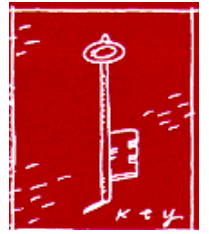




Application for a Lease Renewal From Waitakere City Council



Send to: The Chief Executive
Waitakere City Council
Private Bag 93109
Henderson
WAITAKERE 0650

Deliver to: Waitakere Central
6 Henderson Valley Road
Henderson
Telephone (09) 839 0400

This form is for existing leaseholders that wish to renew their lease. If you do not wish to renew your lease (eg you want to end your lease), or you would like some help with this application, please contact the Council on 839 0400.

Note that a \$50 application fee must accompany this form.

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

Check Your Eligibility

Applications for a renewal are subject to the same requirements as those applying for a new lease. The eligibility criteria and priorities are set out in a document called 'Leasing land or buildings from Council'. Please read this document carefully before filling out this form. Copies are available by phoning 839 0400.

1. Are you a volunteer based, non-profit distributing organisation? Yes No
2. Do you have an open membership, ie your membership rules do not exclude any type of person and your membership fees are reasonable? Yes No
3. Are you a personal hobby group? 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 us on 839 0400.

Application for a Lease Renewal

1. Tell us about yourself

- 1.1 Full name of individual or organisation: _____

- 1.2 Street address: _____

- 1.3 Postal address: (if different to above) _____

- 1.4 Telephone number: _____ Fax number: _____
- 1.5 Please give the names of two people who can be contacted if we need more information. The first contact must be the person who filled out this form. Under the Privacy Act (1993), consent from the second contact must be given before their details are recorded here.
- Name: _____ Telephone Day: _____
Night: _____
- Name: _____ Telephone Day: _____
Night: _____
- 1.6 Are you registered for G.S.T.? Yes No
- 1.7 If Yes, your G.S.T. number is: _____ / _____ / _____
- 1.8 Are you part of a national / regional organisation?
 Yes, please name it: _____
 No
- 1.9 What is the legal status of your group, eg are you an Incorporated Society or Trust? Please specify.

2. Members and Users

- 2.1 Number of members: _____
- 2.2 Number of other users: _____
- Who are your members / users (state estimated numbers of members and users for each group)
- Age: Children 0 - 5 _____
Children 5 - 13 _____
Youth 14-19 _____
Adults 20 - 50 _____
Adults 50+ _____
- 2.3 State estimated percentage (%) of the following members / users:
Female: _____ Male: _____
- 2.4 Ethnicity / Culture (%)
- | | | | |
|-----------------------|-------|---------------------------|-------|
| Maori | _____ | Indian | _____ |
| NZ European or Pakeha | _____ | Other European (specify) | _____ |
| Asian (specify) | _____ | Pacific Islands (specify) | _____ |
| Other (specify) | _____ | | |

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3. Activity of Group

3.1 What is the primary nature of your group? (List the main activities and/or services you provide)

3.2 Do you run any commercial activities on the site, eg a liquor licence? Yes No

Please describe: _____

3.3 Are you willing to share the venue with other groups? Yes No

If no, for what reasons? _____

If yes, are there any particular kinds of groups/activities you would prefer to share with?

3.4 Are you willing to hire the venue to other groups? Yes No

If no, for what reasons? _____

If yes, are there any particular kinds of groups/activities you would prefer to hire the venue to?

3.5 Term of Lease Sought (number of years). **Note** that the standard lease term is five years, if you would like a longer term please explain why:

Length of lease sought: _____

Comments: _____

3.6 When does your group hold its Annual General Meeting?

3.7 What level of rent do you feel is appropriate for your group? (see page 6 of the lease guidelines)

Level 1 \$

Level 2 \$

Level 3 \$

Level 4 \$

Level 5 \$

Please explain reasons for this:

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5. Future Plans of Your Group

Please provide a list of the Committee or Office Holders for your organisation (eg Chairperson / President, Secretary, Treasurer etc). It is your organisation's responsibility to notify the Council of changes to the Management Committee or Office Holders.

Note that leaseholders are asked to send the Council a copy of their Annual Report each year for Council records and monitoring purposes.

Please make sure that your \$50 application fee is enclosed.

If you haven't completed Question 4, please attach a copy of Financial Statements for the last two years and return with completed application form to:

The Chief Executive
Waitakere City Council
Private Bag 93109
Henderson
WAITAKERE CITY 1231

Attention: Property Services