

Guide for the Frankton Motor Camp transition

For permit holders and tenants

As part of the preparations to redevelop the Frankton Motor Camp to a 'camping only' facility by 2020/21, Queenstown Lakes District Council (QLDC) will only be retaining the lessee-owned infrastructure and buildings.

The motor camp will officially close on **31 January 2020** and there will be three months for permit holders and tenants to remove all privately-owned property and infrastructure from the site. All items must be removed no later than **30 April 2020 (5.00pm)**.

This guide has been prepared to assist with this process - outlining key dates, key contacts, and tips for ensuring the safe and timely removal of your property.

DROP-IN SESSION

In October 2019, a drop-in session will be held to update permit holders and tenants about the transition process, and will also provide the opportunity for you to connect with rental accommodation providers.

The date and location for this is currently being confirmed but to register your place, please email g.orourke@xtra.co.nz.

KEY DATES

| Date | Activity |
|---|---|
| 31 August 2019 | Deadline for permit holders to advise campground managers the O'Rourke's in writing (to g.orourke@xtra.co.nz) of: <ul style="list-style-type: none">> planned date for removal, method, and company used (i.e. removal of building offsite or demolition)> confirmed tenant rental end date |
| October 2019 (date and location to be confirmed) | Drop-in session covering the transition period and to connect with rental accommodation providers. If you would like to attend, please email g.orourke@xtra.co.nz to register |
| 31 January 2020 | Motor Camp management lease ends |
| 1 February 2020 | The motor camp will be closed from this date. This means: <ul style="list-style-type: none">> the motor camp will be fenced off> power and water will be turned off> all occupants must have vacated the premises |
| Between 1 February 2020 (9.00am) – 30 April 2020 (5.00pm) | Removal of all privately-owned property and infrastructure (this includes vehicles, cabins, and other accommodation related structures) must take place during this period. As this will be a construction zone, there will be no public access. If access is needed, this must be approved by the O'Rourke's in advance |
| 30 April 2020 | Clear site deadline |
| Between May 2020 – November 2020 | Site being redeveloped and prepared for camping only (no public access - this will be a construction zone) |
| Target date of November 2020 | Planned reopening of the site as a camping only facility |

WHAT THIS MEANS FOR PERMIT HOLDERS

You will need to make arrangements to remove all of your privately-owned vehicles, cabins, and other accommodation related structures such as foundations, and capped in-ground services such as power, water, sewer, stormwater).

This must be carried out between 1 February 2020 and 30 April 2020. Your planned removal date must be advised by 31 August 2019 and agreed to with written authorisation by campground managers the O'Rourke's. This is to ensure the removal times do not clash with each other and health and safety considerations can be managed appropriately.

If you wish to remove your privately-owned property and infrastructure ahead of this time, this must be requested in writing as soon as possible and sent to the O'Rourke's: g.ourourke@xtra.co.nz

Permit numbers

New permit numbers have been assigned to each site (numbered 1 to 80) and are detailed on page 5.

These have changed due to inconsistent numbering in the past, and to ensure there is no confusion about which site is being referred in the removal plan.

You will also need to mention your permit number on any communications you provide to the O'Rourke's.

Tenants

If you are a permit holder with tenants, you must confirm the end of their tenancy as soon as possible.

Health and Safety

Before you start the removal process, you must consider all potential health and safety risks (to yourself, your neighbours, and the site) and how these will be managed. For instance:

| | |
|---|---|
| Removals | In the following section, we have included a list of potential companies to contact who have been briefed on the removal requirements and the site. A professional removal company is recommended as they will have standard health and safety practices in place for safe removal of infrastructure. |
| Demolition | A professional demolition company is recommended as they will have standard health and safety practices in place for safe demolition of infrastructure. To find a licensed demolition company and more information, please visit: www.nzdaa.com |
| Connected services | All connected services (such as electrical wiring and waste water) must be capped by a qualified technician. |
| Hazardous substances (e.g. asbestos) | Hazardous substances (such as asbestos) must comply with government guidelines for safe management and removal and a licensed remover will need to handle these substances. For more information please visit: www.health.govt.nz/your-health/healthy-living/environmental-health/hazardous-substances/asbestos . |

Companies who can assist with removals:

The companies and contacts listed below have been advised of the redevelopment plans for Frankton Motor Camp and can assist with providing a quote for removal of your property from the site.

NB: This list is not exhaustive - there may be other companies who can assist you with this process.

| Company | Contact |
|-----------------------------|---------------------|
| Fulton Hogan | Craig 027 242 6662 |
| Jones Contracting | Trevor 021 381 913 |
| Kings House Removals | Warren 0274 497 996 |
| Transit Homes | Kurt 0800 033 798 |

If you want to remove your property yourself or use another company, this must be advised in writing to campground managers the O'Rourke's no later than 31 August 2019: g.orourke@xtra.co.nz

NEW PERMIT NUMBERS FOR SITES AT FRANKTON MOTOR CAMP



WHAT THIS MEANS FOR TENANTS

End of tenancy

If you are a tenant, you must confirm the end of your tenancy with your landlord as soon as possible.

Assistance with finding new accommodation

There are a number of agencies in our district who can assist with finding accommodation. These are listed on the QLDC website: <https://www.qldc.govt.nz/our-community/accommodation-in-our-district>.

Drop-in session:

In October, a drop-in session will be held to update permit holders and tenants about the transition process, and will also provide the opportunity for you to connect with rental accommodation providers.

The date and location for this is currently being confirmed but to register your place, please email g.orourke@xtra.co.nz.

Queenstown Housing Strategy:

QLDC has been working to address the housing needs of our community, most recently through the work of the *Mayoral Housing Affordability Taskforce*, set up in 2017 to investigate new ways of addressing housing affordability in the district.

This work is continuing with the development of a *Housing Strategy* this year, which will focus on a range of solutions to meet these housing needs, including a community-wide Housing Needs Assessment to be completed in 2019.

FREQUENTLY ASKED QUESTIONS

Q. Can I continue to lease my cabin out until 31 January 2020?

A. Yes, you can continue to lease to your existing tenants until 31 January 2020.

Q. During the removal period (31 January – 30 April 2020), will permit holders be required to pay ground rent to the O'Rourke's?

A. No.

Q. When do I actually have to leave the site?

A. All tenants and occupants must have vacated the site by 5.00pm on 31 January 2020.

Q. Will QLDC cover some of our cabin removal costs?

A. No. Cabin removal is the responsibility of the cabin owner.

Q. Will QLDC purchase our cabin or other privately-owned property and infrastructure to use in the redesigned campground?

A. No. During the planning process, QLDC explored the option of retaining a number of privately-owned cabins, however has decided that it is more economical and practical to clear the camp and start afresh. QLDC will only be retaining the lessee-owned infrastructure and buildings.

Q. Can I remove my cabin or other infrastructure from the site before 31 January 2020?

A. Yes, subject to written agreement with the O'Rourke's regarding safe access/removal from the site. The necessary health and safety documentation must also be provided prior to approval.

Q. Can I remove my cabin or other privately-owned property and infrastructure from the site myself or do I need to use a professional removal company?

A. Owners planning to remove their cabin are encouraged to engage a suitably experienced removal firm who can provide the necessary health and safety documentation prior to works taking place.

Removals must be done in a controlled manner that locates and removes any asbestos or other hazardous products in the buildings before any removal work begins.

Q. Can I demolish or dismantle my cabin or other privately owned property and infrastructure myself if I've decided dispose of these structures?

A. We recommend using a licensed demolition company. Health and safety of yourself, your neighbours and their property must be considered at all times.

Demolitions must be done in a controlled manner that locates and removes any asbestos or other hazardous products in the buildings before any removal work begins.

Q. What do I do if I want to sell my privately-owned property and infrastructure (vehicles, cabins, and other accommodation related structures)?

A. If you sell your privately-owned property and infrastructure, the purchaser must be made aware of the health and safety requirements.

As stated in Clause 9(b) of the Licence to Occupy:

The Licensee [permit holder as referred to by QLDC] shall have 3 calendar months from the expiration or determination of this License, to remove all improvements which may be situated on the land and restore the land to a natural condition to the satisfaction of the Licensor [The O'Rourkes].

The O'Rourkes must approve of any change in ownership. Please send final confirmation to O'Rourke's: g.orourke@xtra.co.nz.

Q. What is being done about the trees on Shoreline Road as these may impede removal of buildings?

A. QLDC maintenance programmes have been brought forward to assist with removal of buildings. This includes remedial prunes, and crown lifting of trees along the Shoreline Road access road.

GLOSSARY OF TERMS USED IN THIS GUIDE

| Term | Definition |
|--|---|
| APL Property ('APL') | Their role is to support the lease closure process and specifically the timing of building removals from the site on behalf of the Council. |
| Cabin | This refers to buildings occupied at the camp for residential purposes, where the building is owned by a 3rd party (i.e. not the camp managers) |
| Camping only | This is defined in the Responsible Camping Strategy as “staying overnight for recreation in an outdoor area for one or more nights, usually in a tent, cabin, caravan, campervan or other vehicle”. |
| Clear site | This means removing all above ground improvements and foundations used and occupied by the lessee/permit holder. |
| Lessee | This refers to the Motor Camp managers. |
| Lessee-owned buildings | This includes the reception, ablution block, cabins, motels, and portacombs owned by the Motor Camp managers. |
| Motor Camp managers | Graeme and Tracey O’Rourke |
| Permit holder | This refers to third party building and caravan owners with approval from the Motor Camp managers to reside at the camp on a medium/long term basis under a specific licence agreement between the two parties. |
| Privately-owned infrastructure | This term refers to items owned by permit holders and includes vehicles, cabins, and other accommodation related structures such as foundations and services connections. |
| Responsible Camping Strategy (2018) | <p>This strategy delivers a multi-agency approach to responsible and sustainable camping in the Queenstown Lakes District.</p> <p>For more information, please visit: https://www.qldc.govt.nz/assets/Uploads/NEW-Responsible-Camping-Strategy-with-logos-16-Oct-2018-c.pdf</p> |
| Tenant | This refers to persons renting accommodation within the camp. |
| Trailer ('T') | This refers to permit sites used for caravans, motorhomes, buses, or other vehicle accommodation. |