

**Office Use  
Only**  
Debtor No:

**KAIKOURA DISTRICT COUNCIL**  
**Application for Resource Consent under**  
**s88 of the Resource Management Act (1991)**  
**FORM 5**  
**( for 4 Person or less Visitor Accommodation Only)**



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**RESOURCE CONSENT APPLICATION FOR VISITOR  
ACCOMMODATION FOR MAXIMUM OF FOUR GUESTS PER  
NIGHT**

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
(from your rates notice)

Valuation Number: \_\_\_\_\_  
(from your rates notice)

Address for Service: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_ **May we contact you via email?**

**Information to be supplied on all applications:**

All required information as per the information sheet on the reverse.

Written approvals from all potentially affected parties. Please note that the affected parties must sign all plans and/or maps associated with the application and the affected parties' approval form and these have been included. **Please note: all owners and occupiers of a property must sign both approval form and site plans.**

A copy of the Certificate of Title that is **no more** than six month old for all subject sites. If you don't have a Certificate of Title, one can be purchased from Council offices.

**Fees**

**I enclose the base fee \$360.00. I understand that I will be invoiced for any additional costs relating to this application.**

**NOTE:** The applicant and his/her agent are liable for all fees and charges relating to this application. Payment is due within thirty (30) days of the issue date of the invoice. Council will charge interest on overdue invoices at 15% per annum from the date of issue to the date of payment. In the event of non- payment the applicant and/or the agent will be liable for all legal and other costs of recovery.

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

\_\_\_\_\_  
**SIGNATURE OF APPLICANT (OR AGENT AUTHORISED TO SIGN ON BEHALF)**

Date: \_\_\_\_\_

## Information to supply with this application:

1. **Site Plan:** This can be hand drawn so long as it is neat and shows all the relevant measurements. The site plan will need to show car parking and all buildings on the property.

Please note on the site plan whether you will be renting the entire dwelling out per night or whether you will be on the premises –such as a Bed and Breakfast accommodation.

2. **Neighbours Approval:** You should obtain approval for your proposal from all neighbours which share your property's boundary. Note that **all** owners and occupiers over the age of 18 need to sign the affected party approval form and site plan (for example: both husband and wife must sign the form). The completed forms need to be submitted with the application. If an affected party will not give approval (which is their right), please note their reasons and contact Council staff to discuss.
3. **Car Parking:** You are required to have sufficient car parking on site for your guests. Car parks need to be supplied at the rate of one park per four guests. Should you be offering Bed and Breakfast type accommodation where you also reside on site, an additional two car parks will be required for your use.
4. **Water Meter:** If the property is on a Council reticulated water network you will be required to install a water meter should you not already have one. Water meters are installed by Fulton Hogan (319 6550) at your cost. Council recommends that you obtain an estimate for this work prior to lodging consent.
5. **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. 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 note:

1. **Rates:** There is an annual levy of \$300.00 + GST for visitor's accommodation for 4 guests or less. This will be added to your next year's rates bill.
2. **Monitoring:** All resource consents are monitored until the conditions of the consent are met or if there is non-compliance with the consent conditions. Monitoring costs vary depending on level of compliance to the conditions of the resource consent and how quickly you meet the conditions of your consent. In order to reduce monitoring costs, it is recommended that you inform Council when your water meter has been installed.

If you have questions about any of the above requirements or this process please contact a planning officer during Council hours at 03 319 5026.