

# **Future Deed of Licence**

For Upper Selwyn Huts



**SELWYN HUTS**

**Consultation Document**



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Have your say on the new Deed of Licence for Upper Selwyn Huts  
Consultation runs from 16 June – 21 July 2025  
**[selwyn.govt.nz/USH](https://selwyn.govt.nz/USH)**





## Setting the scene

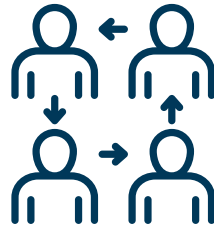
We are seeking your feedback to inform the new Deed of Licence for the Upper Selwyn Huts community.

Upper Selwyn Huts is a rural settlement located at the Springston South Reserve on the shores of Te Waihora Lake Ellesmere. The settlement was originally made up of fishermen's huts, with the first built in 1888. Over time, small dwellings were also built that were generally only used by the owners for a limited number of days per year. Today, while some huts and dwellings are still used on a temporary basis, some are now occupied as a permanent place of residence, with an estimate of around 93 people residing at the Upper Selwyn Huts (Stats NZ, 2024).

Hut owners have a Deed of Licence (DOL) to occupy the land, which is owned by the Crown and managed by Selwyn District Council (Council). Historically, hut owners have owned their hut and held a DOL to occupy the land on which their hut is built.

The current DOL for Upper Selwyn Huts has been extended several times, and many of the DOL terms no longer reflect the current situation.



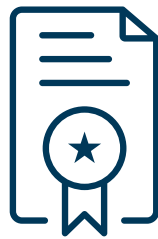


## Recent engagement

In July 2024, Council paused a decision on a proposed 15-year licence term. It has since then connected with the Upper Selwyn Huts community through a series of independently facilitated sessions to better understand the views and concerns of licence holders and residents to plan for the future of the settlement.

Insights from these discussions, along with Councillor workshops, have shaped the direction of a consultation approach and the topics we are now seeking feedback on.

Council is now undertaking a public consultation to gather feedback that will inform a DOL for the future.



## Why a new Deed of Licence?

The new DOL is about giving certainty and clarity for the future - for licence holders, for Council, and for the wider community. Council must balance the specific interests and needs of Upper Selwyn Huts' licence holders and tenants, with the broader interests of all Selwyn residents and ratepayers. This ensures fair and equitable management of resources and community benefits. This balance needs to consider:

- The rights and responsibilities of licence holders
- The need to manage environmental events
- Council's duty to protect people, public land and infrastructure – including meeting modern health and safety standards
- Equitable management of resources and community benefits for all Selwyn residents and ratepayers

This consultation is your chance to inform what that new licence should look like.

# What we are consulting on

We are consulting on what should be taken into account within particular terms that will be included in the new DOL. This consultation will give you the opportunity to provide feedback on the details of these terms.

They include:

- 1 How long future Deeds of Licence should last
- 2 Whether a serious environmental event should end a licence term early
- 3 Whether residents should be required to pay a bond to help restore the land at the end of a licence term
- 4 How Council should undertake a condition inspection programme to assess the condition and safety of huts and associated structures.

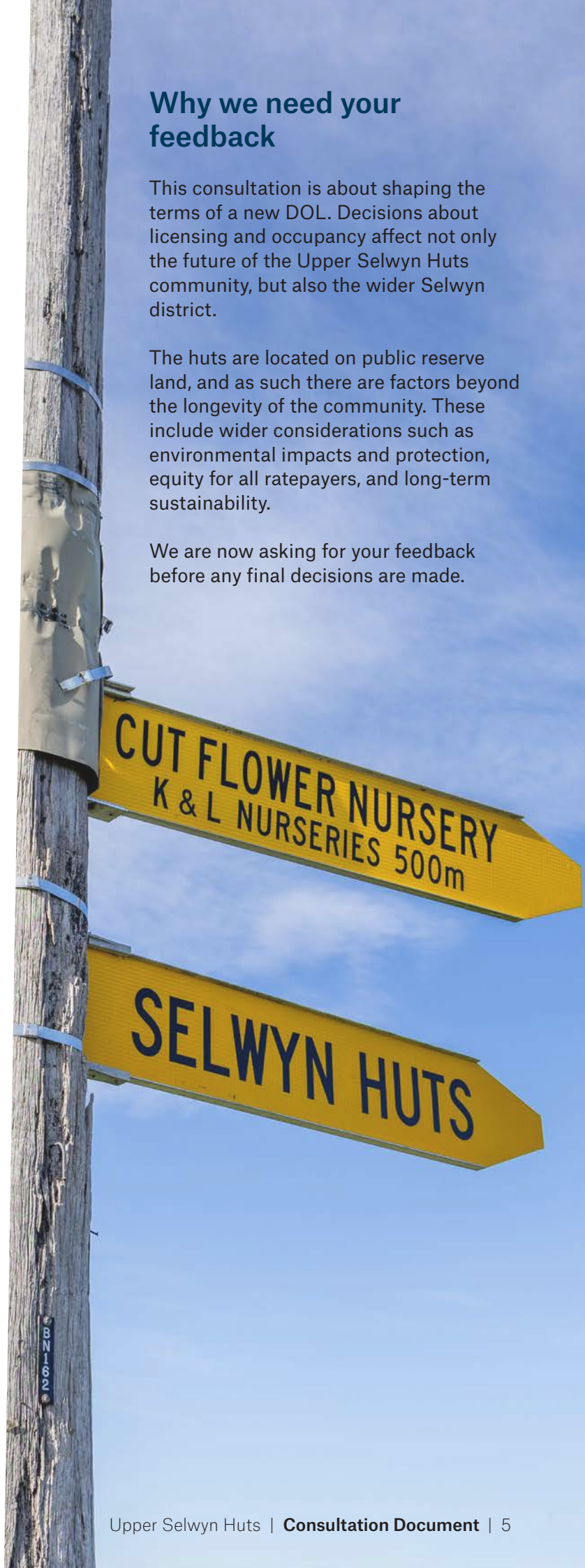
Whether you are a current licence holder, a permanent or temporary resident, or someone with a connection to, or interest in the area - we want to hear from you.

## Why we need your feedback

This consultation is about shaping the terms of a new DOL. Decisions about licensing and occupancy affect not only the future of the Upper Selwyn Huts community, but also the wider Selwyn district.

The huts are located on public reserve land, and as such there are factors beyond the longevity of the community. These include wider considerations such as environmental impacts and protection, equity for all ratepayers, and long-term sustainability.

We are now asking for your feedback before any final decisions are made.





# What we are not consulting on

## Licence fee, wastewater pipeline costs and rates

The current licence fee is set to expire on 1 July 2025. To allow time for this consultation, decision-making, and working with licence holders on next steps, Council has agreed to extend the current DOL and associated fee for an additional 12 months to 1 July 2026.

### Future wastewater-related costs

There are two wastewater-related costs for licence holders. While they are not part of this consultation, they are important to understand.

#### 1. Pipeline installation cost

In March 2024 Council confirmed that licence holders would contribute 30% toward the cost of the installation of the new wastewater treatment pipeline. This pipeline would be Council's responsibility, with costs recovered from licence holders. Licence holders will still need to contribute 30% toward the cost of building the pipeline. This is already confirmed and is not changing.

- 2. Wastewater service charge (targeted rate).** This is the ongoing charge for using and maintaining the new pipeline and wastewater system. Some licence holders have indicated they would like to move this cost from a targeted rate (paid only by Huts licence holders) to a district-wide rate. The cost of the ongoing wastewater service charge would then be shared across all Selwyn district ratepayers.

Because this change could affect ratepayers across the district, Council will consult separately on this, as part of the 2026/27 Annual Plan process.

### What happens next?

These wastewater costs are not being consulted on as part of this consultation, but will influence the final licence fee under the new DOL. Once those decisions are made, the final licence fee will be confirmed. The DOL will also include a clause allowing for annual reviews of the fee, in case any circumstances or costs change.

### Current situation

Under the current DOL, licence holders pay a licence fee of \$1,389.00 (inclusive of GST) per annum, payable in quarterly instalments on 1 July, 1 October, 1 January and 1 April in each year.

In addition to the licence fee, licence holders also pay rates for other services such as libraries, community centres, and reserves.

The current licence fee and rates do not include various costs related to:

- The installation of the new pipeline connecting the settlement to the Ellesmere to Pines Wastewater Treatment Pipeline
- Ongoing wastewater services for using this pipeline

### What is changing?

The current licence fee does not reflect the full cost of managing and servicing the area. Under a new DOL, the licence fee will change to reflect the actual costs of providing these services.

It will also need to reflect the costs associated with the installation of the new wastewater pipeline, and the costs to use this service. These figures are being finalised and will inform the revised licence fee, to come into effect from 1 July 2026.

# How to have your say

You can provide feedback on this consultation by:

- Visiting **selwyn.govt.nz/USH** on your computer or mobile device and answering the questions on the online submission form
- Completing the submission form on the back of this document and dropping it off with our Customer Service Teams at
  - **Council Rolleston Offices**, 2 Norman Kirk Drive, Rolleston
  - **Te Ara Ātea**, 56 Tennyson Street, Rolleston
  - **Darfield Library**, 1 South Terrace, Darfield
  - **Leeston Library**, 76A High Street, Leeston
  - **Lincoln Library**, 22 Gerald Street, Lincoln

Or by post to:

Freepost 104 653  
PO Box 90  
Rolleston 7643

Upper Selwyn Huts’ licence holders can use the pre-paid return envelope in their consultation pack.

You can also scan and email your submission to:  
**huts@selwyn.govt.nz**

All submissions must be received by Council by 5pm Monday, 21 July 2025. Please allow time for your submission to be delivered by this deadline.

For more information visit  
**selwyn.govt.nz/USH**

# Engage with us

An independent facilitator and staff will be holding a series of drop-in sessions at the Lincoln Event Centre for small groups or one-on-one conversations. These sessions are by appointment only to ensure everyone has the chance for a focused discussion.

To view available times and book a session, visit **selwyn.govt.nz/USH**. These drop-in sessions will also be advertised on our Facebook page and website.

## Need help booking?

Email **huts@selwyn.govt.nz** or call **0800 SELWYN (735 996)** for help finding a session that suits you.

## Timeline









# Submission form

Selwyn District Council is conducting a public consultation to seek feedback on four terms that are proposed to be included in a new Deed of Licence for Upper Selwyn Huts.

Feedback from this consultation will help determine what a new Deed of Licence will look like for licence holders, and give certainty and clarity to the future of the Upper Selwyn Huts settlement.

Please read the consultation document and information available online at [selwyn.govt.nz/USH](https://selwyn.govt.nz/USH) before completing your submission.

You can make a submission using this form and dropping off at a Council Library or Service Centre by 5pm, 21 July 2025. Or you can complete the online submission form at [selwyn.govt.nz/USH](https://selwyn.govt.nz/USH).

## Privacy statement

Submissions are part of the public consultation process and are a public record. Anonymous submissions will not be accepted. Submissions including names are published on our website and in official documents so please do not include any personal information in the content of your submission you would prefer to be kept private.

While contact details (address, phone number and email address) are provided to elected members along with your feedback to be considered when making their decisions, contact details will not be made publicly available on the Council's website or official documentation.

If someone requests a copy of submissions through the Local Government Official Information and Meetings Act 1987, name and contact details must be supplied. If you have good reason as to why your personal details and/or feedback should be kept confidential please contact [huts@selwyn.govt.nz](mailto:huts@selwyn.govt.nz) outlining your reasons.

If you need extra space for your submission, or have supporting documentation, you can use additional paper and attach it to this form. If you are using the online submission form you can upload an attachment with your submission.

Please include your first and last name on the additional paper.

Anyone can make a submission. Submissions will only be used for the purpose of this consultation process.

All submissions will be considered by Council before making a decision.

## Submitter details

*Please note: all fields marked with an asterisk (\*) are compulsory. These details will be used for the purpose of contacting you about this consultation.*

First name\*

Last name\*

Address\*

Town\*

Postcode\*

Contact number\*

Email address\*

Are you submitting on behalf of an organisation?\*

☐ Yes ☐ No

If yes, please state the name of the organisation\*

Do you wish to attend a hearing to present your submission in person?\*

☐ Yes ☐ No

*If yes, someone will be in contact with you to arrange the date and time.*

What is your connection or interest to Upper Selwyn Huts?

☐ I am a licence holder

☐ I am not a licence holder but live at Upper Selwyn Huts

☐ I have an interest in this area. *Please explain:*

☐ Other:



# Questions

## 1. Licence term options

Council is seeking feedback on three different options for how long future licences should last. Please select your preferred licence term from the options below.

- ☐ **Fixed term of 5 years**  
No renewal.
- ☐ **A single fixed term of 30 years**  
No renewal.
- ☐ **Rolling 10-year terms**  
with the ability to renew, up to a maximum of 30 years total (i.e. 10 + 10 + 10 years).

Please explain the reason for your selection:

Do you have any other feedback?

- ☐ Yes
- ☐ No

Please add your comments:

## 2. Environmental events for early licence end

Council’s priority is the safety and wellbeing of people in the community.

Therefore, Council is proposing to include a new condition in the Deed of Licence that would result in a licence term ending earlier than expected if serious environmental events, like flooding or land movement, make the area unsafe to live in or too expensive to maintain. In some cases, it also might not be possible or affordable to rebuild roads or other infrastructure if they are badly damaged after a significant event.

We are asking for your feedback on three possible events where this could happen.

- 1. Flooding affecting access:**  
Flooding that cuts off vehicle access to the huts for more than 24 hours, twice in a 12-month period. “Cut off vehicle access” means where emergency services cannot reach the area.
- 2. Destruction of road cutting off vehicle access:**  
A natural event that causes sufficient damage that vehicle access to the settlement is cut off.
- 3. Serious harm caused by a flood event:**  
Any flooding event that causes serious injury or fatalities within the settlement.

Are there any of the proposed events you disagree with?

- ☐ Yes
- ☐ No

Please explain your reason:

Are there any additional events that you think should be considered?

- ☐ Yes
- ☐ No

Please add your comments:





If one of these events were to happen, what would you want Council to consider when deciding what happens next?

Please add your comments:

3. Bond requirements

Council is considering introducing a bond to contribute towards remediation responsibilities at the end of a licence term. This means the bond will only be used for returning the site to what it was before the hut was built.

Are there any situations where you think the bond requirement should not apply?

☐ Yes

☐ No

Please add your comments:

Do you have any other feedback or suggestions on the inclusion of a bond?

☐ Yes

☐ No

Please add your comments:

4. Building condition inspection programme

Council is proposing to implement condition inspections with the new Deed of Licence. We are seeking feedback on the details of these inspections. Please review the condition checklist in Appendix A on the back page and provide your feedback to the following questions.

How often do you think condition inspections should occur?

☐ Every year

☐ Every 2 years

☐ Every 3-5 years

☐ Only when there's a complaint or issue raised

☐ Other

Please add your comments:

Do you think the checklist covers the right things?

☐ Yes

☐ No

☐ Not sure

Please specify what you would change:

If issues are identified during the inspection, what kind of support or communication would you expect from Council?

Please add your comments:

Do you have any other feedback about how inspections should be carried out, or how any issues found during inspections should be handled?

Please add your comments:



## Return this form by:

Dropping it off with our Customer Service Teams at:

- **Council Rolleston Offices**, 2 Norman Kirk Drive, Rolleston
- **Te Ara Ātea**, 56 Tennyson Street, Rolleston
- **Darfield Library**, 1 South Terrace, Darfield
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Posting it to:

Freepost 104 653

PO Box 90

Rolleston 7643

You can also scan and email your submission to **[huts@selwyn.govt.nz](mailto:huts@selwyn.govt.nz)**

All posted submissions must be received by Council by 5pm,  
21 July 2025. Please allow time for your submission to be delivered  
by this deadline.







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SELWYN HUTS

## Appendix A. Condition inspection checklist

### Upper Selwyn Huts - Hut Condition Inspection

#### Property details

Valuation number		Legal Description	
Physical Address			
Ratepayer Names		Contact Number	

	Yes	No	N/A	Reasons for Decisions/Notes
<b>Desktop Review Building</b>				
Property file review completed prior to hut inspection to review property records held (if any) Note any relevant information on consents and related compliance information / outstanding CCCs, etc.				
<b>Desktop Review Compliance</b>				
Property file review completed prior to hut inspection to review property records held (if any) Note any relevant information on resource consents and related service requests, etc.				
Note any additional resources identified as being required to carry out site visit? (eg; Food and Health, etc)				
Communication– appointment / visit advised/agreed				
Date condition inspection carried out				
<b>Lot Condition</b>				
General (state of trees/vegetation)				
Vehicles present				
Hoarding / rubbish / etc present				
Hazardous substances present				
How to assess notional boundaries				
Photos of all elevations of hut and surroundings (allow for 6 photos max.)				
<b>Building Condition – External</b>				
Stormwater being collected and discharged appropriately				
adequate space and vents to timber floors to ensure proper ventilation and protect from damp and decay.				
Floor level in relation to ground level				
Foulwater drainage – all sanitary appliances connected to the sewage system, gully traps have grills, appear to be in working order, no signs of overflows, etc.				
External weathertightness – roof and walls – sound, durable, weatherproof, and maintained.				



Condition of ancillary structures (eg; tank stands, sheds, etc)				
Access decks / steps				
<b>RMA / Bylaws / Health / Animal Compliance</b>				
Hoarding				
Vehicles and parking / storage (incl. boats, trailers, etc)				
Storage of hazardous substances				
Animals present				
Business or commercial activity/use observed				
Signage / advertising				
Other				
<b>Hut Condition Summary</b>				
<b>Further Actions Required</b>				
Do any of the identified building non-compliances need rectification? (if yes, follow the NTF SOP)				
Do any of the identified non-compliances/issues trigger Councils dangerous, affected, or insanitary buildings policy (if yes, follow the DAI SOP)				
Do any of the identified RMA/bylaws/health/animal non-compliances need rectification? (if yes, create service request and follow legislative requirements)				

**Notes:**

For the purposes of conducting condition inspections the [Housing Improvement Regulations 1947](#) will be used as the baseline requirement given the age of the majority of buildings predate the NZ Building Code (1992). Where recent building consents have been granted the condition of the building will be assessed against the relevant consent.

The condition survey is not intended to assess the hut for the purposes of rental accommodation.

