

Interest Registration Form for Community Occupancy

Eligibility

To be eligible for a community lease or licence, community groups must meet the eligibility criteria set out in Auckland Council's Community Occupancy Guidelines 2012 (Updated July 2023).

<https://www.aucklandcouncil.govt.nz/grants-community-support-housing/Pages/leasing-buildings-community-activities.aspx>

Among other criteria, an eligible community group should be a legal entity and have not-for-profit status (e.g. be registered as an incorporated society or charitable trust) with an open membership policy.

Groups and activities where religious worship or the promotion of party politics is the primary purpose are not eligible for a community lease or licence.

Process

- When a property becomes vacant it will be advertised in the local newspaper and on the Auckland Council website
<http://www.aucklandcouncil.govt.nz/en/newseventsculture/ourauckland/publicnotices/pages/home.aspx>

- On publication of the advertisement, we will send an email out to interested parties on our interest register database.

Please, notify us if your contact details change. As we cannot guarantee the email delivery, we strongly recommend that you continue checking your local newspaper and Auckland Council's website for advertised vacancies.

- If you are interested in a vacant property, you will need to complete a Lease Application form and submit this to us before the stipulated closing date for applications as noted in the relevant public advertisement.
- Please note that we will retain your interest registration details on file for two (2) years. After the two-year period lapses, your details will automatically be removed from our database.

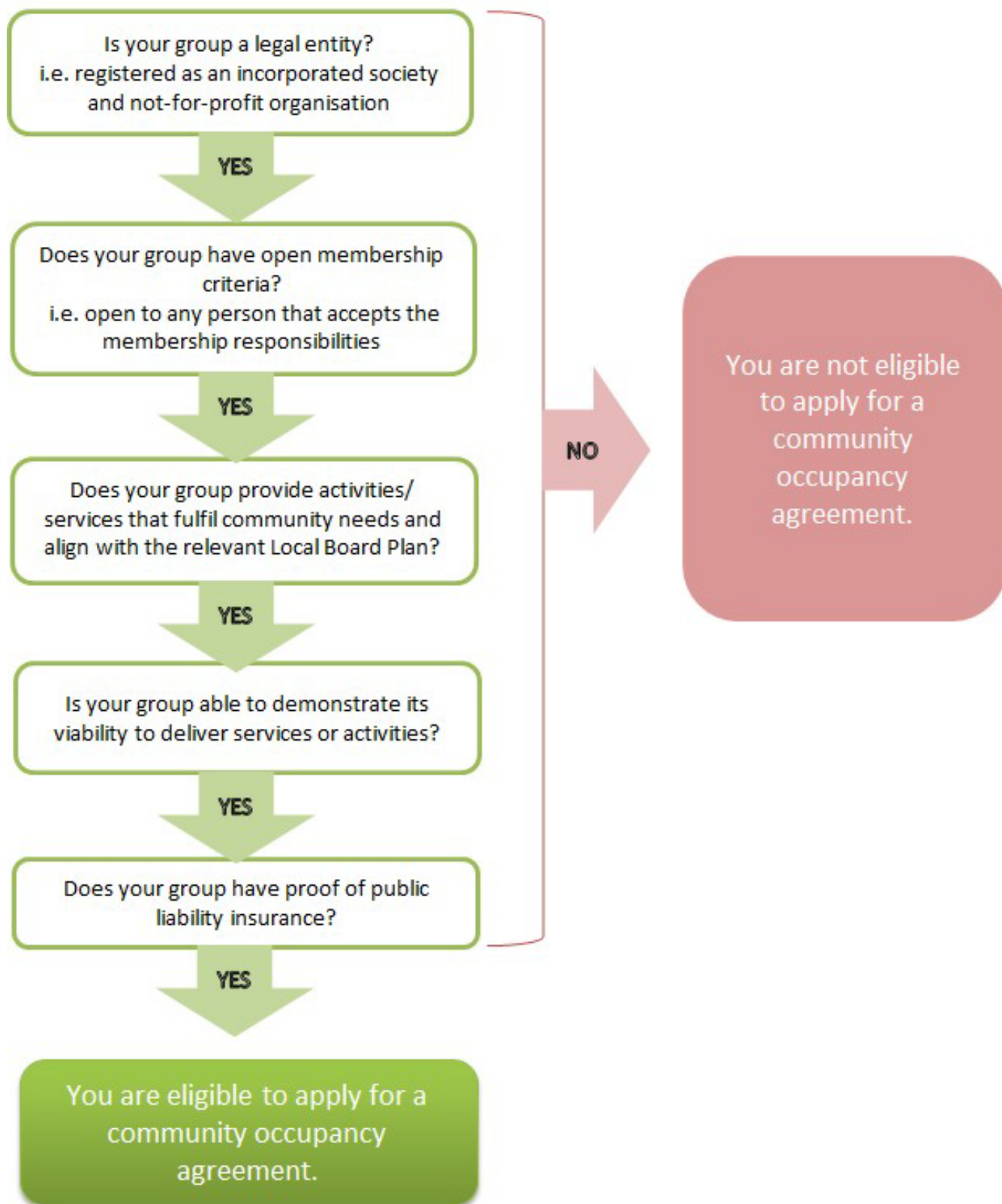
Please, return your completed form to:

PCFLeases@aucklandcouncil.govt.nz or

Parks & Community Facilities (Leasing), Auckland Council, Private Bag 92300, Auckland 1142.

Please note: *This is NOT an application to lease a property; it is to enable us to notify you when a property becomes available for community occupancy.*

COMMUNITY OCCUPANCY ELIGIBILITY GUIDE



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Section A: Tōpūtanga / Organisation

Name of organisation <i>Full legal name</i>			
Current address			
Postal address		Postal Code	
Email address			
Website			
Is the organisation	<input type="checkbox"/> An Incorporated Society	<input type="checkbox"/> A Charitable Trust	<input type="checkbox"/> Other <i>Please list the type of entity</i>
List the registration number or NZBN			
What is the organisation's purpose and primary activity			
Year established		How long has the organisation been active	
Type of space required: <i>Please provide a brief description of the type of space you require:</i>			
Approximate size of space required: <i>Indicative square meterage</i>			
Preferred local board area: Find your local board area			

Section B: Whakapā / Contact

Contact Person <i>List full name</i>			
Role / designation in the organisation			
Mobile number		Alternate phone number	
Email address			