

April 2026

INZ 1401



Employer Self-Audit of RSE Worker Accommodation

under the Recognised Seasonal Employer Scheme

Please download a copy of this form from our website each time to ensure you get the current version.
www.immigration.govt.nz

Information for Employers

Use this form to complete your yearly self-audit of any accommodation that will be used by Recognised Seasonal Employer (RSE) workers. You must provide supporting evidence such as updated photos and relevant council documentation. The information you provide may be used by the Labour Inspectorate to audit the accommodation.

Please complete a separate form for each different accommodation location.

The term 'overseas worker' is used throughout this form. This term has the same meaning as 'non-New Zealand citizen or residence class visa holder worker' as used in RSE instructions.

The term 'employer' is used throughout this form. This term refers to the employer that holds RSE status and is seeking to employ RSE workers for the season.

When filling in this form, please write clearly in English using CAPITAL LETTERS.

Pastoral care for RSE workers

Once you have RSE status as an employer, you can apply for an Agreement to Recruit (ATR). If that is approved, you can start to recruit RSE workers.

As an employer in the RSE scheme, you must provide support to your RSE workers while they are in New Zealand – we call this pastoral care. You must maintain pastoral care of RSE workers to obtain an ATR and maintain RSE status. A key component of pastoral care is arranging suitable accommodation for your RSE workers while they are in New Zealand.

Suitable accommodation

Suitable accommodation for RSE workers must meet a set of minimum standards. These standards are used to assess the suitability of RSE worker accommodation at several stages of the process including RSE status application, agreement to recruit, self-audit, spot-check audits, and renewal of RSE status.

Territorial authorities

The RSE standards are common minimum requirements across New Zealand, and do not reflect any Territorial Authority (TA) requirements, some of which may go above and beyond RSE standards. In addition to meeting the minimum RSE accommodation standards, all worker accommodation must comply with the Residential Tenancies Act 1986 (if applicable), and any local TA requirements. We advise early contact with TAs to ensure that accommodation meets all requirements including, where necessary, change of use permits and building consents. Evidence of meeting the local TA requirements/building code will need to be provided during any accommodation audit.

If you as the employer do not own the accommodation, you are still responsible for ensuring the accommodation meets the minimum standards and is appropriately maintained so that workers are not exposed to health and safety risks arising from the accommodation.

RSE Accommodation Cost Framework

To provide clarity on what is considered a reasonable cost for accommodation, INZ has a levels-based pricing model that links rent caps to accommodation quality and amenities. This approach aims to protect workers, encourage better housing, and balance the interests of employers and our Pacific partners.

The RSE Framework consists of a high-level categorisation of the minimum standards for accommodation. The detailed list of minimum standards is contained within this form. All RSE accommodation must meet all minimum standards.

	Minimum standards level	Level 1	Level 2	Level 3	Level 4
Price and applicability (as from April 2026)	Actual and reasonable, up to \$150 per week.	Actual and reasonable, up to \$165 per week.	Actual and reasonable, up to \$180 per week.	Actual and reasonable, up to \$190 per week.	Actual and reasonable, up to \$211 per week.
	All minimum standards are met.	All minimum standards are met.	All minimum standards are met.	All minimum standards are met.	All minimum standards are met.
		Meets 4 out of 6 Level 1 criteria.	Meets 5 out of 6 Level 1 criteria and 3 out of 5 Level 2 criteria.	Meets all Level 1 criteria and 4 out of 5 Level 2 criteria.	Meets all Level 1 and 2 criteria.
				Meets 4 out of 6 Level 3 criteria.	Meets 5 out of 6 Level 3 criteria and 4 out of 6 Level 4 criteria.
Applicability criteria					
Bedroom occupancy	9m ² for 2 people in a bedroom, plus 4.5m ² for every extra person thereafter.	Average room occupancy of 5 or less people, maximum room occupancy of 6.	Average room occupancy of 4 or less people, maximum occupancy of 5.	Average room occupancy of 3 or less people, maximum occupancy of 4.	Twin-share rooms only.
Property age			Built or substantially renovated within 10 years.	Built or substantially renovated within 10 years.	Built or substantially renovated within 5 years.
Bathroom facilities	Each shower has an attached dressing area. Each compartment should have a floor area of at least one metre squared. Ratio of 1 toilet and shower per 7 people.	Untimed showers.		Untimed showers. Shower and dressing area at least 1.7 m ² .	Untimed showers. Shower and dressing area at least 1.7m ² . Toilet and shower ratio of 1 per 6.
Access to toilets and showers	N/A			External covered access (roof, but no walls) from the same building as bedroom.	Internal access only (from same building as bedroom) – i.e. don't have to leave the same building.
Beds	'Suitable' beds, mattresses and bedding.		If no bunk beds, then any size of bed. If bunk beds, a minimum of King Single.	No bunk beds.	No bunk beds. King single bed size.
Cleaning	Property is kept clean and hygienic.	Cleaning materials provided.		Weekly cleaning for shared areas provided by employer without additional charge.	Weekly cleaning of all shared areas and fortnightly linen wash provided by employer without additional charge.
Healthy Homes	Healthy Homes documentation required (independent certificate not specified).	Independent healthy homes certification.	Independent healthy homes certification (every 5 years).		
Internet	The RSE pastoral care guide requires there to be internet.	Unlimited data and internet signal across all accommodation facilities.			
Washing	Sufficient facilities should be provided. Including a washing machine, laundry tub and sufficient space to dry clothes adequately for the number of residents.	Unpaid use of washing machines. On-site dryers available for paid use.	Washing machine AND dryer facilities available on site for no additional charge.		

To keep pricing fair and sustainable, the rent caps will be updated each March based on the Consumer Price Index annual percentage change for the period ending the previous December.

Further information is available

For comprehensive information on accommodation costs and the RSE Accommodation Cost Framework (including transitional provisions), see WH1.20 in the INZ Operational Manual available on our website

www.immigration.govt.nz/opsmanual

Information about the RSE scheme, including further guidance on pastoral care and accommodation standards for workers is also available on our website.

www.immigration.govt.nz/rse-accommodation

www.immigration.govt.nz/rse-pastoral-care

www.immigration.govt.nz/rseemployer

Checklist of required documents

‘Section J: Evidence required’ includes a checklist of the documents that are required to be submitted with this form, such as:

- Updated photos of the property
- Any relevant council documentation – for example the Building Warrant of Fitness (BWoF), Code Compliance Certificates (CCCs), and consent documents
- Healthy Homes documentation

Email this completed form and any supporting documents to the Labour Inspectorate at

LIRSEemployerqueries@mbie.govt.nz

You may wish to include this form with your ATR application.

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Section A Employer's details

A1 Employer's name (eg name of business)

A2 Recognised Seasonal Employer Number

A3 Name of person completing this form for the employer

Family/last name

Given/first name(s)

Your position or title in the business

A4 Do you have authority to represent this employer? Yes No

A5 Does the employer already have RSE status? Yes No

A6 Employer's contact details for any communications about this form

Name of contact person (if different from above)

Address

Telephone

Email

Position or title in the business

Section B Accommodation details

B1 Is the RSE worker accommodation owned by the employer? Yes (go to **B3**) No (go to **B2**)

B2 Accommodation owner's name

B3 Address of accommodation

B4 Number of your workers to stay at the accommodation

B5 Total number of beds available at this accommodation

B6 Total accommodation cost per worker per week (NZD\$)

B7 What level of accommodation are you providing? Select one option below:

Refer to the RSE Accommodation Cost Framework

- Minimum standards
- Level 1
- Level 2
- Level 3
- Level 4

B8 Are you using the grandfathering / transitional provisions? Provide details

Section C Building details

Provide details about the following

C1 Age of the property

C2 Select which of the following applies

- Property is older than 10 years (go to **C4**)
- Level 2 and 3 – Built or substantially renovated within 10 years (go to **C3**)
- Level 4 – Built or substantially renovated within 5 years (go to **C3**)

C3 Provide details of the renovations

C4 Soundly built from permanent and weatherproof materials

C5 Located away from stock yards and other similar areas

C6 Fully weatherproof, with gutters and downpipes to carry rainwater away from the building

C7 Lined and finished interior walls (timber-framed buildings)

C8 Stopped and battened joins in wall linings

C9 Paper, paint, or varnish on wall surfaces

C10 Suitable thermal insulation

C11 Draught-proof floors with smooth, easily cleanable surfaces
If the floor is concrete, it is covered with material such as sheet vinyl flooring

C12 Ventilation openings in foundation walls that are covered with mesh or screened to keep out vermin

C13 No machinery and/or chemicals stored nearby

D5 There is a separate bed per worker

D6 Appropriate bedding is provided based on regional and seasonal conditions

D7 When two or more workers share a bedroom, they are of the same gender (unless otherwise agreed to)

D8 Bedrooms are furnished with cupboards or wardrobes for hanging up clothes and storage of personal effects

D9 A secure location for the worker's valuables is provided
If not provided in the bedroom, a locked secure location on the property is provided

D10 Capacity of beds and other furniture in the room is appropriate and adequate for a comfortable long-term stay of several months
Facilities that are fine for a short-term stay of 2-3 weeks is not always adequate for a long-term 7-month stay. Use judgement on what is reasonable.

Section E Bathroom details

Provide details about the following

E1 Number of bathrooms

E2 Provide the total number of:

Toilets

Urinals

Showers

Handbasins

E3 Is the ratio of toilets a minimum of 1 per 7 workers?

Yes (go to **E4**) No (provide details)

E4 Is the ratio of showers a minimum of 1 per 7 workers?

Yes (go to **E5**) No (provide details)

E5 Bathroom facilities – select which of the following applies:

Minimum standard – Each shower has an attached dressing area. Each compartment should have a floor of at least 1m². Ratio of 1 toilet and shower per 7 people

Level 1 – Untimed showers

Level 3 – Untimed showers, shower and dressing area at least 1.7m²

Level 4 – Untimed showers, shower and dressing area at least 1.7m², toilet and shower ratio of 1 per 6

E6 Provide the dimensions of the attached dressing area

E7 Sufficient hot and cold-water capacity
Sufficient given the number of workers

E8 Flushing, lockable toilets are provided and meet the standards of the NZ Building Act 2004 and council building codes

E9 If no separate facilities for female workers, the toilet and shower facilities are fully enclosed compartments with walls from floor to ceiling, and a lockable door

E10 Access route to toilets and showers from bedrooms – select which of the following applies:

- Level 3 – External covered access (roof, but no walls) from the same building as bedroom
- Level 4 – Internal access only (from same building as bedroom) – i.e. don't have to leave the same building

E11 The occupancy of the dwelling does not exceed the capacity of the onsite wastewater system

E12 The wastewater system capacity was checked prior to occupancy by workers

E13 Maintenance of the onsite effluent disposal system for worker accommodation is undertaken at regular intervals to prevent any failure

Section F Cooking details

Further guidance – guidance is available in WorkSafe’s Worker Accommodation Fact Sheet (Nov 2016).
Cooking and dining facilities can be in the same room.

Provide details about the following

- F1** The cooking area available to workers is big enough to prepare food in, and is of sufficient capacity for the number of workers

- F2** At least 1.5m clear floor space on the working side of the cooking stove and sink bench

- F3** Suitable and adequate cooking equipment, utensils and appliances that are sufficient for the number of workers to use for cooking purposes

- F4** Hot water at the sink, sufficient for the number of workers

- F5** There is adequate ventilation in the cooking area
As a guide, the window space is at least equal to one tenth of the floor area, and at least half of the windows open

- F6** There are no cooking facilities in the bedrooms

F7 There is enough cupboard space for storing non-perishable food, utensils and equipment, sufficient for the number of workers

F8 The refrigerator and freezer space available has sufficient capacity for the food storage needs of workers

Section G Dining details

Provide details about the following

G1 There is sufficient room for workers to eat their meals in reasonable comfort inside
As a guide, the dining room should allow at least 1.1m² of floor space for each person

G2 There are enough tables and seating for all workers at one sitting
Benches with backs are acceptable, but for cleaning purposes we ask that you do not attach them to the floor

G3 There is adequate and sufficient equipment, utensils and appliances for dining of workers

G4 The dining facilities are not also used as a bedroom

Section H Washing and laundry details

Provide details about the following

H1 Select which of the following applies:

- Minimum standard – Sufficient facilities should be provided. Including a washing machine, laundry tub and sufficient space to dry clothes adequately for the number of residents
- Level 1 – Unpaid use of washing machines. Onsite dryers available for paid use
- Level 2 – Washing machine AND dryer facilities available onsite for no additional charge

H2 Provide the total number of:

Washing machines

Laundry tubs

Dryers

H3 What is provided for workers to dry clothes?

Section I Miscellaneous details

Cleaning and rubbish disposal

I1 Select which of the following applies:

- Minimum standard – Property is kept clean and hygienic
- Level 1 – Cleaning materials provided
- Level 3 – Weekly cleaning for shared areas provided by employer without additional charge
- Level 4 – Weekly cleaning of all shared areas and fortnightly linen wash provided by employer without additional charge

I2 Accommodation is kept clean and hygienic, and maintained in good order and condition

I3 Bins are available to workers with tight-fitting lids for storing rubbish

14 Rubbish is not stored near worker accommodation

15 Rubbish from accommodation is managed and disposed of so not to become a health hazard or nuisance

Healthy Homes

16 Select which of the following applies:

- Minimum standard – Healthy Homes documentation required (independent certificate not specified)
- Level 1 – Independent healthy homes certification
- Level 2 – Independent healthy homes certification (every 5 years)

Internet

17 Select which of the following applies:

- Minimum standard – The RSE pastoral care guide requires there to be internet
- Level 1 – Unlimited data and internet signal across all accommodation facilities

Casual recreational space (e.g. lounge room)

18 Workers' accommodation building provides open space where workers can relax, appropriate for the number of workers

Water

19 Workers have access to sufficient clean, safe, and wholesome drinking water, adequate for the number of workers

110 Drinking water provided meets the current NZ Drinking Water Standards

I11 The hot water system for showers, baths, hand-basins, washing clothes and cooking is appropriate for the number of workers

Lighting and ventilation

I12 All rooms used by workers are adequately lit by natural and artificial lighting

I13 Window areas of accommodation are at least equal to one-tenth the floor area

I14 Half the windows in worker accommodation can be opened

I15 Signage indicating that smoking is not permitted is displayed at each entrance to accommodation
Signage available from Public Health Services

Fire safety

I16 Complying smoke alarms that meet NZ Building Code Standards are installed in bedrooms and living areas
At least one working smoke alarm must be installed in every room where a person sleeps, OR within 3 metres of each bedroom door, as well as on every level of a multi-story home.

I17 Smoke alarms are regularly tested
10-year button-type or wired-in systems preferred

I18 Fire protection in accommodation meets all relevant fire-safety regulations
E.g. extinguisher, fire alarms, smoke detectors/alarms, escape plan displayed

Heating

It is the employer's responsibility to ensure regulations concerning the type of heating are met in full e.g. not using unflued gas heating.

I19 There is heating in at least one room for workers
E.g. electric, gas, coal range or space heater (and fuel)

I20 Appropriate heating is provided for workers based on regional and seasonal conditions
E.g. Central Otago in winter

Any other information

I21 Is there any other information you would like to provide about the accommodation you will be providing to RSE workers?

Section J Evidence required

Please include the following documents with this form, if they are applicable:

- Updated photos of the property
- Current BWOF
- CCC
- Consent documents
- Any other relevant council documentation
- Healthy Homes documentation

Section K Declaration by employer

This form must be signed by a person who has authority to make representations on behalf of the business.

I understand the questions in, and contents of, this form and I declare the information I have provided is true and correct, including all information relating to the accommodation provided to workers, such as the property, facilities, amenities, capacity, condition, and standards of accommodation.

I declare that the accommodation I am providing to RSE workers meets, at a minimum, all applicable minimum standards required under relevant immigration and employment requirements, and that the accommodation is otherwise lawful and meets any other relevant requirements that apply to the accommodation.

I declare that I have assessed both the actual and reasonable cost of providing the accommodation and its market value, and that I am charging RSE workers no more than the lower of those amounts.

I consent to INZ seeking information concerning the business's compliance with New Zealand's immigration and employment laws, and the use of the information provided in this form by the Labour Inspectorate to assess the RSE accommodation against minimum standards as well as relevant employment law.

I authorise INZ to make any enquiries it deems necessary in respect of the documents or information provided with this form, and to share information provided about the business or RSE accommodation with other government agencies for the purposes of RSE instructions.

I understand that the information provided in this form may be used by MBIE for in-house research purposes.

I agree to comply with reasonable requests from MBIE for additional information that may be required for research purposes, eg by taking part in a survey.

I understand that if I make any false statements, or provide any false or misleading information, or have changed or altered this form in any way, I may be committing an offence under sections 342 and 348 of the Immigration Act 2009 and may be liable to prosecution.

Job title or position

Name

Signature of employer Date ^{DD}/^{MM}/^{YYYY}

Section L Immigration adviser's details

This section must be completed by the employers immigration adviser. If the employer does not have an immigration adviser, this section does not have to be completed.

L1 Tick the **one** option that applies to you.

I am a licensed immigration adviser under the New Zealand Immigration Advisers Licensing Act 2007. Go to **L2**

I am exempt from licensing under the New Zealand Immigration Advisers Licensing Act 2007. Go to **L3**

If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will refuse to accept or decline your client's application. It is an offence to provide immigration advice without holding a licence, unless you are exempt.

L2 Licensed advisers. Please provide your licence details.

Licence type: full provisional limited. List conditions specified in the register.

Licence number Go to Section M: Declaration by person assisting the applicant.

L3 Exempt from licensing. Tick one box below to show why you are exempt from licensing.

I provided immigration advice in an informal or family context only, and I did not provide the advice systematically or for a fee.

I am a New Zealand member of Parliament or member of their staff and I provided immigration advice as part of my employment agreement.

I am a foreign diplomat or consular staff.

I am an employee of the New Zealand public service and I provided immigration advice within the scope of my employment agreement.

I am a lawyer and I hold a current practising certificate as a barrister or as a barrister and solicitor of the High Court of New Zealand, or I am an employee of a lawyer or incorporated law firm.

I am employed by, or I am working as a volunteer for, a New Zealand community law centre where at least one lawyer is on the employing body of the community law centre or is employed by or working as a volunteer for the community law centre in a supervisory capacity.

I am employed by, or I am working as a volunteer for, a New Zealand citizens advice bureau.

Go to Section M: Declaration by person assisting the applicant.

Section M Declaration by person helping the employer to complete this form

This section must be completed and signed by the employer's immigration adviser, or by any person who has assisted the employer by providing immigration advice, explaining, translating, or recording information on the form for the employer. If the employer does not have an immigration adviser, and no one helped the employer to fill in this form, this section does not have to be completed.

If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will refuse to accept or decline your client's application. It is an offence to provide immigration advice without holding a licence.

For more information, go to the Immigration Advisers Authority website www.iaa.govt.nz, or email info@iaa.govt.nz or write to them at PO Box 6222, Wellesley Street, Auckland 1141, New Zealand.

Name and address of person assisting employer Same as address given at B3, or as below.

Family/last name

Given/first name(s)

Organisation name (if applicable) and address

New Zealand Business Number (if applicable)

For help search: www.nzbn.govt.nz

Telephone (daytime)

Telephone (evening)

Fax

Email

I understand that after the applicant has signed this form it is an offence for me to change or add further information, or change or add any documents attached to the form, without making a statement identifying what information or material has been changed, added or attached and by whom. If I make these changes or additions, I must state on the form what they were, who made them and the reason they were made.

I understand that the maximum penalty for this offence is a fine of up to NZ\$100,000 and/or a term of imprisonment of up to seven years.

I certify that the applicant asked me to help them complete this form and any additional forms. I certify that the applicant agreed that the information provided was correct before signing the declaration.

I have assisted the applicant as an interpreter/translator

I have assisted the applicant with recording information on the form

I have assisted the applicant in another way. Specify

I have provided immigration advice (as defined in the Immigration Advisers Licensing Act 2007) and my details in Section L: Immigration adviser's details, are correct.

Signature of person assisting

Date

About the information provided

The information you provide on this form will be used by MBIE to assess the suitability of the intended accommodation for RSE workers.

The address of Immigration New Zealand is PO Box 1473, Wellington, 6140 New Zealand.

Do not send your application to this address.

Collecting the information is authorised by the Immigration Act 2009 and the Immigration Regulations made under that Act. You do not have to provide the information, but if you do not we are likely to decline your application.

Immigration New Zealand may also share the information you have provided with other government agencies that are entitled to it by law, or with other agencies (as you have agreed in the declaration).

You are able to ask to see the information we hold about you and have any of it corrected if you think it is necessary.

For more-information

If you have questions about completing the form:

- see our website **www.immigration.govt.nz**
- telephone our call centre on **0508 558 855**
(within New Zealand)

