

Your success: our business

Information for businesses on the Kāpiti Coast



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**Kāpiti Coast: vibrant,
diverse and thriving.**

**We want to help your
business succeed.**



Welcome to the Kāpiti Coast

Our Council has recognised the role fostering economic growth and development plays in achieving our vision of a vibrant, diverse and thriving Kāpiti. We're committed to fostering a productive business culture in the district and as part of that we're working hard to make it easier for people to do business with us.

This booklet gives an overview of the regulatory obligations to think about when setting up, developing, or making changes to your business in Kāpiti, whether it is home-based, commercial or industrial.

Our staff are happy to help you understand what approvals you will need and to help you navigate through the relevant rules and regulations.

We look forward to working with you and wish you every success with your business.



Pat Dougherty
Chief Executive
Kāpiti Coast District Council





Getting started

Starting or making changes to an existing business can be a lot of work. Where to begin?

Depending on the nature and scope of your project, we can help you with:

- sorting out which consents and licenses you will need
- organising meetings with relevant Council staff, e.g. our business start-up or environmental health teams
- figuring out the best order to apply for everything
- following up on any matters or concerns you may have.

You can discuss your plans on the phone, via email or call in to our Council office and talk with staff. You can find further information on our website.

How to contact us:

Phone: 04 296 4700 or 0800 486 486
Email: kapiti.council@kapiticoast.govt.nz
Location: 175 Rimu Road, Paraparaumu

www.kapiticoast.govt.nz

Other helpful organisations

The Kapiti Coast Chamber of Commerce may also be able to help you in the early planning stages of your business. See page 29 for other types of business support.



Site suitability

Is your intended site suitable for your business? Along with normal business considerations you may also need to think about District Plan zoning and what consents, licences or permissions you may need.

District Plan zoning

Before applying for building or resource consent, check the relevant planning map for your property or intended site, and use this information to find out what planning zone, rules and restrictions apply. A zone defines what activities and land uses are permitted in that defined area. Planning maps are available on our website.

Five principal planning zones are identified in the Kāpiti Coast District Plan: rural, residential, commercial/retail, town centre and industrial/service. Each zone has provisions (objectives, policies and rules and standards) about how we will manage the environment. These are described in the District Plan. Most types of retail and service business can be situated in the commercial/retail zone. The residential zone is primarily for residential activity, but there are occasions when business activity is allowed.

Periodically we review the District Plan. The current plan is available on our website and includes information on any review taking place and anything that might impact on you.

Project information memorandum

To help you ensure your intended site is suitable for your business requirements, we can issue a project information memorandum (PIM) that contains information about the site such as:

- building restrictions
- whether resource consent is required
- heritage and cultural considerations
- natural hazard issues
- details of any water, stormwater or wastewater requirements
- vehicle access, parking and loading requirements
- building material requirements
- whether development contributions are required.

Signs

The Kāpiti Coast District Plan and our bylaws contain rules about advertising signs. The rules make sure the placement of signs does not impact on the character of the area, cause problems with neighbours or create obstructions or traffic distractions.

The 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.



Managing your project

Before you start your business or make changes to an existing business, you need to sort out consents and other approvals.

You may need help from various professionals to ensure you meet any necessary requirements. These may include the following specialists:

Engineers

A structural engineer can check the 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

They can prepare building or layout options for a business that meet planning, building and infrastructure requirements.

Resource management consultants

If resource consent is required you might need reports or advice from resource consent planners, surveyors, landscape architects, and specialists in traffic and parking, noise and natural hazard mitigation.

Others

Depending on your business proposal, you may need advice from food, alcohol, and trade waste specialists.

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, our staff and any other organisations – keeping the process running smoothly.



Building, renovating or changing use

Before you build, renovate or change how a property is used, make sure you have all the necessary consents and licences and have met any other requirements.



Resource consent

Our District Plan contains rules and information about what is permitted in the Kāpiti Coast District. If an activity is not permitted or falls outside these limits, resource consent is required.

Examples of things that require resource consent include:

- operating a commercial business in a residential or rural zone
- building within a defined hazard area
- providing fewer parking spaces than required
- building closer to a boundary or higher than normally permitted
- activities that create offensive or objectionable odours, dust, mist or smoke.

Building consent

Before you begin any work, it is important to find out if any aspects of your proposal need building consent. A building consent can take up to 20 working days to process and confirms that the work you propose to carry out is safe, hygienic and complies with all aspects of the Building Act. It cannot be issued retrospectively for unauthorised work that has already been finished. You should not start any building

work until the relevant building consents and other permissions have been granted. However, if you have already started – please talk to us.

A guide to work that does not require building consent can be found at www.building.govt.nz.

Health, food and alcohol licences

If your business involves the preparation or sale of food, the sale or consumption of alcohol, or relates to hairdressing, funeral directing or campgrounds, the layout of your premises may need to meet specific requirements. You should discuss these with our environmental health team before lodging your building consent application. If you will be applying for an alcohol licence approval, you should already have a planning certificate, code compliance certificate for any building work and any change of use. See page 21 for more information about food, alcohol and health licences and registration.

Change in use

A change in a building's use may require certain systems and elements to be upgraded. An example of a change of use would be where a retail shop is converted into a restaurant, or a garage at home is converted into a hairdressing salon. Often in these situations upgrades are needed to meet health and safety standards. Building Code requirements may also differ from one type of use to another.

Where the change in use affects a piece of land that is currently, has been or is likely to have been the site of a hazardous activity or industry, a preliminary site investigation is required to check if soil contamination may have occurred.

Development contributions

We collect development contributions under the provisions of the Local Government Act and its development contributions policy. The contributions ensure developers pay a fair and equitable share of the cost of providing new infrastructure and community facilities needed to service new development in the district.

If no contribution was paid at the subdivision stage, you may be required to pay development contributions for vacant land, or for new or expanded non-residential buildings.

Coffee Walnut Slice... \$4.60

Old Fashioned Biscuits... \$4.60

Preserved & White Choc Slice... \$4.60

Butterfly & White Pie... \$5.80

Custard Square... \$4.80

Sticky Date & Peach Fudgery... \$4.60

Apple Pie

Crunchy Cinnamon... \$6.60

Beef Pot Pot... \$6.50

Chicken Pesto Bread Roll... \$6.50

Poast Veggie Pie...





Other considerations

Once your consents are sorted out, you are ready to start any construction or alterations required.

Neighbours

Keeping on good terms with your neighbours is important and you should keep them informed about any 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
- construction operating hours.

Vehicle crossing application

You will need a suitable vehicle crossing (driveway) to access your property during construction. A temporary crossing is generally sufficient, but a permanent crossing will need to be provided when construction is complete. The type of crossing and its location needs to be built to the Council's standards – an application form can be found on our website.

Traffic management plans

A traffic management plan ensures there is a safe passage for road users and pedestrians, minimises traffic disruption and ensures safety of the site. A traffic management plan needs to be lodged with the Council in the following situations:

- construction work will temporarily obstruct roads or footpaths
- you need to close a road for a period of time
- you need to park trucks or machinery on the public road or footpath during construction.



Services

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

Water

Any new urban building needs to have its own water connection. Generally the standard water connections in urban areas are 20mm in size incorporating backflow protection and a meter – you should ensure the existing water pressure and flow rate on the site suits your business needs. Backflow prevention helps protect the water supply from accidental pollution. If the standard connection doesn't meet your requirements, we can advise you the connection sizes and level of backflow prevention you need.

If public water mains are not available to the site, an alternative supply will be required, such as rainwater storage. The alternative supply will need to meet the Building Act 2004 requirements and be detailed in your building consent application. Drinking water and onsite disposal are also required during the construction phase.

Sewer

Buildings that contain toilets or plumbing will need to provide hygienic disposal and comply with our Trade Waste Bylaw. If sewer mains are not available to the site, an onsite wastewater system will be required. Any wastewater disposal system needs to meet the Building Act 2004 and Greater Wellington Regional Council requirements and be detailed in your building consent application.

Most businesses need water, stormwater and sewerage systems.

Stormwater

Stormwater from your building needs to be contained to avoid flooding. Most sites use soak pits or attenuation tanks. If these are not possible for your particular site, you may be able to discharge your stormwater to the Council's network with our permission. Whatever the solution, it must meet the Building Act and District Plan requirements and will need to be detailed in your building or resource consent application.

Electricity and telephone

Electricity and phone services are not managed by the Council. These services are available at the boundary of most sites, but on older vacant sites, you may need to contact your power and phone providers.

Gas

Gas reticulation is not managed by the Council. Please contact your gas provider to find out how to get connected.



Licences and registrations

Some licences and registrations are essential before you can open for business.

Alcohol licence

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

- selling alcohol to be consumed on site and providing corkage (e.g. hotels, pubs, taverns, restaurants, and BYO establishments)
- selling alcohol for consumption off site (e.g. bottle/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 – this is specifically for chartered clubs, sports clubs and similar.

We recommend you apply for a licence as soon as you become aware that you need one to allow for processing time.

Buying or taking over an existing business

Alcohol licences are not transferable, so if you have purchased a business that already holds a current alcohol licence, you will need to apply for a new alcohol licence. You can apply for a temporary authority for up to three months to continue operating under the same conditions as the current licence while your new licence is being processed.

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.

Camping grounds registration

Camping grounds must be registered with the Council to ensure they comply with the camping ground regulations.

Hairdresser registration

Hairdressing businesses must be registered with the Council to ensure they comply with the Health (Hairdressing) Regulations 1980.



Trade waste registration

To ensure public health and safety and to help manage public infrastructure systems, trade waste and where it is discharged to sewer systems, may need registering and monitoring.

Food premises registration

All businesses which manufacture, prepare, pack or store food for sale need to be registered to do so under the Food Act 2014. The requirements for registration and verification of new food businesses changed from 01 April 2016. All food businesses that are registered need to operate under the appropriate risk-based tool such as a food control plan or national programme. Businesses which must register include, but are not limited to, the food service sector (cafés, takeaways, restaurants, early childhood centres) and the food retail sector (includes butcheries, bakeries, fruit and vegetable shops, dairies).



Mam Jams & Cordons

Tropical Pear Jam



Other rules or permissions

While some activities don't require licensing or registering, they may have rules that need to be managed or require additional permissions.

Noise

The District Plan imposes noise standards for non-residential activities in all zones, other than transport activities, construction, maintenance and demolition work. In addition, everyone has a general duty to adopt the best practicable option to ensure noise does not exceed a reasonable level or a level that could be considered to be excessive. It is all about being a good and considerate neighbour.

Air Quality

Greater Wellington Regional Council's air quality rules identify activities that require resource consent for industrial or trade premises that create offensive or objectionable odours, dust, mist or smoke. The Kāpiti Coast District Council District Plan also has dust and odour limitations.

Street activities or trading in public places

Public places are managed by the Council. We must ensure public safety and minimise disruption to public areas. Any proposed use of public footpaths, streets, or reserves for businesses, events or private functions requires permission from the Council.

Temporary events

A temporary event is permitted if it complies with all of the permitted activity rules and standards of the Kāpiti Coast District Plan, is six hours or less in duration between 7am and 10pm, and occurs no more than once in any three-month period.

We encourage organisers to submit an event management plan, using our prescribed form, to our duty planner six weeks before holding a temporary event. Our duty planner can assist you to navigate the rules and regulations associated with obtaining resource consents, and managing any transport, building, liquor, and health requirements. This will help ensure there are no last minute surprises or delays.



Stay within the rules

There are some on-going matters to consider while running your 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 on a regular basis. These are:

- building warrant of fitness
- food premises registrations
- alcohol licences
- Health Act registrations
- hairdressers' registrations
- trade waste licences.

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 may be monitored, such as:

- landscaping or screening requirements
- noise levels
- maximum number of people allowed on site
- lighting
- operating hours.

Rubbish and recycling

Kerbside collection services in Kāpiti are provided by commercial collectors. Businesses can set up a collection contract for wheelie bins or skip bins, or purchase pre-paid rubbish bags for kerbside collection.

Only residential properties within urban areas are eligible to use kerbside recycling crates. Businesses and non-residential properties can contract a commercial collector for recycling as well. On a volumetric basis, it is often cheaper to have recycling collected than to have general waste collected. Alternatively, recyclables can be dropped off free of charge at one of the district's three transfer stations.

The Solid Waste Bylaw sets out what types of waste can be put out for collection, how, when and where waste should be put out for collection.



Business support groups

Kapiti Coast Chamber of Commerce

The Kapiti Coast Chamber of Commerce is a 300-plus membership based organisation that provides information, advice, and networking events during the year. Its mission is to provide a collective voice for business issues in Kāpiti.

www.kapitichamber.org.nz
info@kapitichamber.org.nz
P O Box 510, Paraparaumu 5254

Kapiti Coast Business Network

The network operates under the umbrella of the Kapiti Chamber of Commerce and offers informal networking on the second Monday of each month (except January) at which short business profiles are presented. It meets 5.15pm to 7pm at Club Vista, Marine Parade, Paraparaumu Beach. There are no membership fees and there is no requirement to be a member of the Chamber to attend the network.

Paraparaumu Beach Business Association

This membership association exists to promote and support the Paraparaumu Beach area as a thriving destination to shop, eat, play and stay. Events are organised to promote businesses and members meet regularly.

www.paraparaumubeach.org.nz

Waikanae Business Forum

This online forum exists to promote members who have businesses in the area between the Waikanae and Ōtaki rivers. There are no membership fees.

www.wbf.org.nz

Manaaki Kāpiti

Representing the interests of tourism providers in Kāpiti, Manaaki Kāpiti is a membership organisation. Contact Keith Wood for more details

keith.wood2@clear.net.nz

Kāpiti Coast Business Directory and Support Services

This is a business database maintained by Kāpiti Coast District Council with occasional emails sent out to businesses advertising free workshops on social media, Google analytics, tourism promotion and other business support and marketing promotions. Contact **business@kapiticoast.govt.nz** to sign up or to make an appointment to use the free business support services.

Other organisations:

Greater Wellington Regional Council

Shed 39, 2 Fryatt Quay, Pipitea, Wellington 6011
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.

Wellington Regional Economic Development Agency (WREDA)

WREDA combines the activities and functions of four business units, previously located within, and supported by, the Wellington City Council and the Greater Wellington Regional Council – Grow Wellington (the region's economic development agency) and its subsidiary, Creative HQ, Positively Wellington Tourism, and Positively Wellington Venues.

WREDA aims to integrate, streamline, strengthen and, as required, modify the core activities of these four organisations so that the Wellington Region's prosperity will be improved and its global reputation as a centre of creativity, enterprise, diversity and liveability will be enhanced.

As a result, the region will be more attractive to visitors, investors, migrants, students and entrepreneurial businesses, and will also retain existing enterprises and enable them to grow.

Contact **info@wreda.co.nz** or through their website **www.gw.govt.nz/wreda**

Grow Wellington has created a website to make it easy for local businesses to assess their needs and then connect to local experts and freely available resources:
www.wellingtonbusiness.help

Example scenarios

Every proposal is unique so please discuss your specific plans with our duty planner.

Licensed café

Cate is a chef who has decided to open a licensed café in the main street of Paraparaumu Beach in a building that used to be a tailors. 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/retail zone, she does not need resource consent to operate a commercial business there, provided all of the relevant permitted activity standards are met. To ensure her proposal meets all the permitted activity standards for the zone, Cate should talk to the duty planner.

Building consent

Cate will need a building consent for her proposed renovations, and will need change of use approval from the Council's building team since tailoring was the previous activity.

Food and alcohol registration

In order to prepare and serve food in her café, Cate will need a food registration and will be required to operate under a food control plan. Serving alcohol to be consumed on site will require an on-licence from our environmental health team. It is also likely that the business will require a trade waste licence.

Motorcycle mechanic

Shane and Savannah are motorcycle mechanics who have relocated to Ōtaki. They want to open their mechanic's business in the industrial/service zone.

Resource consent

Operating an industrial business in an industrial/service zone doesn't require resource consent. Shane and Savannah should talk to the Council's planning team, however, to make sure they comply with any noise, signage and parking rules.

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 Council's building team is not required.

Home hairdressers

Sylvia would like to run her single chair hairdressing business from home. Her house in Raumati South 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, fall under the category of home occupation (like hairdressing). Home occupations are controlled activities as long as they meet the controlled activity standards for the residential zone and any business signs follow the residential sign rules. A controlled activity requires resource consent, but the consent must be granted subject to conditions unless special circumstances exist.

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 Council's building team.

Health registrations

Hairdressers need to register with us before they can open their door for business. Sylvia should talk to the Council's environmental health team about the minimum standards required for her registration before undertaking any upgrading work.

Scrap metal dealer

Pierre wants to open a scrap metal business in Paraparaumu. He has found a suitable site, a decommissioned petrol station, in the industrial/service zone.

Resource consent

Operating a scrap metal business in the industrial/service zone is permitted provided all of the relevant permitted activity standards are met. To ensure his proposal meets all the permitted activity standards for the zone, Pierre should talk to the Council's duty planner. The activity should be checked against the list of permitted activity standards for the zone.

Resource consent may also be required under the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health for the change in use or removal of underground tanks. At the very least, a preliminary site investigation will be required.

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 Council's building team to discuss the proposal. The business may also need to comply with Trade Waste Bylaw.

