



COMMUNITY ORGANISATION LEASE APPLICATION

for rental assessment of new or renewed leases

Organisation:	
Lease site address:	
Contact person/role:	
Contact address:	
Contact phone no:	
Commencement/ renewal date of lease:	

The following resources will assist you in preparing your application:

- Leading Edge Strategy
- Community Organisation Leases Policy

These can be found on Council's website www.whanganui@govt.nz under Publications/Policies

The purpose of this form is to guide you in the provision of information relevant to the assessment process (outlined in Part 3 of the Community Organisation Leases Policy).

The idea is to provide as full a picture of your organisation, and its role and impact on the community, as possible. This will enable Council Officers to complete the assessment matrix (refer Appendix 1 of the Community Organisation leases Policy) to determine the level of subsidy that may be applied to the assessed rental.

Concessional rentals will be granted to the degree your group meets the following criteria:

1. Strategic fit
2. Activity sustainability
3. Optimal use of resources
4. Environmental impact
5. Demonstrated need and support from community
6. Need for a lease

Questions and possible factors to consider are posed under each of these criteria overleaf. (Continue application on a separate sheet if there is insufficient space provided). Room is provided for a general comment, and a checklist for any supporting documentation you may wish to provide.

Please contact us if you have any queries concerning your application. Your contact person is:

	Direct Dial
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CRITERION 2: ACTIVITY SUSTAINABILITY

Demonstrate: How the group will be sustainable in terms of membership (or users of the service) and its financial position for the period of the lease.

Provide details including:

- membership numbers
- membership fees/subscriptions
- membership trends (change in membership numbers over last 5 year period)
- financial position
- plans for growth and development

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CRITERION 3: OPTIMAL USE OF RESOURCES

Demonstrate: The degree of use of the resource (land and/or building).

- How frequently the resource is used.
- How many other groups use the resource.
- If the resource is used for other purposes.

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CRITERION 4: ENVIRONMENTAL IMPACT

Describe: How the activity will affect open space/reserve values or other legitimate activities.

Consider:

- Noise (levels/hours/type)
- Parking requirements of members and the effect of this on other users
- If other activities are excluded by fences etc

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CRITERION 5: DEMONSTRATED NEED AND SUPPORT FROM COMMUNITY

Demonstrate: The level of community support for the activity.

Describe:

- The user group profile
- If another group/s undertakes the same activity
If so then a) explain how demand is unmet, and/or b) what is your group's point of difference.

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CRITERION 6: NEED FOR A LEASE

Explain why the group needs the lease to undertake the activity.

What would the group do if Council land was not available?

Would this be feasible?

What effect would this have on the group, or its sustainability?

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GENERAL COMMENT:

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

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THE FOLLOWING DOCUMENTATION TO SUPPORT APPLICATION IS ATTACHED:

- Club brochure
- Membership list
- Photos
- Financial statements
- Letters of endorsement
- Copies of any media coverage e.g. newspaper/magazine articles
- Details of fees paid to national body
- Other relevant information/documentation

Please supply copies as documentation will not be returned.