



What you need to know before taking on a Community occupancy agreement with Auckland Council

1 July 2012

In cases of a vacant building, space or land identified as appropriate for development, council will seek applications through:

- public advertisement
- an expression of interest process
- direct notification to groups who have registered interest.

Please carefully consider the information provided below to determine if a community occupancy agreement is the best accommodation option for your group.

The following list outlines many of the costs and terms and conditions associated with leasing a facility/space from Auckland Council:

- you may be charged percentage rental if you generate significant revenue over expenditure from the facility
- your group will be responsible for security
- power, phone and water is paid by your group
- cleaning and rubbish removal is your groups responsibility
- your group is expected to insure its contents and have public liability insurance
- you will be expected to pay a maintenance fee of between \$250-\$1000 per annum, depending on the size of the building you occupy
- if your group owns the building you are also expected to insure the building
- if your group owns the building you are responsible for structural maintenance and all costs involved in complying with legislation such as Building Warrant of Fitness, Health and Safety in employment, fire and egress regulations
- there is an expectation that you will “share” your premises with other community groups if appropriate
- you must provide activities, services or programmes that align with and promote strategic outcomes for the community as defined by the relevant Local Board through its Local Board Plan¹.

Please note, if the leased area comes within a shared facility (i.e. community hall or centre), some of the above responsibilities will be carried out by Auckland Council but will be on charged to the group on a pro-rata basis.

For many groups, hiring a space can be more suitable and sustainable than the responsibility of a community occupancy agreement. We suggest you also investigate the option of community halls and centres. To find out more information contact the Auckland Council Call Centre on (09) 301 0101 or visit

<http://www.aucklandcouncil.govt.nz/EN/parksfacilities/communityhallscentres/Pages/home.aspx>

¹ Local Board Plans can be viewed at:

<http://www.aucklandcouncil.govt.nz/EN/AboutCouncil/PlansPoliciesPublications/localboardplans/Pages/home.aspx>.