



Concessions for Charitable and Like Community Organisations and Groups

1. RATIONALE:

- 1.1 Various organisations and groups approach the Council from time to time seeking a concession on a charge or fee payable to the Council for the provision of a service or facility.
- 1.2 A consistent response to applications in the interests of fairness to all is required.

2. PURPOSE:

- 2.1 To set out a basis on which a concession can be given, the type of organisation that may apply, and a broad indication of the type of service being provided for which a concession may be sought and the degree to which a concession may be given.

3. Guidelines

3.1 Eligibility

- 3.1.1 Organisations and groups making an application for a concession must be not-for-profit, and not involved with any commercial activity. They must be South Wairarapa based or with a distinct activity in the district, distributing the funds within the district and be in line with the objectives and community outcomes of the South Wairarapa District Council Long Term Plan.
- 3.1.2 They should preferably be incorporated in their own right or directly linked to another organisation that is (e.g. Martinborough Round the Vines and Martinborough School).
- 3.1.3 Individuals may not apply.

- 3.1.4 Applicants may not be in receipt of any other Council concessionary or financial support, approved or given for the same financial year. (Excludes community board grants).
- 3.1.5 Lessees of all or part of Council owned buildings and facilities are not eligible for a concession under this Policy for the lease costs of the leased area. They may however apply for concession for another facility eg hall hire for a fundraising event, if they meet the other eligibility criteria.

3.2 Services and Facilities for which a Concession may be given.

3.2.1. Planning and Regulatory.

- 3.2.1.1 Applications for Resource, Building or Plumbing Consents are not eligible for a concession, either monetarily or otherwise. However, affected organisations may seek a grant from the Council in accordance with its policies and practices in respect to grants.
- 3.2.1.2 Road closures for street days or other fundraising activities are eligible for a concession of up to 50% of the cost of any related advertising that is placed by the Council.

3.2.2 Council Halls, Parks and Reserves.

- 3.2.2.1 A concession of up to 50% of the cost or a charge for hire or similar fee payable for the short term use of a Council owned facility may be given; except where a concession is already built in and disclosed in the charge.
- 3.2.2.2 Concessions apply only to the hire fee and not to any additional charges eg cleaning.
- 3.2.2.3 Deposits required against due performance may not receive a concession.

3.3 Applications

- 3.3.1 Applicants for a concession are to apply in writing to the Chief Executive Officer giving full details of the relevant activity and purpose for which it is to be applied. Financial details must also be provided.
- 3.3.2 The Chief Executive Officer may delegate decision-making to the appropriate departmental manager.
- 3.3.3 Applications must be made at least two weeks before an event or activity. Applications received after the event may be considered and are at the discretion of the CEO.
- 3.3.4 A decision made in respect to an application for a concession is final and there is no right of appeal.
- 3.3.5 In an exceptional situation the Chief Executive Officer in consultation with the Mayor may consider a variation to this policy and approve a concession which shall be reported to the Policy and Finance Committee.