

COMMUNITY OCCUPANCY APPLICATION FORM

Please ensure you have read through the following documents and understand the eligibility criteria before completing this application:

- Community Occupancy Policy (policy)
- Community Occupancy Policy Guidelines (guidelines)

These can be found on the Council's website hamilton.govt.nz/communityoccupancy

INTRODUCTION

Community Occupancy refers to Community use of Council-owned (or administrated) land and/or buildings in the form of either a Community Group Lease or Licence to Occupy (agreement). The purpose of this application form is for a community group to make application for a Community Occupancy Agreement.

ELIGIBILITY AND ASSESSMENT

The eligibility and assessment criteria are outlined in the COP and guidelines.

APPLICATION PROCESS

1. Contact Council staff to discuss whether it is suitable to submit an application.
2. Meet to discuss your application and any questions, prior to submitting an application.
3. Complete and submit application with supporting documentation.
4. Council staff will assess your group's eligibility and provide written notification if your group is not considered eligible.
5. If your community group is considered eligible for Community Occupancy, the application shall be assessed by the Council's staff in accordance with section 3 of the guidelines.
6. The Council's staff will then make a recommendation in a report to the Council. The Council will decide whether to approve or decline the application.
7. The decision will be in the form of a Council Resolution and your group will be notified as soon as practicable.
8. If the Council approves your application, Council staff will work with your group to develop a Community Outcomes Plan and to enter into a Community Occupancy Agreement (Lease or Licence to Occupy).

Notes on completing this form:

- Please provide a full, yet succinct picture of your group.
- Please answer all the questions. If necessary, enter N/A.
- If information supplied is not sufficient to make an assessment, further information may be requested and your application will not proceed until a full application is completed.
- If you need any assistance in completing this form, please contact Council staff phone (07) 959 9005, or email karen.kwok@hcc.govt.nz

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APPLICATION DATE:

1.0 FACILITY

A1. Physical address of property you wish to occupy (e.g. park name and physical address)?

A2. Type of property? Land Building

Are you re-applying for the same leased/licence area?

Yes No

A3. Is the building Council-owned?

Yes No

2.0 COMMUNITY OCCUPANCY AGREEMENT

B1. Type of agreement your group is applying for?

Licence to Occupy (non-exclusive use) Lease (exclusive use)

B2. Length of lease or licence seeking? Years

Refer to 24 of the Community Occupancy Policy for maximum terms.

B3. Has your group previously held a lease or licence with the Council?

Yes No

If yes, please describe facility, agreement start date and any other information:

B4. Has your group ever been declined a lease or licence from Hamilton City Council?

Yes No

If yes, please describe:

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D5. Is your primary purpose promoting party politics?

Yes

No

If yes, please describe:

COMMUNITY GROUP STRUCTURE

D6. Under what governance structure does your group operate?

Please attach proof of your organisation's governance structure e.g Rules of incorporation or constitution.

D7. Is your group controlled by any other group?

Yes

No

If yes, please describe:

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COMMUNITY SERVICE

D8. The primary purpose of your group:

Sports/Recreation	Arts	Social
Childcare/Educaton	Community	Other:

D9. Please describe the primary purpose of your community group:

Please refer to your constitution, rules of incorporation etc.

D10. Does your service benefit the Hamilton community?

Yes

No

If no, please explain who benefits from your services:

D11. Explain why your group requires a community occupancy lease or licence:

- What would your group do if Council land was not available?
- What effect would this have on the group or its sustainability?
- Would other options be feasible e.g shared facility?

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PROPOSED USE AND COMMUNITY SERVICE

D12. Describe your group's proposed use of the property (land and/or building) including:

- What services will your community group use the property to provide e.g types of activities, services and programmes
- How often will your community group use the building/ land? i.e schedule of use.

Community services:

Schedule of use (attach separate document if preferred):

Please specify time of use and for what purpose e.g. 1-2pm meeting, Juniors football training 5-7pm

Building (if applicable):

	MON	TUES	WED	THURS	FRI	SAT	SUN
MORNING							
AFTERNOON							
EVENING							

Land (if applicable) i.e playing surface/outdoor activity space:

	MON	TUES	WED	THURS	FRI	SAT	SUN
MORNING							
AFTERNOON							
EVENING							

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D13. Will your community group be sharing the property (land/building) and/or resources with other user groups i.e from outside of your organisation?

Yes

No

If yes, please complete the table(s) below.

Building (if applicable):

	MON	TUES	WED	THURS	FRI	SAT	SUN
MORNING							
AFTERNOON							
EVENING							

Land (if applicable) i.e playing surface/outdoor activity space:

	MON	TUES	WED	THURS	FRI	SAT	SUN
MORNING							
AFTERNOON							
EVENING							

If no, would you be willing to share the property with other compatible groups? Please add any comments you may have to support your answer.

Other regular users - schedule of use (attach separate document if preferred):

Please specify name of group, time of use and for what purpose e.g Rainbows mothers group - 10-11am, toddler music session. Please list other irregular or one-off users: e.g Masters tournament - once per year.

GROUP NAME	FREQUENCY

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D14. Do you propose to sub-lease the property?

Please note a sub-lease requires the Council's approval, hireage does not

Yes

No

If yes, please describe:

D15. Will there be any commercial activities undertaken from the facility?

Commercial activities require Council approval, refer to section 6 of the guidelines. One-off fundraising activities such as sausage sizzles, galas do not require approval.

Yes

No

If yes, please indicate what entity will operate the commercial activities:

Commercial entity

Community group

Type of activity:

Bar

Canteen

Kiosk

Pro-shop

Other

Please outline entity that would operate commercial activity for what purpose and any further information:

Please note that a separate application form for commercial activity operated by a commercial entity may be required.

D16. Does your group have any plans for developments or growth during the length of your lease or licence?

e.g build a new facility, amalgamate or increase membership numbers

Yes

No

If yes, what and estimated cost of proposals and how to be funded?

Does your group plan to book any Council-owned facilities adjoining the facility?

e.g sports fields, changing rooms/toilets.

Yes

No

If yes, please describe:

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Please describe how the activity may affect the amenity of other reserve/park users or neighbours?

Consider:

- Hours of operation
- Noise (levels/hours/type)
- Lighting (lux level, spread, hours)
- Parking requirements or members /users and the effect of this on the users
- Provision of a facility of the wider community or exclusion of other activities

D17. How would you describe your relationship with the Council during the three years preceding application? (if less, then for the duration of the relationship)

D18. Demonstrate how your community group's services support the relevant the Council's vision, community outcomes as defined in the 10-Year Plan as well as relevant strategies and plans:

Click on the links below to view or visit the Councils website - [Strategies and Plans](#). Alternatively, please contact us for copies or assistance with completing this section.

- [2018-28 10-Year Plan](#)
- [Open Space Plan](#)
- [River Plan](#)
- [Youth Action Plan](#)
- [Access Hamilton](#)
- [Age Friendly Plan](#)

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D19. Demonstrate how your community group's service aligns to the strategic objectives of your umbrella organisations e.g for sports groups your national or regional sports organisation:

D20. Briefly outline any key future goals or plans for your community group during the term of your application?

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5.0 SUSTAINABILITY - MEMBERSHIP AND FINANCIALS

E1. How long has your group/s been in existence? Establishment date:

How long at the current site?

E2. Number of paid staff (part or full-time) and volunteers in the past year?:

Paid staff:

Volunteers:

E3. Are there restrictions on membership or participation: e.g age, gender, location, maximum membership number

Yes

No

If yes, please describe:

E4. Type of membership/service users and numbers over the past 12 months as per table provided (as known).

Total number of participants:

Comment:

TYPE OF MEMBERSHIP/USERS OF SERVICE (PLEASE SPECIFY)	MEMBERSHIP ANNUAL FEE	NUMBER OF PEOPLE
Juniors/Youth		
Adults		
Seniors/masters		
Social		
Other		
Total Female		
Total Male		
Total:		

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E5. Any other users of your service or facility, not already covered in this application?

E6. What is your membership trend over the last five years? (increasing, stable, declining)

CURRENT	1 YEAR AGO	2 YEARS AGO	3 YEARS AGO	4 YEARS AGO
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E7. Do you have any concerns about the sustainability of your group? Yes No
 e.g low membership, lack of available funds , lack of volunteers, etc.

If yes, please explain your concerns and your plans to increase sustainability in the future or alternate options:
 e.g amalgamation, sharing building/land, regularly booking building/land

FINANCIAL SUMMARY FROM LATEST ACCOUNTS

Please complete the following for your group's previous 3 financial years:

YEAR/ PERIOD	INCOME	EXPENDITURE	SURPLUS/DEFICIT	CENTRAL GOVERNMENT FUNDING (AMOUNT)	CURRENT FUNDS ON HAND

E13. Indicate funds tagged for specific purposes:

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E14. What are your usual sources of funds? Please specify: e.g membership fees, user fees, sponsorship, grants etc.

E15. If your organisation receive's government funding, please describe where the funds are used? e.g programmes or services

E16. Do you anticipate any significant changes in your group's financial circumstances in the foreseeable future?
If yes, please describe:

6.0 COMMENTS

F1. Outline any other points you consider relevant to the application that are not covered above:

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7.0 ATTACHMENTS

PLEASE ATTACH A COPY OF THE FOLLOWING SUPPORTING DOCUMENTS:

- G1. Proof of your organisation's legal identity e.g certificate of incorporation.
- G2. Proof of your organisation's governance structure e.g rules of incorporation or constitution.
- G3. Latest Financials
 - Strategic plan or business plan (if available)
 - Audited financial accounts and statement of financial position if your latest accounts are greater than 3 months old
 - Bank statement of current bank balance
 - Adopted budget for the current/forthcoming
- G4. Licencing permits e.g liquor licence, food handling (as applicable)
- G5. Copy of insurance e.g public liability and building insurance (as applicable)

8.0 DECLARATION

In making this application I declare:

- I am authorised to do so and to the best of my knowledge the information contained herein is true and correct.
- The group will comply with any reasonable request from Hamilton City Council to monitor performance and accountability (refer 57-58 of Community Occupancy Policy).

For and on behalf of your group:

Your Community Group's Legal Name:

Full Name:

Position:

Signature:

Date:

PLEASE SUBMIT YOUR COMPLETED APPLICATION BY:

- Post to: Community Occupancy
Parks and Open Spaces
Hamilton City Council
Private bag 3010
Hamilton 3240
- Courier or by hand: Attention Karen Kwok - Parks and Open Spaces
Ground Floor Reception
Council Building
Garden Place
Hamilton
- Email: karen.kwok@hcc.govt.nz