

**6. APPROVAL OF FEE FOR APPLICATIONS TO SITE
TELECOMMUNICATIONS FACILITIES ON COUNCIL-OWNED LAND**

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Corporate Plan Output: Page 6.1.26 Community Relations Unit Output, Class: Communications	

The purpose of this report is to seek Council approval of a fee structure to enable recovery of staff time in the processing of applications from telecommunication operators and consultants to site facilities on Council-owned land. The report was considered by the Cell Sites Subcommittee at its meeting on 11 September 2000.

INTRODUCTION

Earlier this year the Council approved the formation of a Cell Site Subcommittee to consider and facilitate future applications for cell sites on Council owned land. Subsequent to the Subcommittee formation, John de Zwart was appointed to the project to fine tune and promote the already-initiated protocol for handling site applications to the Council.

The Council protocol has now been fine-tuned with input from incumbent telecommunications companies and the approval of the Subcommittee. Facilitation of the protocol will involve considerable Council staff time and given that the driver behind the applications is purely commercial it is considered appropriate to charge an application fee to cover Council staff time.

PROPOSED FEE

It is acknowledged that not all applications will proceed through the full protocol process. For a variety of reasons, sites may be found to be unsuitable either by the applicant or the Council at different stages of consideration. The fee structure has been such that a total fee of \$2,000 (plus GST) is payable on application but with provision for rebate at nominated milestones in the protocol process for discontinued applications.

The fees are for staff time only and do not include other disbursements and statutory process fees such as public notification, resource consents, Reserve Act hearings, etc, all of which are payable in addition by the applicant.

Section 690A(1) of the Local Government Act 1974 allows the Council to prescribe fees, by resolution publicly notified, for consents or services given provided the fees recovered are no more than the reasonable costs incurred by the Council in respect of the matter for which the fee is charged. The proposed cell sites application fee of \$2000 has been calculated on estimated hours of staff time to process the various segments of processing such requests.

CCC Cell Site Selection Process, Schedule of Time/Costs

Task	Person Hrs
Telecommunications company (Telco) approach CCC and advise Liaison Office of areas they require sites. Application received and processed. 2	1
Property Unit identify properties in areas concerned. 3	1
Proposed sites notified to subcommittee members. 4	1
Issues with proposed sites resolved with relevant parties. 6	2
Property Unit notify Telco of Prospective sites and give approval for testing of the site. 7	0.5
Deliberation over suitability of site. 8	1
Telco written application for site received and processed. 10	3
Tenants of property advised by Liaison Office. 11	0.5
Application details distributed to relevant Council/Orion Units for comment/input, List H. 11	1
Unit comments received and processed. 12	0.5
Property Unit and Liaison Office to facilitate discussion between affected units to decide on optimum location or outcome. 13	5
* Proposed location/response along with Unit comments and recommendation (Liaison Office) reported to Subcommittee. 14	5
*Public Hearing attendance. 19	3
*Council Meeting attendance and prepare report. 20	3
Telco advised by Liaison Office. 22	0.5
*Property Unit manage lease/license agreement. 25	3
Total Hours	31

*Time estimates subject to change due to uncertainty of requirements. Where time requirements look to exceed those indicated; applicant will be notified as soon as possible.

Time is charged at \$65.00 per hour, (i.e. 31 hours equates to \$2,015.00)

The above report was considered by the Cell Sites Subcommittee at its last meeting on 11 September 2000. The Subcommittee noted the information that the fee structure was acceptable to the telecommunication companies as it corresponded to the fees they would have to pay to outside agents to locate suitable sites for telecommunication facilities. The Subcommittee was mindful of the need to keep costs at a level which would not be a deterrent to the process.

Recommendation: That, subject to the necessary public notification, the Council approve the fee of \$2,000 (plus GST) as outlined above for the processing of applications for the installation of telecommunications facilities on Council-owned land, with effect from 2 October 2000.