

COMMUNITY OCCUPANCY

COMMERCIAL ACTIVITY APPLICATION FORM

INTRODUCTION

The purpose of this application form is for a community group seeking approval for a **commercial entity** to operate a commercial activity within a Community Occupancy Lease area. The community group will need to make an application for a Community Group Commercial Occupancy Agreement.

Please ensure you have read through the following documents and understand the commercial activity requirements 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

Commercial activities are considered to be sale of goods or services, aligned to the community group purpose. One-off fundraising activities (e.g sausage-sizzle, gala event) do not require the Council's approval. Ongoing trading activities (e.g pro-shop, bar, canteen, kiosk) require Council approval.

When the Lease is situated within land that is subject to the Reserves Act 1977, Council has a legislative responsibility to ensure any proposed Commercial Activity enables the public to obtain benefit and enjoyment of the reserves and/or for the convenience of persons using the reserve.

ELIGIBILITY AND ASSESSMENT

The process and requirements are outlined in the policy and guidelines (section 6).

APPLICATION PROCESS

1. Contact Council staff to discuss whether it is suitable to submit an application.
2. Complete and submit application with supporting documentation.
3. Council staff will assess the commercial activity against the requirements outlined in the guidelines.
4. If supported in principle, staff will make a recommendation in a report to the Council for consideration as to whether to approve or decline the application.
5. If the Council approves your application, the community group will be responsible for developing an agreement with the commercial entity, which must align to the head lease with the Council, including any conditions set out by the Council resolution and be to the approval of staff.

Notes on completing this form:

- Please provide a detailed summary of the proposed commercial activity.
- 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 all relevant information is supplied. The scale and nature of the commercial activity will determine the amount of detail required.
- If you need any assistance in completing this form, please contact Council staff phone (07) 959 9005, or email karen.kwok@hcc.govt.nz

COMMUNITY OCCUPANCY COMMERCIAL ACTIVITY APPLICATION FORM

APPLICATION DATE:

COMMERCIAL ENTITY DETAILS

A1. Company's name and registration no:

A2. Postal address:

A3. Phone:

A4. Organisation email:

A5. Website:

COMMUNITY GROUP CONTACT PERSON

A6. Full name:

A7. Position:

A8. Daytime contact phone number:

A9. Email:

A10. Postal address:

FACILITY

B1. What area of the property (lease) would the commercial activity occupy/operate from?

Please attach a floor plan or map and square metre area of the space. A commercial activity that the Council considers to exclusively occupy a significant part of a building within a leased area will be considered a commercial lease.

B2. Length of proposed agreement with company?

Must be within head lease term. Please provide proposed arrangement.

COMMERCIAL ACTIVITY REQUIREMENTS

C3. Describe the proposed commercial activity?

- What is the company selling? e.g food, alcohol, equipment etc
- Number of staff? (scale and nature of operation)

COMMUNITY OCCUPANCY

COMMERCIAL ACTIVITY APPLICATION FORM

C4. How will the commercial activity support the community group's permitted core activity?

- What is the purpose and the benefits?
- Why does it need to be operated from leased area?

C5. Who will the commercial activity cater for?

C6. Describe how the commercial activity enables the public to obtain benefit and enjoyment of the leased area and/or for the convenience of the persons using the park and is in conformity with and contemplated by any relevant approved reserve management plan?

C7. Does the commercial activity support the sustainability of the community group?

- What is the proposed financial agreement with the commercial entity? (attach agreement if developed)
- Is there any in-kind support proposed?

Any surplus funds generated from a commercial activity by the community group will need to be:

- *Firstly, applied to maintenance responsibilities (e.g building repairs); and*
- *Secondly, to the community groups permitted core activity as set out in the occupancy agreement.*

COMMUNITY OCCUPANCY COMMERCIAL ACTIVITY APPLICATION FORM

HOURS OF OPERATION AND AMENITY

D1. Specify hours of operation in relevant boxes e.g 9-11am

	MON	TUES	WED	THURS	FRI	SAT	SUN
MORNING							
AFTERNOON							
EVENING							

D2. Describe how the commercial activity may affect the amenity of other park users or neighbours?

Consider:

- Hours of operation
- Noise (level/hours/type)
- Lighting (lux level, spread, hours)
- Parking and signage requirements

Please note community groups are responsible for obtaining any relevant consents, permits or licences required to operate the commercial activity e.g food registration

FINANCIALS

E1. Please complete the company's actual (3yrs) or forecasted financials (1yr) relating to the commercial activity:

YEAR/ PERIOD	INCOME	EXPENDITURE	SURPLUS/DEFICIT	COMMENTS

COMMENTS

COMMUNITY OCCUPANCY

COMMERCIAL ACTIVITY APPLICATION FORM

ATTACHMENTS

PLEASE ATTACH A COPY OF THE FOLLOWING SUPPORTING DOCUMENTS:

- F1. Proof of company's registration
- F2. Business proposal to support application (/requested)
- F3. Existing or forecasted budget for commercial activity within lease area
- F4. Licencing permits e.g liquor licence, food handling (as applicable)
- F5. Copy of insurance e.g public liability insurance (as applicable)
- F6. Copy of draft agreement between Community Group Lessee and commercial entity (if available)

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 agreement with commercial entity, operation and performance.

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 Recreation
Ground Floor Reception
Council Building Garden
Place Hamilton

Email: karen.kwok@hcc.govt.nz