

Waitakere City Council

COMMUNITY LEASES

Application for a Lease

Tenancy Services

Office use only

Park / Reserve:

Applicants Name:

Name Key: Debtor #:

Date Received:

Alternative Site Requested:

**WAITAKERE CITY COUNCIL
COMMUNITY OBJECTIVES**

- To be accessible to the community and support and encourage the use of the land / facility for its designated purpose;
- To ensure the Land and Building are available for use by voluntary organisations to achieve the Community Objectives on payment of a reasonable charge that is consistent with the fees policy of the Lessor;
- To create a sense of ownership of the Land and Building by the wider community of Waitakere City;
- To provide a service that is responsive to the demands of the wider community of Waitakere City;
- To be managed in a financially sustainable manner that not only maintains but permits use of the land / facility for its designated purpose;
- To provide a high level of customer satisfaction to users and members of the public using the Land and Building;
- To provide a venue for events and activities consistent with these Community Objectives.

**WAITAKERE CITY COUNCIL
COMMUNITY LEASE POLICY:**

The Community Lease Policy was reviewed and approved by the Policy and Strategy Committee in November 2009.

If you wish to view a copy of the policy please go to the Waitakere City Council website at www.waitakere.govt.nz and go to the Community Resources section.

HOW TO APPLY FOR A COMMUNITY LEASE WITH WAITAKERE CITY COUNCIL:

Please note that space is scarce and the best use of the space available needs to be made. Only fill out this form if you are seeking to lease from Council on an ongoing basis, for a significant number of hours per week, all year round. If you just need small premises for a limited time, or for a few hours a week, or a certain time of the year, and/or if you just need a small space, please investigate sharing space with or hiring space from an existing leaseholder. If this is what you need, please contact Council on phone 839 0400 and we can help you make contact with the occupants of potential premises.

Existing Leaseholder

New Applicant

Note that a \$100.00 + GST application fee must accompany this form. (This is non-refundable if your application is not successful.)

If unsuccessful would you be interested in an alternative facility? Yes No

Applications for a lease may be made all year round, but decisions are subject to the meeting schedules of the relevant Community Board or Committee.

Check your Eligibility

1. Are you a volunteer based, non-profit organisation? Yes No
2. Do you have an open membership, i.e. your membership rules do not exclude any type of person and your membership fees are reasonable? Yes No
3. Is the primary purpose of your group religious worship? Yes No
4. Is the purpose of your group related to promoting party political goals? Yes No

If you have answered **yes** to the first two questions and **no** to the last two, you are eligible to apply. If you are unsure about any of these questions please contact Council on phone 839 0400.

APPLICATION SUPPORTING DOCUMENTS:

Please note that the following documents must be supplied for your application to proceed and that all copies will be held on file.

1. **Proof of Legal Identity:**
 - Certificate of Incorporation, (obtained from www.companies.govt.nz)
2. **Proof of Public Liability Insurance:**
 - Copy of Certificate of Public Liability Insurance (if current)
3. **Financial Information:**
 - Financial Statement for the year just completed
 - Financial Statement for the year prior to above

Please note that if all information required is not supplied at the time of application, your application will not proceed any further.

1. SITE DETAILS:

Name & Location of Land / Facility: _____

၎ ၇ ၇ ၎ ၈ ၉ ၈ ၉

2. APPLICANT DETAILS:

Lease Holder: _____

Branch Name: _____

Physical Address: _____

Postal Address: _____

(If different to above) _____

Telephone: _____ Fax: _____

E-mail address: _____

Are you registered for G.S.T.? Yes No If yes, confirm number: _____

Are you part of a national / regional organisation? Yes No

If yes please list: _____

What is the legal status of your group, eg are you an Incorporated Society or Trust?
Please specify.

Have you previously leased a facility from Council? Yes No

If yes Facility: _____

Start date / Term: _____

Other Information: _____

၎ ၇ ၇ ၎ ၈ ၉ ၈ ၉

3. CONTACT DETAILS:

President / Chairman:

Name: _____

Daytime phone: _____ Mobile: _____

E-mail: _____

I acknowledge that I am a nominated contact

Signature: _____ Date: _____

୬ ୧ ୧ ୬ ୯ ୩ ୯ ୩

Secretary:

Name: _____

Daytime phone: _____ Mobile: _____

E-mail: _____

I acknowledge that I am a nominated contact

Signature: _____ Date: _____

୬ ୧ ୧ ୬ ୯ ୩ ୯ ୩

Treasurer:

Name: _____

Daytime phone: _____ Mobile: _____

E-mail: _____

I acknowledge that I am a nominated contact

Signature: _____ Date: _____

୬ ୧ ୧ ୬ ୯ ୩ ୯ ୩

On-Site Contact:

Name: _____

Daytime phone: _____ Mobile: _____

E-mail: _____

I acknowledge that I am a nominated contact

Signature: _____ Date: _____

୬ ୧ ୧ ୬ ୯ ୩ ୯ ୩

4. MEMBERS:

Number of members: _____

What are the anticipated days and hours of use of the land / facility? _____

Who are your members (state estimated numbers of members for each group):

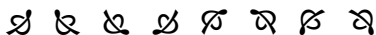
Age: Children 0 – 5 _____
 Children 5 – 13 _____
 Youth 14 – 19 _____
 Adults 20-50 _____
 Adults 50+ _____

State estimated percentage (%) of the following members:

Male: _____ Female: _____

Ethnicity / Culture (%)

NZ European: _____ Maori: _____
 Pacific Island: _____ Indian: _____
 Asian: _____ Other European: _____
 Other: _____ Other: _____



5. USERS:

Do you / are you willing to share the facility with other groups / users: Yes No

If No - why? _____

If Yes - who: _____

Hours used by other group: _____

Amount charged: _____

Supporting documents from other uses attached: Yes No

User Agreement: Yes No If yes please attach a copy



6. ACTIVITIES OF GROUP:

Please provide a brief history of your group including the main activities and /or services you provide:

Does the group have any future plans / goals for your group / organisation?

Do you operate a Liquor Licence? Yes No If yes, confirm number: _____

၅ ၆ ၇ ၈ ၉ ၁၀ ၁၁ ၁၂

7. BUILDING:

Is it a Council owned Building? Yes No Unknown

Have you made any alterations / improvements to the building and or land? i.e. alterations, renovations, maintenance, new services, etc.

When: _____ Consent No.: _____

Details: _____

Does the group have any future plans / goals for your facility / building?

၅ ၆ ၇ ၈ ၉ ၁၀ ၁၁ ၁၂

8. FINANCIAL DETAILS:

When does your group hold its Annual General Meeting? _____

Are you planning to apply for other sources of funding? Please specify which agency? How much? And what it is planned for?

Have you provided a copy of your Certificate of Incorporation? Yes No

Have you provided a copy of Certificate of Public Liability Insurance? Yes No

Have you provided a copy of the last two years financial statements? Yes No

☺ ☹ ☹ ☺ ☺ ☹ ☹ ☹

9. DECLARATION:

I/We declare that the information contained in this application is true and correct.

If Council approves this application on the basis of misleading or false information supplied, Council reserves the right to give notice of termination of your lease.

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

☺ ☹ ☹ ☺ ☺ ☹ ☹ ☹

Once you have collected all relevant information, please forward to the address below:

POSTAL:

Tenancy Services
Waitakere City Council
Waitakere Central
Private Bag 93-109
Henderson
WAITAKERE CITY 0650

PHYSICAL:

Tenancy Services
Ph: (09)836 8000 Extn: 8305
Waitakere Central
6 Henderson Valley Road
Henderson
WAITAKERE CITY 0612

