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Upper Hutt  
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Fraser

Via email: fyi-request-3627-c097abba@requests.fyi.org.nz

File: 311/04-001

Ref: AJH:KCP

SHED: OIA: Fraser (J1-1,835)

21 April 2016

Dear Fraser

**RE: LOCAL GOVERNMENT OFFICIAL INFORMATION REQUEST**

In part response to your request for clarification of my letter dated 7 March 2016.

The information requested at question 3 is included in the substantial collation and research that would be required to answer your questions 3 – 7.

Due to the very specific and defined nature of the information you have request we estimated 20 hours for the work to be researched, collated and assembled. We estimated three hours for Question 3, and a further 12 hours for Questions 4, 5, 6 and 7. This estimated was based on 15 hours for research/collation and another five hours for the information to be assembled. The final amount charged would only relate to the actual time involved.

I have attached a copy of our Fees and Charges relating to Official Information that shows a charge of \$38 per half hour (\$76 per hour). In my earlier response I quoted the rate that the Building Administration Officer would charge for their time which is \$84 per hour. I have attached that page of our Fees and Charges for your reference. The charge I should have quoted is the Official Information charge of \$38 per half hour (\$76 per hour). Information on UHCC Fees and Charges is available on our website at:

<http://www.upperhuttcity.com/publication/annual-report-2013-2014/>

For your further information due to the Building (Earthquake-prone Buildings) Amendment Bill that is soon to become law some of the work that is required by Council regarding earthquake prone buildings is pending to ensure that when the work is carried out it will comply with the new legislation.

I will be in touch with you with my further response to your request for clarification.

Yours faithfully

Karen Patterson  
Registered Legal Executive

DDI: 04 529 0080  
Fax: 04 528 2652  
Email: Karen.patterson@uhcc.govt.nz

# Official information (Local Government Official Information and Meetings Act 1987)

Requests for official information may be made to the:

Chief Executive  
Upper Hutt City Council  
Private Bag 907  
UPPER HUTT 5140

1. If the request is made by an identifiable natural person seeking access to any personal information about that person, then such requests are not subject to any charge.
2. Where repeated requests are made in respect of a common subject, in any period of up to 8 weeks, requests after the first shall be aggregated for charging purposes.
3. Subject to paragraph 6, staff time will be charged, where the total time involved is in excess of one hour, after the first hour, for each half hour or part thereof at a rate of: \$38.00
4. Photocopying or printing, on standard A4 or foolscap paper, where the total number of pages is in excess of 20 pages, will be charged for each page after the first 20 pages at a rate per page of: \$0.20
5. All other charges incurred shall be fixed at an amount that recovers up to the actual costs involved. This will include:
  - the provision of documents on computer disks
  - the retrieval of information off-site
  - reproducing a film, video or audio recording
  - arranging for the applicant to hear or view an audio or visual recording
  - providing a copy of any map, plan or other document larger than foolscap size.
6. A charge may be modified or waived at the discretion of the Chief Executive.
7. The charge may not include any allowance for:
  - locating and retrieving information which is not where it ought to be
  - time spent deciding whether or not access should be allowed and in what form.
8. A deposit may be required where the charge is likely to exceed **\$67.56 (GST exclusive)** or where some assurance of payment is required to avoid waste of resources. Any unused portion of a deposit will be refunded forthwith to the applicant.
9. A record will be kept of any costs incurred. Wherever a liability to pay is incurred, the applicant is to be notified of the method of calculating the charge and this fact noted on the record.
10. Council will refer to the Ministry of Justice Charging Guidelines for Official Information Act 1982 Requests (issued 18 March 2002) for guidance in addressing any issues not covered above.

## BUILDING SERVICES

### Project Information Memorandum (PIM)

The following fees apply for a PIM application:

Under \$100,000 value of work		\$190.00
\$100,001 - \$300,000 value of work		\$243.00
\$300,001 and greater value of work		\$296.00

### Fees for other applications

Certificate of Acceptance application	plus base fees	\$250.00
Certificate of Public Use application		\$254.00
National multiple-use application		\$413.00

### Building Warrant of Fitness

Building Warrant of Fitness Certificate		\$148.00
Inspection of building warrants	per hour or part hour	\$106.00
Amendment to a compliance schedule		\$148.00

### Swimming pools

Inspection of a pool fence		\$106.00
Exemption request from compliance with the Fencing of Swimming Pools Act 1989		\$360.00

### Perusal fee

Building packet research and/or related tasks, on behalf of others	per half hour	\$42.00
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### Liquor licensing

Building certificate		\$84.00
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### Building consent list

List of building consent applicants for the year to date	per year	\$57.00
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### Cost recovery rates

Internal technical officer/expert (eg Building Officer/engineer)	per hour	\$106.00
Administration Officer	per hour	\$84.00