



Accommodation Guidelines—Seasonal Workers' Accommodation

These guidelines have been developed to remind accommodation providers of their responsibilities to provide and maintain suitable accommodation that is both safe and sanitary for seasonal workers.

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Blenheim

15 Seymour Street
PO Box 443
Blenheim 7240
Phone 03 520 7400
Fax 03 520 7496

Email: mdc@marlborough.govt.nz

Picton

67 High Street
Picton 7220
Phone 03 520 7493
Fax 03 520 3203



**MARLBOROUGH
DISTRICT COUNCIL**

**In consultation with the
Department of Labour**

General

Caravans and tents are not suitable for accommodating residents and should not be used.

Neither a garage nor any other non-habitable structure should be used for accommodation. (A property owner / manager proposing to use this type of structure for accommodation must apply for a Building Consent to undertake a "Change of Use". This consent will cover the requirements of Sections 114 and 115 of the Building Act 2004.)

Construction

- Accommodation should be constructed of sound materials and be fully weatherproof. Inside walls suitably lined and appropriate thermal insulation should be provided. Floors are to be strong, draught proof and adequately covered; and
- New and altered/renovated premises should comply with the current Building Act 2004 and the NZ Building Code.

Fire Safety

- Complying smoke alarms to meet NZ Building Code Standards should be installed in bedrooms and living areas;
- An escape plan for the household should be prepared and displayed in a communal space; and
- A fire blanket should be provided and made available for immediate use in the kitchen.

Lighting and Ventilation

- All rooms should be adequately lit by natural and artificial lighting;
- The accommodation building must be adequately ventilated, with openings positioned to assist airflow;
- If possible, rooms should be cross ventilated; and
- Smoking should not be permitted indoors. To maintain clean air, signage indicating that smoking is not permitted should be displayed at each entrance (signage available from Public Health Services).

Cooking Facilities

The kitchen should be of sufficient size to allow room for food to be prepared. It is satisfactory for the kitchen and the dining room to be contained in the same room. The following requirements should be met:

- There should be at least 1.5 metres of clear floor space on the working side of the cooking stove and sink bench;
- Adequate equipment, utensils and appliances should be provided for cooking purposes;
- Hot water should be provided at the sink;
- Adequate ventilation should be provided in the kitchen and, as a guide, the window space should be at least equal to one tenth of the floor area, and no fewer than half of the windows should be capable of being opened;

- Sufficient cupboard space for storing non-perishable food, utensils and equipment should be provided; and
- No person should be permitted to use the kitchen as a bedroom.

Refrigeration Arrangements

- A refrigerator and freezer, of adequate capacity for the needs of resident numbers, should be supplied.

Dining Facilities and Furniture

- There should be sufficient room for residents to eat their meals in reasonable comfort;
- Tables and sufficient seating to accommodate all available residents should be provided;
- Adequate equipment, utensils and appliances should be provided for dining purposes; and
- No person should be permitted to use the dining room as a bedroom.

Casual Recreational Open Space (e.g. lounge room)

- The accommodation building should provide open space where the residents can relax. This space should provide 6 square metres of floor area for each resident.

Bedrooms

Minimum dimensions for bedrooms and occupants

Bedrooms should have the following minimum dimensions

- For one person 6 square metres of floor space, 2.4 metres high in any part, 1.8 metres wide in any part;
- For two persons 9 square metres of floor space, 2.4 metres high in any part, 2.1 metres wide in any part;
- For more than two persons, 9 square metres for the first two persons + 4.5 square metres for every extra person - 2.4 metres high in any part, 2.1 metres wide in any part;
- When two or more persons share a bedroom they should be of the same sex (unless otherwise agreed to);
- Bedrooms should be furnished with suitable beds and mattresses, and cupboards or wardrobes for hanging up clothes; and
- A secure location for valuables should be provided.

Washing Facilities

- Baths or showers should be provided;
- It is recommended that each shower have an attached dressing area;
- Each compartment (the shower area and the dressing area) should have a floor area of at least 1 square metre;
- If separate facilities are not provided for females, the doors should be capable of being locked; and
- Wash hand basins should also be provided and supplied with hot and cold water.

Laundry Facilities

- For laundering clothes, a washing machine and laundry tub (required by the NZ Building Code) should be provided. There should be a space available to dry clothes adequately.

Sanitary Conveniences

- A toilet should be provided and capable of being locked;
- One bathroom and one toilet for each 7 persons should be provided;
- When installing such conveniences, they should comply with the NZ Building Code; and
- The occupancy of the dwelling should not exceed the capacity of the on-site wastewater system. The capacity of the system should be checked prior to occupancy.

Note: It is the property owners' responsibility to ensure continued maintenance of the on-site effluent disposal system is undertaken at regular intervals to prevent any failure. Any failure will result in the property becoming insanitary and therefore will have to be vacated until such a time as the septic tank is repaired or upgraded.

Note: The upgrading of an on-site wastewater system will require a Building Consent.

Water

- An adequate supply of hot water should be provided for showers, baths, hand-basins, washing clothes and cooking; and
- Clean drinking water should be provided that meets the current NZ Drinking Water Standards.

Heating

- Some form of heating - either electric, gas (must be flued to outside air), open fire, coal range or space heater (and fuel) - should be provided in at least one room.

Note: Portable gas appliances without flues can place up to 5 litres of moisture into the air for each litre of gas burned and are therefore unacceptable.

Rubbish Disposal

- Rubbish bins with tight-fitting lids should be provided for storing refuse. All refuse should be satisfactorily disposed of so that it does not become a health hazard or create a general nuisance.

