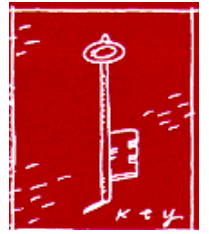




Application for a New Lease for Land and / or a Building from Waitakere City Council



Send to: The Chief Executive
Waitakere City Council
Private Bag 93109
Henderson
WAITAKERE CITY 0612

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

Do You Really Need Your Own Lease?

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 your own land or building to lease 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 the us on 839 0400 and we can help you make contact with the occupants of potential premises.

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

If you need help with your application please please contact us on 839 0400.

Applications for a new 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

The eligibility criteria and priorities for leases 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.

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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. Description of Lease Area Sought

2.1 Ward: _____

2.2 Site address: _____

2.3 Is this an existing leased site or a new piece of land?

Existing New

3. Members and Users

3.1 Number of members: _____

3.2 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+ _____

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3. Members and Users continued

3.3 State estimated percentage (%) of the following members / users:

Female: _____ Male: _____

Ethnicity / Culture (%)

Maori _____ Indian _____

NZ European or Pakeha _____ Other European (specify) _____

Asian (specify) _____ Pacific Islands (specify) _____

Other (specify) _____

4. Activity of Group

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

4.2 Would you be running any commercial activities on the site, eg a liquor licence?

Yes No

Please describe: _____

4.3 Would you be willing to share the venue with other groups?

If no, for what reasons? _____

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

4.4 Would you be 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?

4.5 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: _____

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4. Activity of Group continued

4.6 When does your group hold its Annual General Meeting?

4.7 Would you be prepared to send a copy of its Annual Report to the Council each year?

Yes No

4.8 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:

4.9 Can you demonstrate need and community support for your group and activity?
(attach separately if necessary)

5. Current Financial Details

5.1 Please fill in the following or attach financial reports of income and expenditure for the last two years.

Income (00/01)

Membership fees \$ _____

Grant / Funding \$ _____

Hireage \$ _____

Other (fundraising etc) \$ _____

\$ _____

\$ _____

\$ _____

Total \$ _____

Expenditure (Specify)

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Total \$ _____

