



Kaikōura District Council  
96 West End Kaikoura  
Phone: (03) 319 5026  
Email: admin@kaikoura.govt.nz

## FORM 9

### Application for Resource Consent

### FOR A BED AND BREAKFAST, HOMESTAY (B&B) OR A COMMERCIAL HOLIDAY HOME

Resource Management Act (1991) Sec 88 1.

APPLICATION DETAILS		
Name of Applicant:		
Address of Applicant:		
Location of Activity:		
Email address:	Contact number:	
Legal Description: (from your rates notice)	Valuation number: (from your rates notice)	
Name and address of appointed agent if applicable:		
Nature of activity: (Tick relevant description. See definitions below)		
<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Homestay(B&B)	<input type="checkbox"/> Commercial Holiday Home

#### For the purpose of this form only:

**A B&B or Homestay (B&B) is defined as short-term rental of rooms in a dwelling where individual rooms are rented out on a nightly basis and the manager or owner is in residence within the dwelling. A meal may or may not be served.**

**A Commercial Holiday Home is defined as a single dwelling rented out to a single party (group) per night for short-term visitor accommodation where an owner/manager is not present.**

**Maximum number of Guest per night \_\_\_\_\_ See further below side to calculate #.**

#### Base fee to be included with application:

- Less than 4 Guests: \$880.00
- 5 guests or more: \$1,183.00



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**I understand that I will be invoiced for any additional actual costs relating to this application.**

**NOTE:** *The applicant and his/her agent are liable for all fees and charges relating to this application. In the event of non-payment, the applicant and/or the agent will be liable for all legal and other costs of recovery.*

Email: admin@kaikoura.govt.nz

***Where this application is completed and signed by an agent, the invoice for the fees will be sent to the agent and all communication regarding the application will be with the agent.***

**Date:** \_\_\_\_\_ **Signature of Applicant (or approved agent):**

**LIST OF ITEMS TO BE INCLUDED WITH APPLICATION. NOTE THIS INFORMATION FORMS PART OF THE APPLICATION.**

**Maximum number of guests per night:** This number is based on the available beds in the house. Note that bunk beds, double, queen and king size beds count as two guests.

As a condition of consent, you may only accommodate the maximum number of guests stated in this application. You may not advertise for more than your maximum number of guests.

**Car Parking:** Car parks need to be supplied at the rate of one park per four guests.

**Site plan:** The site plan must show the dwelling, car parking and all buildings on the property. This can be hand drawn as long as it is neat.

**Neighbours Approval:** It is recommended that you obtain written approval for your proposal from all neighbours which share your property's boundary. Council may be able to help you obtain addresses of owners. Please use the affected party approval form found on the Kaikoura District Council website when obtaining approval.



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All owners and occupiers over the age of 18 should sign the affected party approval form and site plan (for example: both husband and wife must sign the form and all tenants over 18).

**The maximum number of guests must be on the form in the description of the proposal and all parties must sign copies of both the form and the site plan.**

If a bounding neighbour will not give approval (which is their right), please note their reasons and contact Council staff to discuss before submitting this form.

**Water Meter:** If the property is on a Council reticulated water network you will be required to install a water meter as a condition of consent. Water meters are installed at your cost by Innovative Waste Kaikoura, Contact: 0274595732 or [craig.smith@innovativewaste.org](mailto:craig.smith@innovativewaste.org). Council recommends that you obtain an estimate for this work prior to lodging consent.

**My water is already metered:** email [admin@kaikoura.govt.nz](mailto:admin@kaikoura.govt.nz)

**Water Supply (Private supply):** If you are on a well or other private residential water system, you must provide evidence that your water meets the New Zealand water standard and is of sufficient quantity with this application. You may be required to undergo regular testing of your water supply as a condition of your consent and/or be required to install filters or some other form of treatment. Please contact a planning officer for more information before lodging application.

**Certificate of Title:** no more than 6 months old. This can be obtained at the Council.

If you have any questions about the above requirements, please contact a Council Planning Officer at 03 319 5026.

**Rates:** There is an annual levy of \$600.00 inc. GST for visitor's accommodation for 4 guests or less. This will be added to your next year's rates bill.

For 5 guests or more, you will be classed as a commercial property which will receive the commercial rate and commercial roading differential rate. This will be added to your next year's rates bill.

**Monitoring:** All resource consents are monitored until the conditions of the consent are met or if there is non-compliance with the consent conditions. In order to reduce monitoring costs, it is recommended that you inform Council when your water meter has been installed.