

CAMP GROUNDS (CG) REGISTRATION GUIDANCE

Camping grounds are required to be registered and inspected on an annual basis pursuant to the Health (Registration of Premises) Regulations 1966.

All camping grounds must comply with the Camping Grounds Regulations 1985 before registration is approved. The Regulations can be found via the following link:

www.legislation.govt.nz/regulation/public/1985/0261/latest/DLM103332.html?src=qs

Before you apply to register a new camp ground:

- Contact the Queenstown Lakes District Council (QLDC) Environmental Health team to enquire about your licensing requirements.
- You are required to contact a QLDC Planning Officer to check whether it is permitted to operate a camp ground at the proposed address or a resource consent is required. Please note, prior to issue of your camp ground registration certificate, we will need confirmation that you have either;
 - A)** Applied for and been issued a resource consent (if required), or
 - B)** Your proposed camp ground location and activity is permitted under the district plan.

- Be familiar with the Camping-Grounds Regulations 1985. These regulations set out all the legal requirements you need to comply with.
- It is recommended that you contact the QLDC Building Officer to check whether a building consent is required. Please note, prior to issue of your camping ground registration certificate, we will need confirmation that you don't need a consent or have applied for and been issued either a code of compliance certificate (CCC) or certificate of public use (CPU).
- Contact the QLDC Trade Waste Officer to seek clarification of what may be required, with regards to the QLDC Trade Waste Bylaw.
- For more information with regards to any of the above, go to our website or telephone QLDC and talk to a duty planner or Building Officer, or request information by email

HOW TO APPLY FOR CAMP GROUND REGISTRATION

1. Complete the application form which can found via the following link;

www.qldc.govt.nz/assets/Uploads/Forms/Environmental-Health/Camping-Grounds/Application-for-Registration-of-a-Camping-Ground.pdf

2. Pay the fee and submit the completed application form as per the below 'Form Submission and Payments' Procedures

Please note, a pre-opening inspection will be scheduled and performed, prior to the issue of the camping ground registration certificate.

Please be aware that once you receive your registration certificate you are required to display it in a public part of the premises.

TRANSFER OWNERSHIP OF AN EXISTING CAMP GROUND

If you take over an existing camp ground, you must contact the QLDC Environmental Health team to inform them of the change. To transfer the registration you must complete and submit the camp ground registration transfer form and pay the transfer fee.

www.qldc.govt.nz/assets/Uploads/Forms/Environmental-Health/Camping-Grounds/Camping-Ground-Transfer-of-Registration.pdf

PLEASE NOTE THAT YOU MUST APPLY WITHIN 14 DAYS OF TAKING OVER THE BUSINESS.

After this period, the registration lapses and cannot be transferred. If there is no current registration you need to apply for a new one.

RENEWING YOUR REGISTRATION

The annual registration period for camp grounds is from the 1 October to the 30 September each year. We will send you a renewal application form and annual registration fee invoice before your expiry date. The camp ground annual registration renewal form can be found via the following link:

www.qldc.govt.nz/assets/Uploads/Forms/Environmental-Health/Camping-Grounds/Renewal-Registration-Form-Camping-Ground.pdf

REGISTRATION FEES OUTLINE

1. New Camp ground Registration and Renewal Fee: \$346.00 (GST Incl.)
2. Camp ground registration Transfer Fee: \$55.00 (GST Incl.)

FORM SUBMISSION AND PAYMENTS

You can submit and pay for your completed new application, transfer or renewal forms by either of the following methods;

1. Email the completed form and pay the fee via online banking to the QLDC bank account 02 0948 0002000 00. For existing registered Camp grounds, please ensure you add the QLDC identifying number, which can be found on the registration certificate (CG##) in the banking payee reference field to ensure correct allocation of fees. For new Camp grounds, please add your trading name.
2. You can drop off the application at any of the QLDC offices and pay by cash, cheque, eftpos, MasterCard or Visa.
3. Via the following QLDC website online payments option;
www.qldc.govt.nz/council-online/online-payments/?PaymentType=5

If posting your completed new application, transfer or renewal form, include a cheque for the invoiced fee and post to the below postal address.

QLDC CONTACT INFORMATION

POSTAL ADDRESS

Queenstown Lakes District Council
Att: Environmental Health
Private Bag 50072
Queenstown 9348

OFFICE ADDRESSES

Queenstown Office
10 Gorge Road
Phone 03 441 0499

Wanaka Office
47 Ardmore street
Phone 03 443 0024

EMAIL

services@qldc.govt.nz

WEBSITE

www.qldc.govt.nz

