

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

Resource Management Act 1991 – Form 9

Submit this form online at: onlineservices.ccc.govt.nz; or

Email to: 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

About this form

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

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](#).

For unhosted accommodation in the Residential Suburban, Residential Suburban Density Transition, and Residential New Neighbourhood zones, if your property is within the **50 dB airport noise contour** you will need to consult with Christchurch Airport before submitting your application. Applications lodged without written approval from the airport must be limited notified to the airport under rule 14.4.1.3 RD34 or 14.12.1.3 RD26.

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. The deposit does not usually cover all the processing costs, and an invoice for any **additional fees** will be issued when processing is complete. 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.

Changing the use of a property can also have an impact on the way **rates** are calculated.

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: Mobile :

Email:

Postal Address:

The applicant is the: ☐ Owner ☐ Occupier ☐ Lessee ☐ Prospective purchaser of the application site

☐ Other (please specify):

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:

Name of firm:

Landline: Mobile :

Email:

Postal Address:

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 in the house/unit will be present)
☐ Hosted accommodation in a listed heritage building (a permanent resident or manager will be present)
☐ Unhosted accommodation (no one other than the guests will be present)

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

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:

How many other non-residential activities are there on the same block? Please describe their location and type:

- Check-in times and procedures, including how late night arrivals or departures will be managed
- Building access and parking arrangements (*security information does not need to be included*)
- Any limits on the use of outdoor areas
- Controls on functions and events, particularly between 10pm and 7am
- Rubbish and recycling procedures
- Any relevant health and safety information for the property.

- Any other information you would like to provide about your proposed accommodation activity:

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

- Could the scale and/or type of accommodation affect the level of amenity and residential character of neighbouring properties and the immediate surrounding area?
- Will the traffic generated and vehicle access to the property be in keeping with the residential character and amenity of the neighbourhood, and the safety and functioning of the surrounding road network?
- Will the accommodation be suitably managed to minimise disturbance to neighbours from noise, functions and events, poor wayfinding information, loss of privacy, use of outdoor areas and recreation facilities at night, and the management of complaints?
- Will there still be a high proportion of residential activities within the block, and will residential properties still have a high proportion of residential neighbours?

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.

Privacy information

The Council is subject to the Privacy Act 1993. 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.