A GUIDE TO
VISITOR ACCOMMODATION
MANAGEMENT PLAN

This guide will help you to develop your own management plan for your visitor accommodation

QUEENSTOWN LAKES DISTRICT COUNCIL

01

SECTION 1

This sections shall provide the details for the person(s)/ agency responsible for the ongoing management of the property.

02

SECTION 2

This section shall detail the role and responsibilities for the Property Manager

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VISITOR ACCOMMODATION MANAGEMENT PLAN

This Management Plan applies to the use of [property address]……………….. (Lot …. DP ……… held in CFR ……………..) as a visitor accommodation in accordance with resource consent RM…………...

Section 1: Property Manager Details

1.0 Property Manager

The Property Manager of this visitor accommodation is: ………………………………

His/her address is: ……………………………………………………………………………

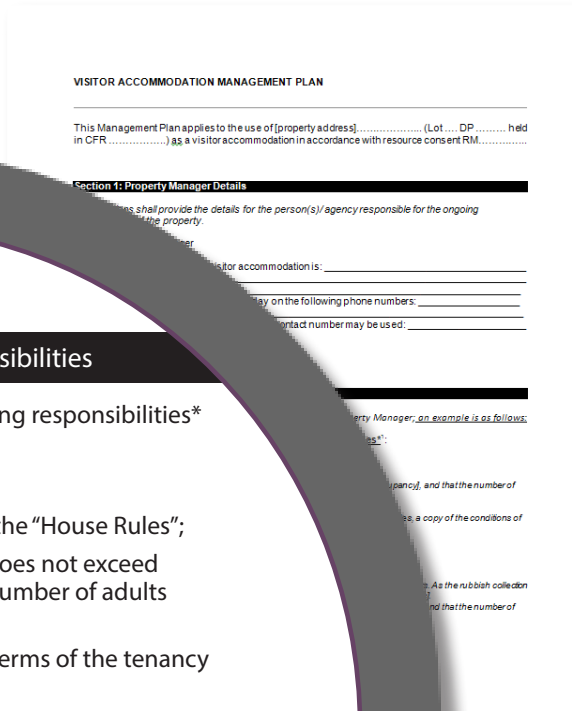Email: ……………………………………………………………………………………………..

She/he may be contacted 24 hours a day on the following phone numbers: ………………………………………

If he/she cannot be reached, this alternative contact number may be used: ………………………………………………

Section 2: Property Manager Responsibilities

The Property Manager shall have the following responsibilities*

2.1 On check-in of tenants:

- To provide the tenants with a copy of the "House Rules";
- To check that the number of tenants does not exceed [maximum occupancy], and that the number of adults does not exceed [maximum adults];
- To have all adult tenants read the full terms of the tenancy agreement;
- To check that the on-site compendium contains a copy of the House Rules, a copy of the conditions of resource consent RM[xxxxx].

2.2 On servicing and other visits:

- To ensure that rubbish bins do not remain on the street for more than 24 hours;
  As the rubbish collection day is [collection day], this may require a visit on [collection and following days].
- To check that the number of tenants does not exceed [maximum occupancy], and that the number of adults does not exceed [maximum adults].

*Note:
The list of property manager responsibilities is not a comprehensive list and simply provides an example, as there may be other pertinent matters necessary for specific sites.

SECTION 3

This section shall detail measures to be undertaken to ensure the operation details supplied in the Visitor Accommodation proposal are complied with.

For Example:

- Maximum number of rental nights

- Maximum occupancy

- District Plan noise limits

- How outdoor areas will be managed at night,

- How rubbish collection will be managed,

- Other relevant measures to minimise adverse effects on surrounding neighbours

Section 3: House Rules

3.1 House Rules*

There shall be no more than _XX_ guests present at any one time.

There shall be no use of any outdoor entertainment areas between 10 pm and 7 am.

(Note: there may be specific areas on site that need a different use policy due to effects on neighbours, if so, specify the area and hours of use policy separately).

Be courteous of neighbours. Any noisy activities should only occur inside after 8 pm with windows and doors closed.

All vehicles, including those used by visitors are to be parked on the site (in the garage if applicable), not on the street.

Rubbish bins are to go out on [specify the collection day] and be brought back in as soon as possible after being emptied.

3.2 Other Matters

A sign will be placed on the door leading to the outdoor area stating "This outdoor area is not to be used between [specify hours pm to am] daily".

The property owner is to instigate the following measures to ensure bookings do not exceed _XX_ nights per year: [State the measures to be undertaken]

*Note:
the list of "House Rules" and "Other Matters" is not a comprehensive list and there may be other pertinent matters to be added for specific sites e.g. stereo equipment / location for any outdoor play equipment / special features etc.