

Bed and Breakfasts, Backpackers and Renting Holiday Homes

If you want to rent out your holiday home, run a bed and breakfast or operate a backpackers in the Southland District there are a few things you will need to check with Council.

Providing accommodation for six or more guests?

You need a resource consent.



Do I need a building consent?

If you will have six or more guests, your building will be considered an accommodation building. You'll have to apply for a change of use building consent if you use an existing building. If you're building something new, you will need a consent for an accommodation building.

If you need a building consent, talk to a designer or get in touch with Council's building department to go over the requirements for your proposal, including the documentation you will need to provide.

What about a food and alcohol licence?

If you will have up to 10 guests staying in homestay or bed and breakfast-style accommodation, or accommodating more than 10 guests but only providing snacks and breakfast, you do not need to meet food or alcohol licensing regulations.

However, if you don't fit this criteria, you will need to seek approval from Council's Environmental Health team.

What does Council look at when processing a resource consent application?

Access: Including parking and if your business will impact the safety of roads nearby

Signage: Size, height, colour, illumination

Noise: Will your business impact noise levels?

Affected parties: Will your neighbours be affected? They may need to give you their written approval

What information do I need to supply?

- ✓ **AN APPLICATION FORM AND PROCESSING FEE**
- ✓ **WRITTEN APPROVAL FORMS FROM AFFECTED PARTIES**
- ✓ **SITE AND INTERIOR PLANS**

- ✓ **FURTHER DETAILS:** the number of visitors that will be able to stay, hours of operation, signage, wastewater and rubbish disposal, access, parking, the potential noise impact

Water and waste – what do I need to know?

Setting up visitor accommodation may change your rates.

Rates for sewage operate on a 'pan tax' system, which means you are charged on the number of toilets you have on site.

Rates for water are charged on a metering system, which you would need to install. There is also an annual standard meter charge, as well as charges based on the volume of water being used. Talk to Council's rates or water and waste departments for more information.

