

Environmental Health and Licensing

Registration of Premises All fees are GST inclusive

New Application for registration of food control plan based upon a template issued by MPI or a new business subject to a national programme	\$120.00 fixed fee includes up to 2 hr to process registration \$60.00 per hour for every additional hr
Application for registration/renewal or amendment of food control plan based upon a template issued by MPI or a renewal or amendment of business subject to a national programme	\$60.00 fixed fee includes up to 1 hr to process registration \$60.00 per hour for every additional hr
Application for proposed new registered licensed premises (offensive trade, camping ground, funeral director, hairdresser and beauty therapists, tattooists, skin piercers)	\$126.00
Annual registration Class 1 food premises, equivalent to schedule 1 Food Act 2014 (Food Hygiene Regulations 1974, Licensing year 1 April – 31 March)	\$270.00 Includes: checking prior history, travel time, actual on-site time, completing reports and recording system entries)
Annual registration Class 2 food premises, equivalent to schedule 2 Food Act 2014 (Food Hygiene Regulations 1974, Licensing year 1 April – 31 March)	\$200.00 Includes: checking prior history, travel time, actual on-site time, completing reports and recording system entries)
Annual registration beauticians, Nail technicians, tattooists and Skin piercers fees:	
• Secondary business activity (chemists/beauty therapy services in conjunction with another activity)	\$50.00
• Sole business activity e.g. Beauty Therapy Clinics	\$139.50
Annual registration - Camp ground	\$160.50
Annual registration - Hairdressers	\$139.50
Annual registration - Offensive trades	\$139.50
Annual registration - Funeral directors	\$107.00
Transfers/change of operator (offensive trade, camping ground, funeral director, hairdresser and beauty therapists, tattooists, skin piercers)	\$133.00
Verification	
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	\$210.00 fixed fee (up to 3.5 hrs) \$60.00 For every additional hour
Verification of VIP food control plans 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	\$270.00 fixed fee (up to 3.5 hrs) \$60.00 For every additional hour

Compliance and Monitoring

<ul style="list-style-type: none"> Complaint driven investigation resulting in issue of improvement notice by Environmental Health officer Application for review of issue of improvement notice Monitoring of food safety and suitability Failure to comply with corrective action request within agreed timeframe 	\$120.00 hourly rate for each compliance and monitoring activity (minimum ½ hour charge)
Premises Transitioning to Food Act 2014 Food businesses transitioning from the Food Hygiene Regulations 1974 to the Food Act 2014	Transfer fees on a pro rata basis to the Food Act registration
Inspection fee	\$123.00
Hourly rate above programmed work	\$78 an hour

Further notes

- Application for refund of an Annual Registration fee must be in writing, 50% of total fee retained for administration/inspection, 50% to 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 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 twenty four months. Businesses on National Programme one (businesses such as coffee carts) will only need to be verified once.
- Renewal of registration will be based on the annual anniversary date of registration under the Food Act 2014.
- Food businesses transitioning from the Food Hygiene Regulations 1974 to the Food Act 2014 will be able to transfer fees on an annual pro-rata basis to the Food Act registration.
- Any verification activities outside of the Masterton District will be charged at actual cost incurred i.e. no rates contribution

Licences- All fees are GST inclusive

Application for Gambling Venue consent	\$273.00 plus charges
Hawker's licence and mobile shops (including inspection fee) – per annum	\$96.50
Itinerant trader (including inspection fee) per annum	\$252.00
Street stall – licence	\$21.00 per week
Taxicab stand - per annum	\$104.00
Pie cart stand - site licence	\$35.00 per week
Boarding House per annum	\$59.00
Event application processing fee – 5 stalls where food is for sale and the public are attending both on private and public land, excluding charity events	\$79.00

Resources

Food Act 2014 Resources	Actual cost plus
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Outdoor Café Permits – Moritorium on fees*(GST inclusive)*

Footpath and kerbside seating - per seat	\$6.50
Kerbside parking space:	
• Cost recovery for loss of one parking (recovered over 10 years)	\$738.00 pa
• Cost recovery for paving etc (recovered over 5 years)	\$616.50 pa

Bylaws*(GST inclusive)*

Duplicate licence	\$5.50
Removal of refuse	actual cost plus 10%
Scaffolding and deposit of materials	\$90.00
Property numbering – Initial	\$25.00
– Replacement	\$15.00
Noise Control	
Noise control charges (Return of seizure equipment) – [per callout to property	\$62.00
Security/ Fire alarm disconnection	Actual cost incurred plus 10%
Return of seized skateboard	
First offence	7 day impoundment
Second offence	7 day impoundment plus \$41.00 return fee
Third and subsequent seizures	7 day impoundment plus \$59.00 return fee
Abandoned vehicles	
Removal urban	\$181.00
Additional charges for storage and costs for rural collection	Actual Cost