

# Application for resource consent: Short-term visitor accommodation in a Rural zone

Resource Management Act 1991 – Form 9

Submit this form online at: [onlineservices.ccc.govt.nz](https://onlineservices.ccc.govt.nz); or

Email to: [resourceconsentapplications@ccc.govt.nz](mailto:resourceconsentapplications@ccc.govt.nz); or

Deliver to: Resource Consents, Christchurch City Council, 53 Hereford Street, Christchurch; or

Send to: Resource Consents, Christchurch City Council, PO Box 73013, Christchurch Mail Centre, Christchurch, 8154

For enquiries phone: (03) 941 8999 or email [DutyPlanner@ccc.govt.nz](mailto:DutyPlanner@ccc.govt.nz)

## About this form

This form is used to apply for resource consent to use a residential house/unit in a Rural zone for short-term hosted, unhosted or farmstay visitor accommodation which does not meet all the relevant rules in the Christchurch District Plan. This includes accommodation such as bed and breakfast, Airbnb, holiday homes.

Please make sure you have completed all relevant sections to avoid delays accepting and processing your application. Refer also to the important information contained in section 11 of this form.

Written approval from people the Council considers might be adversely affected by your accommodation activity may be needed for the application to be processed on a non-notified basis. This will be determined after the application has been received and assessed, and a site visit carried out. If you wish to submit written approval from your neighbours as part of your application please use form [P-003 Written approval of affected persons](#).

### Fees

The application [deposit](#) must be paid before processing will commence. An invoice and payment details will be sent out when the application has been received. Section 10 of this form contains more information about the processing fees.

### Other approvals

If the main use of the building will change you are also likely to require a building consent under the Building Act 2004. This must be applied for separately. It may involve the need for increased fire prevention and detection measures to meet the Building Code.

As well as meeting Council requirements, we strongly encourage you to check with your insurance company regarding the change in use.

## 1. Pre-application discussions

Have you had any pre-application discussions with Council staff about this proposal?

☐ Yes

☐ No

If yes, what was the name of the planner or other staff member(s)?

## 2. Property details

Street address:

Legal description:

Zoning of the property: (this can be found using the [District Plan Property Search](#))

The full name and address of all owners and occupiers of the application site (if different to the applicant in Section 3 below):

## 3. Applicant details

*Please note that the applicant is responsible for the fees associated with this application, unless specified otherwise below.*

Full name (including middle name):

OR

Registered Company / Trust /

Organisation name:

Contact person / Trustee names:

|                                                  |                                                                                                                                                                                    |          |                      |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------|
| Landline:                                        | <input type="text"/>                                                                                                                                                               | Mobile : | <input type="text"/> |
| Email:                                           | <input type="text"/>                                                                                                                                                               |          |                      |
| Postal address:                                  | <input type="text"/>                                                                                                                                                               |          |                      |
| The applicant is the:                            | <input type="checkbox"/> Owner <input type="checkbox"/> Occupier <input type="checkbox"/> Lessee <input type="checkbox"/> Prospective purchaser            of the application site |          |                      |
| <input type="checkbox"/> Other (please specify): | <input type="text"/>                                                                                                                                                               |          |                      |

*Please note that the applicant is responsible for the fees associated with this application, unless otherwise specified.*

Please invoice the:    ☐ Applicant    ☐ Agent

#### 4. Agent details (if applicable)

|                 |                      |          |                      |
|-----------------|----------------------|----------|----------------------|
| Name of Agent:  | <input type="text"/> |          |                      |
| Name of firm:   | <input type="text"/> |          |                      |
| Landline:       | <input type="text"/> | Mobile : | <input type="text"/> |
| Email:          | <input type="text"/> |          |                      |
| Postal Address: | <input type="text"/> |          |                      |

#### 5. Details of the proposed visitor accommodation

Please provide the following information about your proposed visitor accommodation activity.

- This application is for:
- ☐ Hosted accommodation (*someone who permanently lives on the property will be present*)  
☐ Unhosted accommodation (*no one other than the guests will be present*)  
☐ Visitor accommodation accessory to farming (*someone who lives permanently on the property or an adjoining property will be present*)

What type of accommodation will you be providing (e.g. bed and breakfast, Airbnb, holiday home, farmstay):

  


Maximum number of guests:

How many carparks will be available for the activity (if any), and where will they be located on the property:

  
  


##### Unhosted accommodation only

Maximum number of nights per year:

Contact information for a local person and/or organisation who will be responsible for managing the property and responding to complaints:

  


Please attach a copy of instructions you will provide to guests prior to arrival and within the property, which must include information about:

- How to find the property
- Any stock on the property
- Any hazards on the property
- Any areas unable to be accessed
- Rural activities in the area.

☐ I have attached my guest instructions.

Please describe the potential effects of your proposed visitor accommodation on the surrounding area, and how these will be avoided or managed (*attach separate pages if necessary*).

- Is the scale of the accommodation activity compatible with the rural character and amenity of the surrounding area?
- Will the accommodation remain accessory to rural activities on the site (as opposed to becoming the main activity)?
- How will the property layout and building design prevent effects on neighbours including noise, lighting and traffic?
- Will the accommodation involve additional staff, and will it help to provide home-based employment and income generating opportunities?
- Whether the scale of the activity will lead to additional demand for extension of public services, e.g. roading.
- Will the location, design and management of the accommodation still allow for rural productive activities to be established and maintained, and is it adequately separated from adjoining rural productive activities?
- Whether provision of guest information can minimise the impacts of guests in areas with hazards and productive rural activities.
- Whether the accommodation activity can be monitored remotely to manage potential adverse effects on neighbours in the surrounding area.

## 7. Draft conditions

Would you like to review any draft conditions prior to a decision being made, and do you agree to the application being placed on hold while you review them?

☐ Yes

☐ No

## 8. Declaration regarding compliance and enforcement history

Select one of the following statements:

- ☐ I declare that I am not a natural person and that I have been the subject of the attached abatement notices, enforcement orders, infringement notices, and convictions under the Resource Management Act 1991. *Please list all matters and the date of each.*
- ☐ I declare that I am a natural person and that in the past 7 years I have been the subject of the attached abatement notices, enforcement orders, infringement notices, and convictions under the Resource Management Act 1991. *Please list all matters and the date of each.*
- ☐ Neither of these statements applies to me.

## 9. General declaration

I have completed all relevant sections of this form, and understand that my application may be returned as incomplete if it does not include all of the required information.

I understand that the fee paid on lodgement is a deposit only, and that the Council will invoice all costs actually and reasonably incurred in processing this application.

All of the information provided with this application is, to the best of my knowledge, true and correct. I understand that all information submitted as part of an application is required to be kept available for public record, therefore the public (including business organisations, media and other units of the Council) may view this application, once submitted. It may also be made available to the public on the Council's website. If there is sensitive information in your application please let us know.

Signature of Applicant (or person authorised to sign on behalf of applicant):

Date  Print name

If you are signing this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application. Please also ensure the applicant is aware that their personal information is being provided to the Council as part of this application.

### Privacy information

The Council is subject to the Privacy Act 2020. For a full privacy statement see: <https://ccc.govt.nz/the-council/how-the-council-works/privacy-statement/>. If you would like to request access to, or correction of, your details, please contact us.

## 10. Fee information

The required deposit must be paid before processing of the application will start. A further invoice will be issued when processing has been completed if the cost of processing exceeds the deposit paid. If the processing cost is less than the deposit a refund will be issued to the person who paid the fee.

The Resource Management Fees Schedule can be viewed at: <https://ccc.govt.nz/consents-and-licences/resource-consents/resource-management-fees/>

**DEBT RECOVERY** – Where an invoiced amount has not been paid by the stated due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery to the debt.

**MONITORING FEES** – Please note that if this application is approved you will be required to meet the costs of monitoring any conditions applying to the consent, in accordance with Section 35 of the Resource Management Act 1991.

## 11. Additional information for the applicant

1. This application is for resource consent under the Resource Management Act 1991. When processing the application the Council can only consider relevant matters under that Act. Please be aware that there may be a range of other matters which could affect your ability to carry out the proposed activity, and it is your responsibility to investigate these.
2. Consultation with neighbours and any other affected persons is the responsibility of the applicant.
3. If further information is required after your application is accepted you will be advised as soon as possible, and processing of the application will be suspended until the information is received.
4. To avoid delays and minimise costs please ensure that you submit a complete application, and make sure all of the information supplied is accurate. Inaccurate or incomplete information can cause difficulties at a later date, such as additional costs, delays and legal proceedings initiated by the Council and/or by other persons.