

# Traveller's Accommodation

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## What consents do you need?

The provision of traveller's accommodation in Central Otago has become increasingly popular in conjunction with the rise in tourism visitors to the District. The resource consent and building consent requirements ensure that visitors have a healthy, safe and enjoyable stay, benefiting all parties. The first step in the process is to find out if you need a resource consent for your proposed activity.

## Resource Consent Requirements

If you are planning to operate a homestay or bed and breakfast (B&B) and there is a permanent resident in the house, under the Central Otago District Plan you can have up to 6 fee paying guests without having to obtain resource consent. The two key elements are that there is a permanent resident in the house and the guests share facilities (i.e. they are not located in a self contained unit on the property). This homestay / B&B rule applies in the Residential, Rural or Rural Settlements Resource Areas.

If you wish to operate traveller's accommodation and do not permanently occupy the house (i.e. it may be your family holiday home or a vacant house on a farm property that you wish to utilise throughout the year for travellers), you will need to obtain a resource consent, regardless of the number of persons the house is intended to accommodate.

## Information Required for a Resource Consent Application

The information you will need to supply to obtain resource consent includes:

- An application form.
- A clear site plan that shows all buildings, structures, significant natural features and the access.
- An Assessment of Effects on the Environment (AEE) - see next heading.
- An initial deposit of \$500 is required for a non-notified resource consent.
- The written approval of adjoining property owners may also be required (please check with the Planning Staff who can advise which (if any) approvals are required).
- If the property does not have town water or sewerage systems available, how these services are to be provided.
- A current copy of the Certificate of Title.
- There may also be other requirements that will vary depending on the location of the property which may include liaising with groups such as the Department of Conservation, New Zealand Historic Places Trust, or Ngai Tahu.

## Assessment of the Effects on the Environment (AEE)

The AEE addresses the specific detail of your proposal including but not limited to the following:

- The number of guests to be accommodated and where they will be accommodated;
- The number of on-site car parks available for guests;
- Any signage that you wish to erect, including the size, where it is to be erected; how it will be erected and detail of what is to be on the sign, including colours and any images;
- How the accommodation will be managed for bookings and how the effect of guests will be managed (i.e. in relation to noise effects on surrounding properties); and
- How your proposal is in keeping with the relevant rules in the District Plan.

## **Development Contributions**

Development contributions are levied under the Local Government Act 2004 and are a one off payment for additional demands placed on Council's infrastructure – namely the roading network, water and wastewater.

Any development that creates additional demands may attract a development contribution and this includes traveller's accommodation. The amount of contribution payable varies in each instance and is based on where you live and how many people you will be accommodating. Full details can be obtained by contacting Council's development engineer.

## **Building Consent Requirements**

If you are planning to operate a homestay or B&B and will live permanently in the house, with no more than 5 fee paying guests, there will be no need to upgrade fire safety features or accessible facilities.

If you wish to rent out your holiday home for travelers accommodation you are able to do so provided that the dwelling is rented as a whole to groups of people who are known to each other.

In the event that you wish to provide accommodation on a room by room basis to people who are not known to each other, it may be necessary to upgrade fire safety features or provide accessible facilities. Please contact Council's Building Control Department to determine what the requirements might be.

## **Environmental Health / Liquor Licensing**

If you are planning on serving meals and/or drinks to your guests, you will need to ensure that you have the appropriate licenses in place. Please check with Council's Environmental Health Officer to determine the requirements for these activities.

## **Tourism Central Otago and Central Otago Visitor Centre's**

Once you have all your consents in place, you are able to complete a Tourism Operators 'membership' pack available from your nearest Central Otago Visitor Centre or email [tourism.codc@govt.nz](mailto:tourism.codc@govt.nz). In the pack you will learn about what they can do to help you and your tourism business.

*Like you we all want to ensure that our visitors receive a 'quality experience'.*