

Environmental Health and Licensing (GST inclusive)		2024/25
<b>Food Registration</b>		
New Application for registration of food control plan based upon: a template issued by MPI or a new business subject to a national programme	Fixed fee includes up to three hours to process registration	\$365.00
Application for renewal or amendment of food control plan or national programme.	Fixed fee includes up to one hour to process application	\$150.00
<b>Verification</b>		
Verification food premises including booking of appointments, checking prior history, travel time, actual on-site time, completing reports and recording system entries. Also covers any follow up verification site visits to check remedial action	Fixed fee up to 3.5 hours	\$425.00
<b>Verification - Out of routine hours</b>		
Verification food premises including booking of appointments, checking prior history, travel time, actual on-site time, completing reports and recording system entries. Also covers any follow up verification site visits to check remedial action	Fixed fee up to 3.5 hours	\$660.00
*Cancellation of verification with less than 48 hr notice will incur full cost	For every additional hour	\$210.00
<b>Compliance and Monitoring</b>		
Complaint driven investigation resulting in issue of improvement notice by Environmental Health Officer; or application for review of issue of improvement notice; or monitoring of food safety and suitability; or failure to comply with corrective action request within agreed timeframe.	Hourly rate for each compliance and monitoring activity (minimum half hour charge)	\$195.00
*Licensing Year for Health Act and Bylaw Registration is 1 April to 31 March		
Application for registration of premises (Health Act 1956 and Bylaws)	Fixed fee includes up to two hours to process registration and site visit	\$240.00
<b>Annual Registration:</b>		
Beauticians, Nail Technicians, Tattooists and Skin Piercer - Secondary business activity (chemists / beauty therapy services in conjunction with another activity)		\$88.00
Beauticians, Nail Technicians, Tattooists and Skin Piercer - Sole business activity e.g. Beauty Therapy Clinics.		\$210.00

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Annual registration - Camp ground		\$240.00
Annual registration - Hairdressers		\$210.00
Annual registration - Offensive trades		\$210.00
Annual registration - Funeral directors		\$210.00
Transfers / change of operator (offensive trade, camping ground, funeral director, hairdresser and beauty therapists, tattooists, skin piercers)		\$180.00
<b>Further Notes</b>		
Application for refund of an annual registration fee must be in writing, 50% of total fee retained for administration / inspection, 50% of total fee refunded on a monthly pro-rata basis.	The initial verification fixed fee is based on an initial estimate of time. The actual officer time will be subject to the size, complexity, level of compliance and the readiness of the business.	
The registration frequency for national programmes (NPs) is every two years.	Food registration periods may be extended as per section 51(1)(b) and charged pro-rata for the extended portion.	
The verification frequency for high performing operators on FCP may extend to every eighteen months, further reducing compliance costs for food operators. Verification for businesses on national programme may also be extended to 24 months. Businesses on national programme one (businesses such as coffee carts) will only need to be verified once if there are no changes to the operation.		
<b>Licences</b>		
Application for Gambling Venue consent	plus charges	\$425.00
Hawker or mobile cart trader licence	per annum	\$210.00
Itinerant trader (including inspection fee)	per annum	\$425.00
Duplicate licence		\$45.00
Street stall - licence	per week	\$45.00
Small passenger service vehicle stand	per annum	\$210.00
Pie cart stand - site licence	per week	\$60.00

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Boarding House	per annum	\$120.00
<b>Resources</b>		
Food Act 2014 Resources		Actual cost plus 15%
<b>Noise Control</b>		
Noise control charges (Return of seizure equipment) - (Per Callout to Property)		\$115.00
Security / Fire alarm disconnection		Actual cost plus 15%
<b>Bylaws</b>		
Grazing permit (three months)		\$33.00
Removal of refuse		Actual cost plus 15%
<b>Return of Seized Skateboard</b>		
First offence	7 day impoundment	7 day impoundment
Second offence	7 day impoundment plus return fee	\$55.00
Third and subsequent seizures	7 day impoundment plus return fee	\$105.00
<b>Abandoned Vehicles</b>		
Removal urban		\$365.00
Additional charges for storage and costs for rural collection		Actual Cost
<b>Officer Rates</b>		
Environmental Health - Manager / Senior		per hour \$310.00
Environmental Health - Officer / Inspector time (minimum 1 hour)*		per hour \$195.00
*covers all activities across Environmental Health Services		
Administration charge minimum of one hour		per hour \$125.00