
- Attendance to Noise Complaints (Charged to Offender) \$300.00 Per call out
- Joint Hearings with Other Authorities At cost As per staff charge out rates with deposits As required by either Taranaki Regional Council or Horizons Regional Council
- Seizure, impounding, transporting and storage pursuant to S.328 of the Resource Management Act \$300.00

The following activities are exempt from all consent application, processing and monitoring fees:

- *The alteration, but not demolition, of any heritage structure listed in Appendix 6 of the Stratford District Plan*
- *Work to maintain or enhance indigenous fauna or flora in protected areas listed in Appendix 9 of the Stratford District Plan*

Any costs incurred from third parties in relation to any of the above applications will be on-charged to the applicant at cost.

Bonds held by Council do not accrue interest.

Any activities not listed above will be charged in accordance with staff charge out rates.

ROADING

Road Closure

- Application, including \$520.00

<ul style="list-style-type: none"> - Traffic Management Plan - Advertising (Up to \$200. Actual cost will be charged if it exceeds \$200) - Inspection 		
<ul style="list-style-type: none"> • Additional Inspection • Emergency Road Closure over 4 hours 	At cost	As per staff charge out rates
Fallen Trees		
<ul style="list-style-type: none"> • Clearing of privately owned fallen trees on road reserve 	At cost	Applies to costs greater than \$500.00
Temporary Obstruction Permit		
<ul style="list-style-type: none"> • Application, including <ul style="list-style-type: none"> - Traffic Management Plan - Inspection • Additional Inspection 	\$300.00	
	At cost	As per staff charge out rates
Traffic Management Plan		
<ul style="list-style-type: none"> • Generic Traffic Management Plan • Site Specific Traffic Management Plan 	\$500.00 \$200.00	
Corridor Access Request (CAR)		
CAR application for:		
<ul style="list-style-type: none"> • Excavation >10m² in any CAR in carriageway • Excavation <10m² in berm • CAR additional inspection 	\$400.00 \$80.00 \$170.00	
Overweight Permit (set by statute, specified route)		
<ul style="list-style-type: none"> • Single or multiple trip overweight permit • Continuous overweight permit • Renewal of a continuous overweight permit • Over dimension permit • HPMV permit • Specialist vehicle permit 	\$20.91 \$62.73 \$10.45 \$32.20 \$62.73 \$62.73	Plus disbursements Plus disbursements Plus disbursements Plus disbursements Plus disbursements Plus disbursements
<i>There is an additional fee of \$10.45 for overweight, HPMV or specialist vehicle permit applications if there are fewer than three working days available for processing.</i>		
Overweight Permits – District wide		
<ul style="list-style-type: none"> • Generic Overweight Permit – valid for two years <i>Note: Issued when an area wide permit is required to cover Stratford District Council defined roads. Permit outlines roads to be used, bridges to be crossed, bridges which are prohibited.</i> • Individual Overweight Permit – single trip only <i>Note: Issued when an area wide permit is required to cover Stratford District Council defined roads. Permit outlines roads to be used, bridges to be crossed, bridges which are prohibited.</i> • Inspections (per hour) 	\$180.00 \$120.00 \$200.00	
Licence to Occupy		
<ul style="list-style-type: none"> • Application fee • Rental 	\$260.00 \$260.00	Per annum
Street Event		
<ul style="list-style-type: none"> • Damages 	At cost	
Other		
<ul style="list-style-type: none"> • Damage to Street Furniture • Application for Road Stopping (LGA, 2002) • Application for Petrochemical pipeline in the road reserve • Application for Stock Underpass 	At cost \$500.00 \$750.00 \$200.00	
<u>Vehicle Crossing</u>		
Vehicle Crossing Application fee	\$205.00	
<u>Street Damage</u>		

Inspection \$170.00 Per inspection

Street Damage

Damage to street furniture, footpath, kerb and channel At cost
 Costs to make good any damage to vehicle crossings as a result of building works At cost
 Cost to repair an unsafe vehicle crossing (trip hazard, dangerous condition to pedestrians) At cost
 Failure to comply with consent conditions to construct a new vehicle crossing At cost

SALE OF ALCOHOL

Fee must be confirmed with the Liquor Licensing Inspector prior to lodging an application

On, Off and Club Licences Application Fees and Annual Fees:

Total risk rating of premises	Fees Category	Application fee	Annual fee
0-2	Very low	\$368.00	\$161.00
3-5	Low	\$609.50	\$391.00
6-15	Medium	\$816.50	\$632.50
16-25	High	\$1,023.50	\$1,035.00
26 plus	Very high	\$1,207.50	\$1,437.50

Special licence fees

Class 1 \$575.00

1 large event (400 people) or more than 3 medium events (100 to 400 people) or more than 12 small events (fewer than 100 people)

Class 2 \$207.00

3 to 12 small events (fewer than 100 people) or 1 to 3 medium events (100 to 400 people)

Class 3 \$63.25

1 or 2 small events (fewer than 100 people)

Manager's Certificates (new or renewal) \$316.25

Fee set by regulation in accordance with the Sale and Supply of Alcohol (Fees) Regulations 2013

Other Fees

- Temporary Authority \$296.70
- Temporary Licence \$296.70
- Extract from Register \$50.00
- Compliance Certificate (RMA/Building) \$50.00
- Website Advertising Fee \$50.00
- Refer to the Building Control fees for the requirement of a s.100(f) building certificate (new licence only)

Gambling Consent Fee

- Application Fee \$230.00

SPORTS GROUNDS/PARKS AND RESERVES**Sportsgrounds – seasonal use**

- Cricket (per block) \$600.00
- Rugby (per field Page Street) \$500.00
- Rugby (per field Victoria Park no 1 and no 2) \$850.00
- Football (per field) \$500.00
- Croquet (Victoria Park greens) \$500.00
- Netball (King Edward Park hard courts) \$900.00
- Tennis (King Edward Park hard courts) \$900.00
- Other codes (per field Victoria Park) \$770.00
- Other codes (per field elsewhere) \$420.00

Sportsgrounds – casual use

- Per field, per hour or part thereof (without lights) \$20.00
- Per field, per hour or part thereof (with lights) \$30.00

Sportsgrounds/Parks and Reserves – other events

- Major event (public event) per day or part thereof \$155.00

- Minor event (private event) per day or part thereof \$78.00
 - Refundable bond for damage to grounds Determined by Council Officer upon initial assessment
- Page Street sports amenities building**
- Seasonal use \$420.00
 - Casual use per day or part thereof \$26.00

STAFF CHARGE OUT RATES

Charge out rates are as follows:

- Management \$240.00 Per hour or part thereof
- Technical \$210.00 Per hour or part thereof
- Research (includes LGOIMA, Cemetery enquiries) \$170.00 First 30 minutes free
- Administration \$170.00 Per hour or part thereof
- Vehicle Charge (Mileage) Per current IRD mileage rate

STORMWATER CONNECTION

- Application Fee \$250.00
- Connection Fee N/A Property owner to engage suitably qualified contractor

TRADE WASTE

The compliance monitoring fee component is based on the number of sampling events specified in a discharger's trade waste consent

Annual License for Conditional Activity Consents

- Administration fee (includes up to 3 hours officer time) \$302.40 First fee pro-rata during year
- Inspection fee (includes up to 1.5 hours officer time) \$194.40
- Total base fee* (administration and inspection) \$496.80 As advertised
 - Sampling event \$239.40 Per event As advertised

Consent Application for Temporary Discharge Consents

- Administration fee (includes up to 1.5 hours officer time) \$151.20 As advertised
- Inspection fee (includes up to 1 hour officer time) \$144.00 As advertised
 - Total base fee* (administration and inspection) \$295.20

Consent Application for Conditional Activity Consent

- Administration fee (includes up to 5 hours officer time) \$504.00

- Inspection fee (includes up to 5.5 hours officer time)
 - Total base fee* (administration and inspection)
 - Renewal fee (includes up to 3 hours officer time)
 - Technical charge for officer time above base fee (includes technical officers and monitoring officers)
- Manager/external technical charge for officer time

Non-compliance Re-inspection Fee

- Administration fee (includes up to 3 hours officer time)
 - Inspection fee (includes 1.5 hours officer time)
- Total base fee* (administration and inspection)
 Sampling event

Other Charges

- Volume
- Suspended solids (SS)
- Biochemical Oxygen Demand (BOD)
- Copper
- Nickel
- Zinc

In addition to the base fees the discharger will be charged for the cost of treating their effluent (BOD, SS, volume and toxic pollutants) incurred in characterising the waste. If the discharge is made into the wet well at the wastewater treatment plant, a higher charge will apply.

**Base fee: the base fee is non-refundable except in accordance with the refund criteria. It is set at a level to cover a straight forward application of the application and initial inspection, and includes the number of hours of technical input specified. In some cases, the base fee will include specialist inputs, amendments or additional information or application complexity. Any additional costs over and above the base fee will be included in the application fee.*

VENUE HIRE (OTHER) This includes hall-hirer insurance, if not already covered by insurance. All damages to be recovered at cost, including cleaning.

All Venues

10% Deposit (non-refundable within 60 days of the event)

Centennial Rest Rooms

- Whole Complex Day Rate \$736.00 8.00am to 12.00am
- Whole Complex per Hour \$46.00 Per hour or part thereof
- Meeting Room without kitchen \$18.00 Per hour or part thereof
- Meeting Room with kitchen \$22.00 Per hour or part thereof
- Institute Room without kitchen \$24.00 Per hour or part thereof
- Institute Room with kitchen \$28.00 Per hour or part thereof

- Stratford Women's Club hireage \$5,000.00 Per annum

War Memorial Centre

- Whole Complex Day Rate \$1,000 8.00am to 12.00am
- Whole Complex Weekend Rate \$2,500 Friday 12.00pm to Sunday 12.00pm
- Stadium \$30.00 Per hour or part thereof for 1-12 hours
- \$28.00 Per hour or part thereof for 12-24 hours
- \$26.00 Per hour or part thereof for 24+ hours
- Function Facility (with kitchen) \$28.00 Per hour or part thereof for 1-12 hours
- \$26.00 Per hour or part thereof for 12-24 hours
- \$24.00 Per hour or part thereof for 24+ hours
- Function Facility (without kitchen) \$24.00 Per hour or part thereof for 1-12 hours
- \$22.00 Per hour or part thereof for 12-24 hours
- \$20.00 Per hour or part thereof for 24+ hours
- TSB Chambers \$20.00 Per hour or part thereof for 12-24 hours
- \$18.00 Per hour or part thereof for 1-24 hours
- \$16.00 Per hour or part thereof for 24+ hours
- Projector \$25.00 Per hire
- Piano \$15.00 Per hire

WASTEWATER

Bulk Discharge

- | | | |
|---|----------|---|
| • Tanker Load less than 2m ³ | \$110.00 | Use of bulk discharge point requires prior Council approval in writing. |
| • Tanker Load between 2m ³ - 4m ³ | \$220.00 | |
| • Tanker Load between 4m ³ - 6m ³ | \$330.00 | |
| • Tanker Load over 6m ³ | \$440.00 | |
| • Dump Station Clean up Fee | At Cost | |

New Wastewater Connection

- | | | |
|--------------------------|----------|--|
| • Application fee | \$250.00 | Property owner to engage suitably qualified contractor |
| • Connection Fee | N/A | |
| • First Year Service Fee | | Pro-rata amount of applicable targeted rate equivalent.* |
| • Reconnection Fee | At cost | |

WATER SUPPLY

Bulk Supply (Tanker Load) \$5.00 Per cubic metre

New Water Connection

- | | | |
|--------------------------|----------|---|
| • Application fee | \$250.00 | Property owner to engage suitably qualified contractor |
| • Connection Fee | N/A | |
| • Reconnection Fee | At cost | Pro rata amount of applicable targeted rate equivalent. * |
| • First Year Service Fee | | |

**A service charge will apply from the first month following connection with the same conditions that would apply to the owner as if they were a ratepayer for that year.*

Water Supply Bylaw Charges

- | | |
|--|---------|
| • Costs incurred in remedying breach of Water Bylaw | At cost |
| • Tampering/Interfering with Council equipment | At cost |
| • Unauthorised water abstraction from Council supply | At cost |
| • Correcting contamination of water supply | At cost |
| • Repair of private water assets | At cost |
| • Install backflow protection device | At cost |



Our reference
F19/13/03-D21/40748

Karakia

Kia uruuru mai
Ā hauora
Ā haukaha
Ā haumāia
Ki runga, Ki raro
Ki roto, Ki waho
Rire rire hau Paimārire

I draw in (to my being)
The reviving essence
The strengthening essence
The essence of courage
Above, Below
Within, Around
Let there be peace.