

Fees and Charges Policy

*This Policy contains the Draft Fees and Charges
Schedule for 2026-2027*

DRAFT FOR FEEDBACK

Contents

1. Purpose	3
2. Scope	3
3. Legislative framework	3
4. Charging principles	3
5. Usage-based charging	4
6. Frequency of charging	4
7. Structure of charges	4
8. SUIP and multi-unit charging	5
9. Serviceability charges	6
10. Bulk and temporary supply	6
11. Trade waste charging	6
12. Year zero charging	7
13. Waivers and remissions of charges	7
14. Late payment and enforcement	7
15. Responsibility for billing information	7
16. Approval and review	8
Appendix A: Selwyn Water Draft Fees and Charges Schedule	9
1. Purpose	9
2. Definitions	9
3. Drinking water charges	11
4. Wastewater charges	12
5. Trade waste/commercial charges – current bylaw	14
6. Other charges and administration fees	15



1. Purpose

This policy establishes a structured, sustainable framework for setting, approving, administering, and enforcing fees and charges imposed by Selwyn Water Limited (Selwyn Water).

It ensures that fees and charges:

- Are transparent
- Reflect cost recovery, usage, and network serviceability
- Align with Selwyn Water's strategic and operational objectives
- Comply with the Local Government (Water Services) Act 2025 (the Act) and other relevant legislation where applicable

The detailed fee and charge amounts are contained in the draft Fees and Charges Schedule set out in Appendix A of this document.

2. Scope

This policy applies to all water supply, wastewater, trade waste, administrative and related service fees and charges imposed by Selwyn Water as set out in the Fees and Charges Schedule (Appendix A).

3. Legislative framework

Selwyn Water sets and collects fees under the Act. In particular:

- Charges are set in accordance with Selwyn Water's Water Services Strategy (s86(6)(a))
- Charges must not be based on, or take into consideration, a property's capital or land value (s86(6)(b))
- Charges are recoverable as a debt to Selwyn Water (s100).
- A waiver policy for charges and/or penalties must be adopted and published (s102). Selwyn Water has adopted a policy providing for remission or waiver of charges.
- Selwyn Water's Board may, by resolution, authorise late payment penalties, in accordance with the statutory provisions (s103 and s104)
- Selwyn Water must publish a list of charges that apply to its annual billing period on its website (s91).

All fees must be legally defensible and aligned with statutory requirements.

4. Charging principles

All fees and charges will be determined in accordance with the following principles. These principles have been developed taking into account the objectives of water service providers in s17, and the financial principles for water service providers in s18, of the Act.



4.1. Cost recovery

Charges will recover:

- Operating costs
- Asset renewal funding (via depreciation recovery)
- Debt servicing
- Regulatory compliance costs
- Appropriate overhead allocation

4.2. User/beneficiary pays

Connected properties are the primary beneficiaries of water and wastewater services and will bear the primary cost of those services.

4.3. Additional demand pays

Where customers create additional demand or network impact (e.g. trade waste discharges, bulk extraction), additional charges will apply.

4.4. Intergenerational Equity

Long-life infrastructure costs will be spread appropriately through capital funding mechanisms.

4.5. Serviceability-based charging

Properties situated within an approved serviceable boundary may incur a Serviceability Charge even if not connected, in accordance with s88 of the Act.

5. Usage-based charging

Volumetric charging structures will be applied where metering is available to promote conservation and reflect network usage.

6. Frequency of charging

Selwyn Water will charge customers quarterly for their drinking water and wastewater services. Water bills will include the fixed charges and drinking water volumetric charges (volumetric charging is either metered or on restricted supply).

7. Structure of charges

The Fees and Charges Schedule may include:

7.1. Drinking water charges

- Volumetric charge per m³
- Restricted supply unit charges
- Serviceability charges



- Meter-related fees
- Connection and stand over fees
- Temporary supply charges
- Bulk water extraction charges

7.2. Wastewater charges

- Fixed charges per SUIP
- Commercial volumetric percentage of water-in
- Pan-based charges
- Serviceability charges
- Inspection and connection fees

7.3. Trade Waste Charges

- Fixed charges per permit and/or consent (including special agreements)
- Volumetric charges
- Strength-based charges (e.g. Biochemical Oxygen Demand)
- Monitoring and testing charges
- Application fees

7.4. Capital growth, administrative and engineering charges

- Fixed charges per permit and/or consent
- Volumetric charges
- Strength-based charges (e.g. Biochemical Oxygen Demand)
- Monitoring and testing charges
- Pre-treatment cost recovery
- Application fees

8. SUIP and multi-unit charging

Selwyn Water applies fixed charges per Separately Used or Inhabited Part (SUIP) to ensure:

- Fair allocation of infrastructure availability costs
- Compliance with statutory charging principles

Where multiple SUIPs share a single meter:

- The fixed charge will apply per SUIP
- Volumetric charges will be applied to the primary account holder

Where a reserve or similar non-rateable land does not meet the SUIP definition, Selwyn Water may determine fixed charges based on the number of service connections, service units, or equivalent demand assessments to ensure equitable cost recovery. Charges will not be based on capital or land value.



Familial relationships do not exempt additional SUIPs from fixed charges. This means, if people live together as a family, each separate unit (SUIP) will still have its own fixed charge.

SUIP is defined in the Water Services Strategy.

9. Serviceability charges

A Serviceability Charge may be imposed on a property which is not connected to a network where:

- A property is within the approved serviceable boundary, which in accordance with s88(1)(a) of the Act is 100 metres from a water supply or wastewater network
- Network infrastructure is available, and has sufficient capacity, to connect to that property
- The property can be connected to that network (regardless of whether the property is in fact connected); and
- The land is not non-rateable land specified in Part 1 of Schedule 1 of the Local Government (Rating) Act 2002

Serviceable boundary maps are maintained by Selwyn Water consistent with s88 of the Act and may be updated from time to time. Charges apply based on the published boundary at the time of billing.

10. Bulk and temporary supply

Bulk extraction permits, and temporary supply arrangements:

- Must be metered
- Are subject to fixed and volumetric charges as specified in the Schedule
- May require upfront payment
- Must have appropriate safety measures in place, including backflow protection, in accordance with applicable standards.

Bulk extraction charges reflect network and treatment impact.

11. Trade waste charging

Trade waste charges will reflect:

- Volume discharged
- Strength of discharge
- Impact on treatment processes
- Monitoring and compliance requirements

Applicants for trade waste permits may also be required to undertake the following activities at their own cost, as a condition of a trade waste permit issued under the Selwyn District Council Trade Waste Bylaw 2016:



- Pre-treatment
- Monitoring devices
- Sampling and testing

12. Year zero charging

Charges for new connections, subdivisions, or newly titled properties will:

- Be pro-rated from the date of connection or title issue (whichever occurs first)
- Ensure immediate revenue capture
- Align with development contribution frameworks

13. Waivers and remissions of charges

Waivers and remissions are addressed in Selwyn Water's Waivers and Remissions Policy.

14. Late payment and enforcement

Late payment penalties may be applied in accordance with the Act.

Unpaid charges:

- Constitute a debt to Selwyn Water
- May result in enforcement action

Disconnection for non-payment will only occur where lawful and consistent with statutory obligations to provide safe and sufficient water services.

15. Responsibility for billing information

Selwyn Water will endeavour to maintain a complete and accurate database for charging users of drinking water and wastewater services in the district. However, the responsibility for ensuring that a user is billed for all services they receive rests with the user.

If it is identified that Selwyn Water has undercharged for services, Selwyn Water may recover the undercharged fees for a period of up to five years.

Interest will not be charged on any undercharged fees.



16. Approval and review

The Selwyn Water Board will:

- Approve this Policy
- Approve the Fees and Charges Schedule annually (or delegate approval within defined parameters)

Any material changes to the charging methodology, structure of charges, or introduction of new charge categories are subject to Selwyn Water's Significance and Engagement Policy and must be approved by the Board.

DRAFT



Appendix A: Selwyn Water Draft Fees and Charges Schedule

Financial Year: 1 July 2026 – 30 June 2027

GST: All fees and charges include GST unless stated otherwise

1. Purpose

This schedule implements the Fees and Charges Policy and is published to ensure public transparency and compliance with s91 of the Local Government (Water Services) Act 2025 (the Act).

2. Definitions

The following definitions apply in this schedule:

Term	Definition
On-Demand Supply	A supply of water that is available on demand at the point of supply, typically metered.
Time and Cost	The actual cost of completing the work. This includes costs of staff time, mileage, administration, and an appropriate share of overhead costs (for example management, systems, and facilities). If external consultants or contractors are required, their costs will be passed on, together with the cost of procuring and administering those services.
Restricted Supply	A supply of water where the volume is limited by a flow-restricting device.
Serviceability Charge	A charge applied to a property or allotment, in accordance with s88 of the Act: <ul style="list-style-type: none">• Situated within a current "serviceable area" as defined by the serviceable boundary maps held by Selwyn Water (being the area 100m from the relevant drinking water or wastewater supply network);• Not, but can be, connected to that network; and• Not non-rateable land specified in Part 1 of Schedule 1 of the Local Government (Rating) Act 2002.
SUIP (Separately Used or Inhabited Part)	As set out in Selwyn Water's Water Services Strategy, a SUIP is part of a property (valuation) that can be used or occupied independently of the rest of the property. This usually means any portion of a property that has its own ability to be used or lived in separately, such as a separate flat, dwelling, commercial space, or other area that can function independently. Each property will have at least one SUIP. For example, a valuation that is bare land is considered to have one SUIP.



Term	Definition
Point of Supply	The boundary between Selwyn Water's network and the customer's private pipework.
Trade Waste	As per Selwyn District Council Trade Waste Bylaw , trade waste means any liquid, with or without matter in suspension or solution Discharged to the Wastewater System in the course of any trade or industrial process or operation, or in the course of any activity or operation of a like nature and may include: (i) Condensing Water; (ii) Stormwater which cannot be practically separated from Wastewater; and (iii) Domestic Sewage.
Temporary Supply	Short-term supply for construction or events, via a dedicated metered or restricted point of supply.
Bulk Water	Bulk Water Extraction via a dedicated Selwyn Water network point of extraction.
Pan	A fixture used for the disposal of human waste, including toilets and urinals. Each fixture in a property is counted as one pan.
Primary Account Holder	The person who is liable to pay charges or fees, including the person liable to pay water services charges under s94 of the Act. This will generally be the legal owner of the property, or other party registered with Selwyn Water as financially responsible for charges.
Residential	Use of land or a building for occupation by any person as a place of residence. For the avoidance of doubt, premises providing accommodation intended to be temporary or transient (such as hotels or motels) and premises providing public services (such as schools, hostels and hospitals) are not residential.
Commercial	Use of land or a building for purposes which are not residential.
LGOIMA	Local Government Official Information and Meetings Act 1987

3. Drinking water charges

Charge Type	Unit	Selwyn Water Fee	Description
Drinking water supply (fixed charge)	Per SUIP (or per valuation / day)	\$1.37	Covers network availability at point of supply. Daily fee.
Restricted charge (fixed charge)	Per valuation / day	\$1.37	Covers network availability at point of supply in restricted areas. Daily fee.
Volumetric charge (metered)	Per m ³ (1,000 litres)	\$1.48	Based on measured water use.
Restricted unit charge	Per unit / day	\$1.14	For supply of a limited number of units per day. A water unit is supply of up to 1m ³ of water over a 24-hour period, regardless of whether this supply is taken.
Restricted unit charge call out	Per call out	Time and cost	Where a restricted water unit is requested to be refilled by a customer.
Serviceability (drinking water)	% of fixed daily charge	100%*	A charge applied only in respect of properties not connected to a water network but which meet the criteria for a serviceability charge (as set out in that definition). * Where a property is 50% non-rateable land specified in Part 2 of Schedule 1 of the Local Government (Rating) Act 2002, the serviceability charge in respect of that property will be 50% of the fixed daily charge.
Water meter read out of normal cycle	Per reading	\$155	Optional service or required outside standard billing cycle, including final reads.
Bulk water extraction permit	Per annual permit	Minimum \$1075, then time and cost	Minimum fee payable upfront. All vehicles are registered against the single permit.
Bulk water extraction unit charge	Per m ³ (1,000 litres)	\$5	Applied per cubic metre of extraction at a dedicated network point of extraction.
New water connection application – residential	Per application	\$330	For connections from main to property boundary. Payable upfront.
New water connection application – commercial	Per application	\$990	For connections from main to property boundary and includes temporary drinking water supply applications. Payable upfront.



Charge Type	Unit	Selwyn Water Fee	Description
Stand over for new connections	Per instance	Minimum \$910, then time and cost	Minimum fee payable upfront.
Stand over for network modifications	Per instance	Time and cost	Applied as incurred.
Application to change restricted units	Per application	\$165	
Onsite charge to change restrictor/units	Per instance	\$635	Excludes unit charge.
Annual commercial property backflow audit	Per year	\$290	Charge for annual certification of medium/high hazard backflow preventor at boundary. Required to ensure compliance with s27 of Water Services Act 2021 (note this is different to Building Warrant of Fitness testing).
Installation of temporary water supply (construction/ event)	Per instance	Time and cost	Connection stand over and monthly reading of meter with fixed end date.-Water extraction metered and billed separately.
Temporary supply (construction/event)	Per m ³ (1,000 litres)	\$5	Charge for short-term water extraction. Will need to be carried out in conjunction with any stand over or network modifications required.
Meter Replacement (damage by customer or 3 rd party)	Per instance	Time and cost	Charged if damage caused by the customer or any third party identified as responsible for the damage.
Bacteriological water testing - minimum charge	Per test	Time and cost	Costs include external testing and Selwyn Water administration.

4. Wastewater charges



Charge Type	Unit	Fee	Notes
Fixed charge	Per SUIP / day	\$2.61	Access to wastewater network.
Serviceability (wastewater)		100%*	A charge applied only in respect of properties not connected to a wastewater network but which meet the criteria for a serviceability charge (as set out in the definition). * Where a property is 50% non-rateable land specified in Part 2 of Schedule 1 of the Local Government (Rating) Act 2002, the serviceability charge in respect of that property will be 50% of the fixed daily charge.
Wastewater Targeted Rate (on each SUIP per pan in excess of four)	% of Fixed Charge	25% per pan	Charges apply to all subsequent pans after fourth, charged daily.
New Wastewater connection application - residential	Per application	\$580	
New Wastewater connection application - commercial	Per application	\$990	
Wastewater stand over for new connections	Per instance	Minimum \$910, then time and cost	Minimum fee payable upfront.
Wastewater stand over for network modifications	Per instance	Time and cost	Applied as incurred
Wastewater inspection	Per instance	Time and cost	Applied as incurred



5. Trade waste/commercial charges – current bylaw

Charge Type	Unit	Fee	Notes
Trade waste – all connected			
Out of cycle monitoring or pollution event	Per event	Time and cost	Costs of investigation including inspection, testing and cost impacts on plant.
Trade waste reinspection fee	Unit	\$510	
Trade waste disconnection fee	Unit	Time and cost	
Trade waste application fee	Per event	\$255	Fixed fee for application review by specialist engineer. Required by all connected commercial premises as well as residential premises from which trade waste is discharged.
Trade waste – permitted			
Annual trade waste permitted inspection (Uniform Annual Charge)	Per year	\$575	Fixed fee includes annual inspection/review.
Trade waste permitted discharge	Calculated for each discharge (as per bylaw)	Calculated fee	Charge calculated under Selwyn District Council's Trade Waste Bylaw .
Trade waste – consented			
Annual trade waste conditional consented inspection (Uniform Annual Charge)	Per year	\$900	Engineering review of both permanent and temporary discharges requiring a consent.
Trade waste consent charging. Note: A Development Contribution may also be required as outlined in Selwyn District Council's Development Contribution Policy . Selwyn Water is currently developing its own Development Contribution Policy.	Calculated for each discharge (as per bylaw)	Calculated fee	Charge calculated under Selwyn District Council's Trade Waste Bylaw.
Trade waste special agreement	Per agreement	Special agreement charging	Agreed on a case by case under clause 8 of Selwyn District Council's Trade Waste Bylaw.



6. Other charges and administration fees

Service	Unit	Fee	Notes
Development Contribution, per Selwyn District Council's Development Contribution Policy .	Per HUE (Household Unit Equivalent)	Per HUE	Charge for capital expenditure to meet growth demand.
Late payment penalty	Percentage of unpaid balance	10% penalty applies to overdue amounts, increasing to 21% after six months, calculated monthly on the total unpaid.	Penalty on any unpaid balance after the due date.
Unrated year zero properties	Per SUIP/ day	Applicable fixed daily charges per SUIP	Charges applied from date of connection or title issue, whichever comes soonest.
Specialist technical advice	Per Requirement	Time and cost	Based on unique requests including external consultants, if required. Including but not limited to; 2 Waters Certificates, Resource Consents, PIMS, Engineering Acceptance, Building Consents and Preapplication advice
Senior or Principal Engineer / Senior Specialist	Per hour	\$255	For all advice carried out by a Senior grade
Engineer / Technician / Specialist	Per hour	\$210	For all advice carried out by a standard grade
Engineering support / administration	Per hour	\$135	
External consultants	Per request for service	Time and cost	Including but not limited to peer review and specialists
LGOIMA Requests – staff time	Per hour	\$38 per half hour (first hour free)	
LGOIMA Requests – other costs	Per materials required	Time and cost	Photocopying printing \$0.20 per page (first 20 free) Other media – USB sticks, Couriers – at cost



Service	Unit	Fee	Notes
Credit card surcharge	Per transaction	At cost	Selwyn Water reserves the right to pass on any bank or merchant fees for accepting payment by credit card
Direct Debit dishonour fee	Per transaction	At cost	Selwyn Water reserves the right to pass on any bank fee imposed on Selwyn Water for the dishonour of a direct debit payment
Cash handling fee	Per transaction	\$0	Where payment is made in person to Selwyn Water or agency, no fee will be charged

DRAFT

