

# Understanding your initial fee invoice

## What is the initial fee and how is it calculated?

The initial fee is made up of an administration lodgement fee of \$300.00 and monitoring fee of \$287.00 (for land use consent applications and designation related applications) if applicable. It also includes a charge reflective of the overall activity status of your application or the type of application you are applying for, this charge is treated as the application deposit.

The application deposit is calculated using median charges for the activity or application type from previous financial years. The actual costs of your application will be calculated as the application progresses.

Your initial fee invoice will have a breakdown of the fees and charges that make up the initial fee.

Charge Description	Comment	Exclusive amount	GST Amount	Inclusive Amount
Administration Lodgement Fee		\$260.87	\$39.13	\$300.00
Monitoring Fee		\$249.57	\$37.43	\$287.00
Land Use Non-complying Activity		\$2,653.04	\$397.96	\$3,051.00
Total		\$3,163.48	\$474.52	\$3,638.00

Apart from the fixed fees indicated in our [🔗 Fee Schedule](#), the initial fee amounts are a minimum initial charge, and any further costs incurred will be invoiced monthly until processing is complete.

## Do I need to pay my initial fee invoice for my application to be processed?

Yes, your application will not be processed until we have received payment of the initial fee. This invoice is issued once an application has been lodged through QLDC's online Community Portal (typically within 1-2 business days).

Payment correctly listing the application reference must be received before an application can progress further. Incorrectly referenced payments will result in your payment being returned to you, and delays to your application processing.

## Are there other costs involved?

It depends on the complexity of the application. Each application is different because each one relates to a specific site and proposed development.

Application costs vary depending on the following:

- > The quality of the application we receive
- > The site of the proposed development
- > The scale of the proposed development

Once the application deposit has been used, invoices for additional processing time will be issued monthly until the processing of your application has been completed. If the processing charges do not exceed the application deposit, you will not receive further invoices.

**Note:** the next invoice you receive may show charges dating back several weeks or months. This is because your application deposit has been used and treated as a credit towards your application charges.

All current fees are listed on our [🔗 Charges and Fees webpage](#).

## What is the monitoring fee used for?

Once an application has been granted, we may carry out monitoring (which may include on-site visits) to make sure the development or activity has been, or is being undertaken, in accordance with the approved decision and conditions. The initial fee is used towards the cost of monitoring, however further fees may be payable and will be invoiced monthly as applicable.

More information can be found on our [🔗 Monitoring webpage](#).

## Are fees GST inclusive?

Yes, all fees on your initial invoice are GST inclusive. A GST breakdown is shown on your initial fee invoice.

## How are the fees and hourly rates set?

Fees and hourly rates are set annually as part of the council's regular yearly planning (called the Annual or Long-Term Plan) or through a separate consultation process.

## Why am I be charged if my application has been rejected?

If your application is rejected because you did not make payment within 20 working days, you will be charged a \$300 administration lodgement fee. This is to cover the costs of staff time spent working on your application.

## How do I update my invoicing details?

If your application is still in progress, please provide us with an updated application form with the amended invoicing details.

An updated application form is a strict requirement for audit purposes and for future matters such as debt collection. Please ensure you have completed the invoicing section of your application form correctly. The person/company named here is liable for any costs incurred.

For any queries relating to updating your invoicing details, please email QLDC's Technical Support team at [resourceconsent@qldc.govt.nz](mailto:resourceconsent@qldc.govt.nz)

## Where can I get help if I still have questions?

If an agent (*i.e. consultant planner/architect/surveyor*) lodged your application, they should be able to help you understand the charges on your initial fee invoice. More information on consent fees and charges can be found on our [Understanding consent fees and charges fact sheet](#) and on our [Charges and Fees webpage](#). If you're still unsure, please email your query and application reference to [resourceconsent@qldc.govt.nz](mailto:resourceconsent@qldc.govt.nz)

