

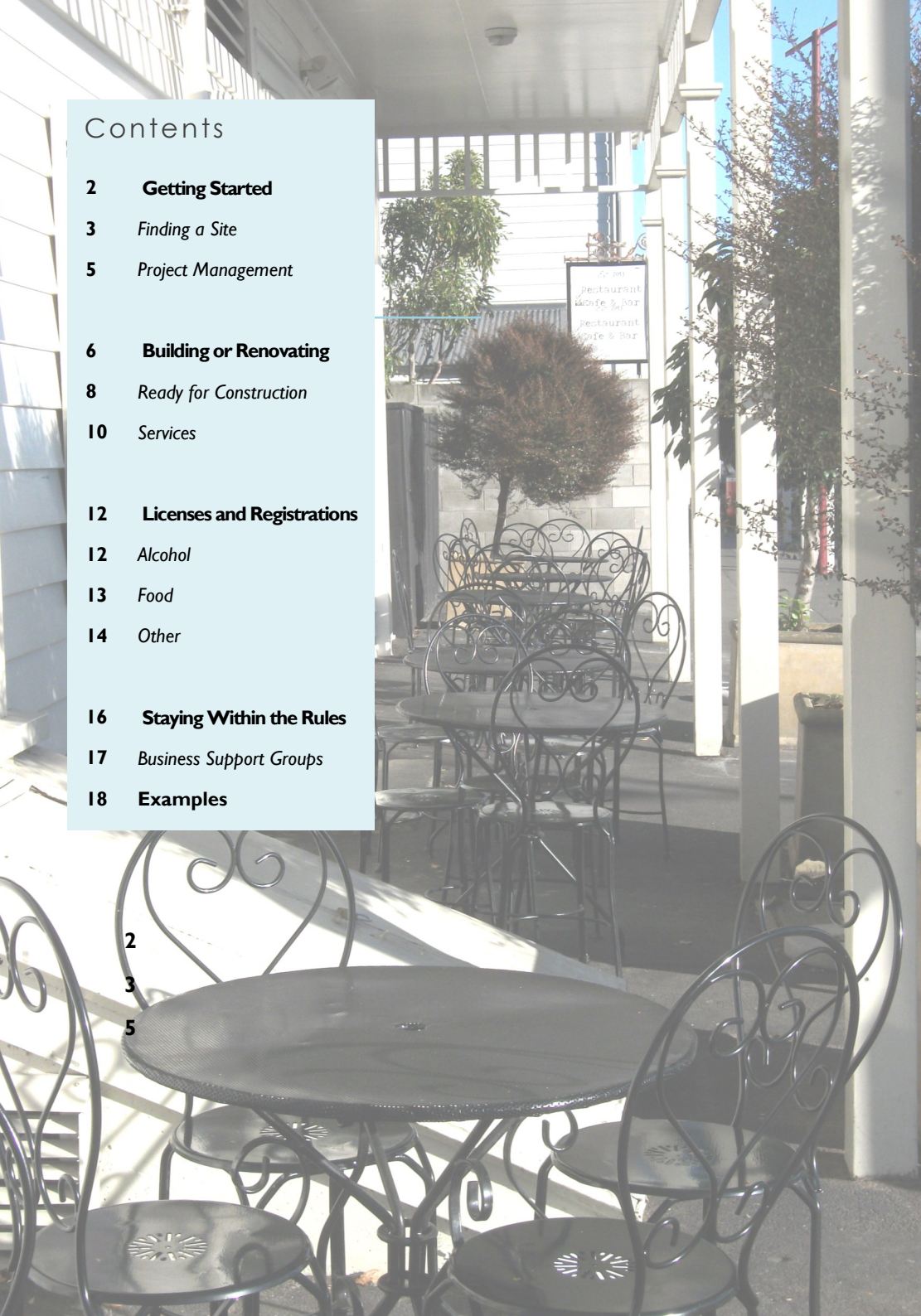
YOUR SUCCESS: OUR BUSINESS

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Starting your business in the South Wairarapa





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Cellar Door Sales

James owns a boutique vineyard in Martinborough and has decided to sell his wine on weekends from 10am to 4pm from a tastefully renovated shed on site.

Resource Consent

Selling wine made from grapes grown on site is a permitted activity. James's shed meets the setback rules and provides plenty of off-street parking for visitors, so a resource consent is not required.

Food and Alcohol Registration

Since James will be selling alcohol to be consumed elsewhere, he needs an Off-Licence. James notes that free tastings can be offered on site under an Off-Licence.

Building Consent

James will need to get building consent to renovate his shed, and will need to register for a change of use since the shed will be occupied primarily by people instead of vineyard equipment.

Sales and Events

James's vineyard and cellar door are in a beautiful location and he has been asked to host events like weddings and family reunions that will last until midnight.

Resource Consent

James plans to hold more than 5 events in a 6 month period that will last until after 10pm, so a resource consent will be required. The resource consent will ensure the events do not create undue effects on his neighbours, and will include conditions on noise levels, parking, and the maximum number of guests allowed.

Food and Alcohol Registration

In addition to his cellar door Off-Licence, James will need a Food Premises Registration to provide meals, and an On-Licence so guests may consume wine on the premises.

Building Consent

James will need to ensure he has the right building consents to use his cellar door building as an event venue, and for any marquees needed during the events.

South Wairarapa District Council wants to help your new business succeed by providing a

helping hand

Welcome to the South Wairarapa!

This booklet gives an overview of what to think about when setting up a new business in the South Wairarapa, whether it is home based, commercial or industrial. Do your planning with us now and you will save time and expense in the long run.

Council staff are here to help you understand which approvals you will need before you open for business. You can be assigned one council officer to help you with Council's processes and facilitate meetings so everything is signed off when you welcome your first customer.

If you would like to meet with a Council Contact to help you get started, please ring us on 06 306 9611, email enquiries@swdc.govt.nz or find us at www.swdc.govt.nz.

We look forward to working with you.



A handwritten signature in black ink, appearing to read 'Adrienne Staples'.

Mayor Adrienne Staples
South Wairarapa District Council

Getting started

Starting a new business can be a lot of work.
Where to begin?

Council Contact

The Council can provide one personal contact point for all your dealings with Council while you are setting up a business. Instead of talking to multiple people from each department, your Council Contact will help streamline the process by:

- Sorting out which consents and licenses you will need.
- Organising meetings and liaising with Council staff.
- Figuring out the best order in which to apply for everything.
- Following up on any matters of concern with you.

If you would like to make an appointment with a Council Contact to discuss your plans, please ring 06 306 9611 or email us on enquiries@swdc.govt.nz.

Other Helpful Organisations

The Wairarapa Chamber of Commerce or the Martinborough Business Association may also be able to help you in the early planning stages of your business. See page 17 for other types of business support.

Home Hairdresser's

Sylvia would like to run her single chair hairdressing business from home. Her house in Featherston has a large plumbed garage that would be ideal for her requirements, and she has a small sign to hang from her letterbox.

Resource Consent

Certain residential businesses, like hairdressing, are permitted as long as they have enough on site parking and business signs follow the residential sign rules.

Health Registrations

Hairdressers must register with the Council before they can open their door for business.

Building Consent

The garage is already plumbed and contains a basin, but Sylvia will need building consent for some of her renovations, and will need a change of use approval from the Building Department.



Scrap Metal Dealer

Pierre wants to open a scrap metal business in Martinborough. He has found a suitable site in an Industrially zoned area.

Resource Consent

Operating a scrap metal business in the Industrial zone requires resource consent. Scrap metal dealing is listed under the Schedule of Primary Industries, which require resource consent to operate regardless of the zone they are in.

Health Registrations

The business may need to comply with noise and odour regulations, as well as Trade Waste bylaws.

Building Consent

The proposed building is a decommissioned petrol station. Pierre is unsure if opening a scrap metal business constitutes a change of use for the site and needs to contact the Building Department to discuss the proposal.

Example Scenarios

Licensed Cafe

Cate is a chef who has decided to open a licensed café in the main street of Featherston in a building that used to be a tailor's. She proposes to do some minor renovations to the interior of the building. Her café will provide breakfast and lunch, with wine and beer also available to customers.

Resource Consent

Since Cate plans to lease a building in the Commercial zone, she does not need resource consent to operate a commercial business there.

Food and Alcohol Registration

In order to prepare and serve food in her café, Cate will need a Food Premises Registration. Serving alcohol to be consumed on site will require an On-Licence.

Building Consent

Cate will need a Building Consent for her proposed renovations, and will need change of use approval from the Building Department since tailoring was the previous activity.

Every proposal is unique:
Discuss your specific plans
with the Council.

Motorcycle Mechanic

Shane and Savannah are motorcycle mechanics who have relocated to Greytown. They want to open their mechanic's business at an Industrially zoned site.

Resource Consent

Operating an industrial business in an Industrial zone doesn't require resource consent. Shane and Savannah should talk to the Planning department, however, to make sure they comply with any noise and parking regulations.

Health Registrations

There are no Health related registrations required for this proposal.

Building Consent

The proposed building was recently used as a tractor repair shop, which is so similar to the proposed activity that a change of use approval from the Building Department will not be required.



Finding the site

Finding the right site is essential. Along with normal business considerations you may also need to think about the following things:

District Plan Zoning

Four principal planning zones are identified in the Wairarapa Combined District Plan: Rural, Residential, Commercial and Industrial. Rules and performance standards for activities are prescribed for each zone according to its characteristics. Some areas are also within a Historic Heritage Precinct that has specific building guidelines to help preserve historic amenity. Opening most businesses in the Commercial and Industrial zones is permitted, however a restaurant in the rural zone would require resource consent, building consent and other licences.

Conversion of a Property

Various consents, licences and permissions may be required to bring your selected property up to scratch for its intended use. These may include upgrades to meet health and safety standards and/or change of use requirements. Heritage buildings or those located in Historic Heritage Precincts may have style guidelines to follow. Resource consent, building consent and health licences may be necessary before you can convert a site into a functioning business. You should not start any building work until the relevant building consents and other permissions have been granted.

Project Information Memorandum

To help you make sure the site is suitable for your business requirements, the Council can issue a project information memorandum (PIM) that contains information like:

- Building restrictions
- Whether resource consent is required
- Heritage and cultural considerations
- Natural hazard issues
- Details of any water, storm water or waste water requirements
- Vehicle access, parking and loading requirements
- Building material requirements

Signs

The Wairarapa Combined District Plan and the Council's Bylaws both contain rules about advertising signs. The rules are there to protect amenity, and avoid problems with neighbours and to prevent obstructions or traffic distractions.

The sign rules are different for each of the planning zones. Identifying your particular sign requirements early will help you plan how best to advertise your business at a particular site.



Wairarapa Chamber of Commerce

14 Perry Street, Masterton | www.wairarapachamber.co.nz

The Wairarapa Chamber of Commerce is a membership based organisation that provides information, advice, assistance, referrals and support services to people who are thinking of starting a business in the Wairarapa. Membership offers access to a wide network of people and offers business services, training and network opportunities.

Martinborough Business Association

PO Box 234, Martinborough 5741 | www.martinboroughnz.com

The Martinborough Business Association offers support and representation for new and existing businesses in Martinborough. The group facilitates marketing opportunities for member businesses, provides social opportunities for members to network, and organizes interesting speakers and events.

Other Organisations

Greater Wellington Regional Council

34 Chapel Street, Masterton | www.gw.govt.nz

The Greater Wellington Regional Council (GWRC) manages the use, development and protection of our District's natural and physical resources. It authorises and monitors the use of water, and any discharges to air, water, land and coastal water. Resource consents are required from GWRC to discharge contaminants to air, land or water; install groundwater bores or wells; use, dam or divert water; build, use or disturb structures in the coastal marine area.

Stay Within the Rules

Everything is sorted
and construction work
is complete. **Time to
open for business!**

Renewals

Depending on the business you are in or the conditions you have on your resource consent, your business will need to continue to comply with the rules. Some licences and registrations need to be renewed each year:

- Building Warrant of Fitness
- Food premises registrations
- Alcohol licences
- Health Act registrations
- Hairdressers registrations
- Beauty therapy, tattoo and piercing registrations

Monitoring

Resource consent conditions are put in place to remedy or mitigate any potential adverse effects of your activity on the surrounding environment. Some of the conditions are on-going and can be monitored, such as:

- Landscaping or screening requirements
- Noise levels
- Maximum number of people allowed on site
- Lighting
- Operating hours

Rubbish

Urban sites pay rates for limited urban rubbish and recycling collection. You can place 2 rubbish bags plus one glass/plastic and one paper/cardboard recycling bin at the kerb each week. If your business creates more waste than that, Council can advise you on other options.

Sort out building
consents and other
approvals **before
you start building.**

Project Management

Project Managers

Once you know what you want to do and where you want to do it, consider employing a project manager. They can help you liaise with your contractors, the Council and any other organisations, keeping the process of setting up your business running smoothly.

Managing the Project Yourself

If you want to manage your own project, be aware that you will still need help from various professionals in order to meet Council requirements. These may include the following:

Engineers – Check existing building structure (especially important for older brick and masonry buildings), investigate site suitability for new buildings, and ensure the site can comply with infrastructure requirements.

Architects and Licensed Building Practitioners – Prepares building/layout options for the business that meet the planning, building and infrastructure requirements.

Others – Depending on your business proposal, you may need advice from noise, alcohol, traffic and parking specialists. If resource consent is required you might need reports or advice from resource management consultants, surveyors, landscape architects or heritage experts.



Building or Renovating

Before you start your renovations, any earthquake strengthening or additions, make sure you have all the necessary consents.

Resource Consent

The Wairarapa Combined District Plan contains rules and information about what is permitted in the South Wairarapa District. When building work or activities fall outside of these limits, resource consent is required.

Examples of things that require resource consent include:

- Operating a commercial business in a residential or rural zone
- Altering the outside of a listed heritage building
- Subdividing a property
- Building within a defined hazard area
- Providing fewer parking spaces than required
- Building closer to a boundary than normally permitted



Some things don't require registration, but must be kept under control.



Noise

The Council defines noise as a sound which is too loud, unpleasant or unwanted—i.e. it is unreasonable and exceeds the standards listed in the District Plan. Some noises (e.g. music events that end by 10pm, some construction activities, lawnmowers) can be allowed as they are considered a temporary inconvenience. If your business includes some level of noise you may need to put some mitigation measures in place to address any impacts of the frequency, intensity, duration and offensiveness of the noise.

Other Controls

Dust and Odour

Wellington Regional Council's Air Quality rules identify activities that require resource consent because they create odours, dust, mist or smoke. The Wairarapa Combined District Plan also has dust and odour limitations.

Street Activities

Public places fall under Council's control. Council must ensure public safety and minimise disruption to public areas. Any proposed use of public footpaths or streets for businesses, events or private functions requires permission from Council.

Other Registrations

Camping Grounds

Operating a camping ground requires registration to ensure that it complies with the New Zealand camping ground regulations. Some camping grounds may also require resource consent to operate.

Trade Waste Registration

Where trade wastes are, or may be, discharged to the sewer systems, registration and monitoring may be required to ensure public health and safety and to help manage public infrastructure systems.

Offensive Trades

Offensive trades must be registered and include, but are not limited to, septic tank cleaning, refuse collection, collection and storage of used bottles for sale, wood pulping, wool scouring and fish cleaning.

The following activities need to be registered with the council.

Hairdressers

All premises used for hairdressing must be registered under the Health (Hairdressing) Regulations.

Beauty Therapy, Tattooing and Skin Piercing

Beauty therapists, nail technicians, skin piercers, solarium and tattooist operators must provide their clients with professionally competent, safe and hygienic services, within clean premises.



Building Consent

A building consent confirms that the work you propose to carry out is safe, hygienic and complies with all aspects of the Building Act 2004. Building consent cannot be issued retrospectively for unauthorised work that has already been finished. It is therefore important to find out which aspects of your proposal need building consent before you begin any work.

A guide to work that does not require building consent can be found at www.dbh.govt.nz/bc-no-consent.

Change of Use

A change in a building's use may require upgrading to certain systems and elements. An example of a change of use would be where an industrial workshop is converted into a restaurant, or a woolshed is changed into accommodation units. Building Code requirements may differ from one type of use to another.

Health, Food and Alcohol Licences

Health, food and alcohol legislation may require your premises to meet specific layout requirements, so check those before lodging any consent applications. An alcohol licence can be issued only if the code compliance certificate (CCC) for the building work has been issued and any change of use signed off. See page 12 for more information about Health, Food and Alcohol licences and registration.

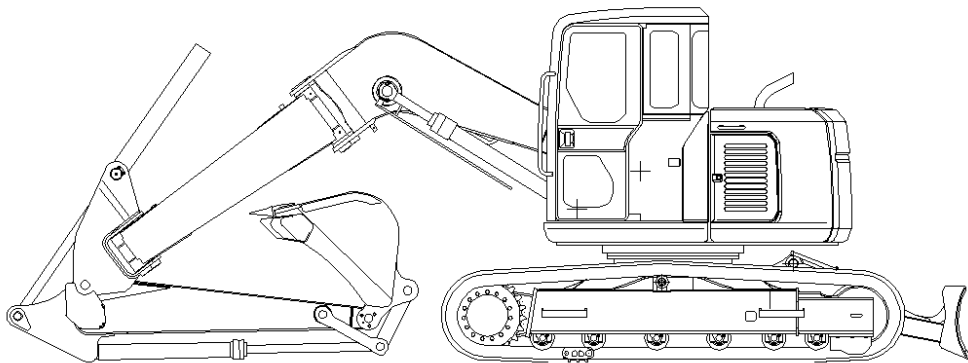
Ready for Construction

Once your consents are all sorted out, you are ready to **start your construction.**

Neighbours

Keeping on good terms with your neighbours is important and you should keep them informed about your planned construction work. Things that can annoy neighbours might include:

- Noise and vibration from construction and machinery
- Untidy outdoor storage
- Chemical odours
- Parking
- Dust and mud



Food must always be available where alcohol is consumed on site, so most places with an on-licence will also need a food premises registration. A certificate of use must be confirmed by council before an alcohol licence can be issued.

Food Premises Registration

All premises used to manufacture, prepare, package or store food for sale must hold a food premises registration and may need to comply with the Food Safety Bylaw. Places that need to register as a food premise include, but are not limited to restaurants, bars, cafes, takeaways, bakeries, dairies, grocers, supermarkets and service stations.



Licences and Registration

You need to sort out the necessary licences and registrations before you can open your doors.

Alcohol Licence

Under the Sale and Supply of Alcohol Act 2012, any premises used for the following activities must have an alcohol licence:

- Selling drinks to be consumed on site and providing corkage or glasses (e.g. Hotels, taverns, nightclubs, restaurants, some wineries and BYO establishments).
- Selling alcohol for consumption off site (e.g. Liquor stores, supermarkets, wineries, internet sales).

There are three main types of alcohol licence:

- On-licence** Authorises the licensee to sell or supply alcohol on their premises. Alcohol cannot be removed from the site.
- Off-licence** Authorises the licensee to sell alcohol for people to take away. Alcohol cannot be consumed on the site.
- Club-licence** Specifically for chartered clubs, sports clubs and similar.

Temporary Authority

If you have purchased a business that already holds a current alcohol licence, you can apply for a Temporary Authority to continue operating under that same licence while your new licence is being processed.



Vehicle Crossing Application

You will need a suitable vehicle crossing to access your property. A temporary crossing is generally sufficient during construction, but a permanent crossing will need to be provided when construction is complete. The type of crossing and its location must be built to Council standards.

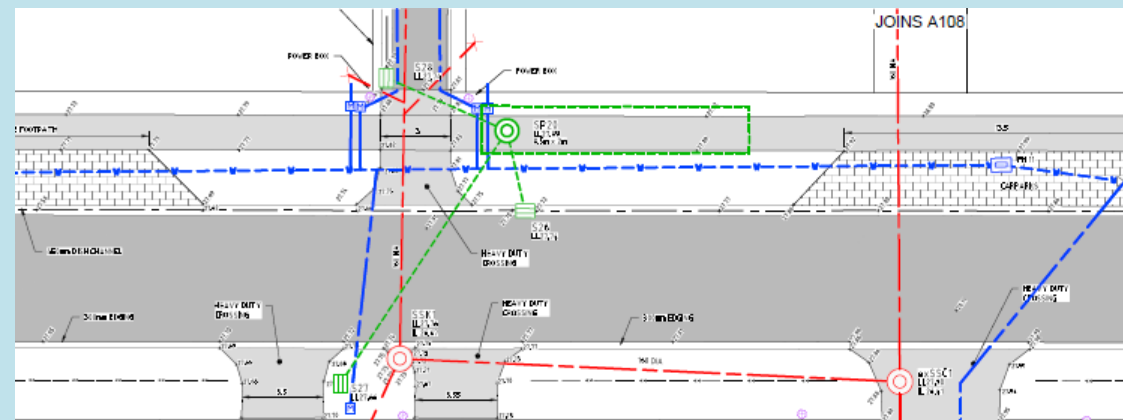
Traffic Management Plans

Traffic obstructions - If construction work will temporarily obstruct roads or footpaths, or you will need to close a road for a period of time, you will need to lodge a Traffic Management Plan with the Council to provide safe passage for road users and pedestrians.

Machinery storage - If you need to park trucks or machinery on the public road or footpath during construction you will need to lodge a Traffic Management Plan with Council to minimise traffic disruption and ensure site safety.

Services

Council can advise whether your site is already connected to the water and sewer mains, or what you must do to get hooked up.



Water

Any new urban building must have its own water connection. Be sure to see whether the existing water pressure on site suits your business needs. If public water mains are not available to the site, an alternative water supply will be required, like tanks. This alternative supply will need to meet Building Act requirements and will be addressed in your building consent. Please note that drinkable water and onsite waste disposal are required during the construction phase.

Sewer

Buildings that contain toilets or plumbing will need to provide hygienic waste disposal and comply with the Council's Trade Waste Bylaw. If the sewer mains are not available to the site, and onsite waste water system (septic tank or similar) will be required. Any waste water disposal system must meet Building Act requirements and will be addressed in your building consent.

Storm water

Storm water from your building must be contained to avoid flooding. Most sites use soak pits, but if that is not possible for your particular site you may be able to apply to Council for a storm water connection, if there is one available. Whatever the solution, it must meet Building Act requirements and will be addressed in your building consent.

Electricity and Telephone

Electricity and phone services are not managed by the council. Most sites have both available at the boundary of the lot, and older vacant sites may need to make their own connections. You should get in touch with the power and phone providers to find out how to get hooked up.

Gas

Gas reticulation is not managed by the South Wairarapa District Council. Get in touch with your gas provider to find out how to get connected to gas in the Wairarapa.



Most businesses need
**water, storm water
and sewerage systems**