

# WAIVER OF FACILITIES HIRE POLICY



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|------------------------|------------------------------|
| Document Type          | Management Policy            |
| Adopted by             | Senior Leadership Team (SLT) |
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| Responsible Department | Operations                   |
| Responsible Officer    | General Manager Operations   |
| To be reviewed         | 31 August 2029               |

## 1. Introduction

- a) The Gore District Council (the Council) recognises the need to support organisations and initiatives that seek to benefit communities in the district. The partial or full waiver of Council fees and charges is one of the ways in which the Council aims to support such organisations by providing direct financial relief on the use of its facilities.

## 2. Purpose

- a) The purpose of this policy is to provide a framework for the consistent and equitable assessment of requests for the reduction or waiver of the fees the Council charges for the use of its facilities (subject to availability). It seeks to ensure:
- A standard process for applicants to follow.
  - Equitable assessment of all requests.
  - Transparent and accountable decision-making.
  - Effective reporting mechanisms.

## 3. Scope and Definitions

- a) This policy applies to eligible charitable, not-for-profit and civil volunteer organisations in the Gore District.

|                               |                                                                                                                                                                                                                      |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Not-for-profit organisation   | A not-for-profit organisation is defined as a group organised for purposes other than generating profit and in which no part of the organisation's income is distributed to its members, directors, or shareholders. |
| Charitable organisation       | In New Zealand, a charitable organisation is defined as one that exists to achieve a charitable purpose recognised by law.                                                                                           |
| Civil volunteer organisations | Organisations that rely on the support of community volunteers to provide essential services in the District i.e. Fire and Emergency New Zealand                                                                     |



|                   |                                                                                                              |
|-------------------|--------------------------------------------------------------------------------------------------------------|
| Community project | A project undertaken by a not-for-profit organisation that seeks to benefit communities in the Gore District |
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#### 4. Fees and Charges Subject to Waiver

- a) The following fees and charges may be waived on application to support not-for-profit, registered charities, and civil volunteer organisations:

##### *Venue hire*

- i. Not-for-profit and charitable organisations: **Up to half** (50 percent) of the stated fees and charges specific to the Council facilities.
- ii. Voluntary civil organisations: **Full** waiver of the stated fee and charges specific to the Council facilities.

#### 5. Exclusions

- a) This policy does not apply to any of the following:
- i. The waiver or reduction of Local Government rates. This is covered by the Council's Remission of Rates Policy.
  - ii. The waiver of other Council fees and charges not specified in this policy.
  - iii. General funding assistance for the operations of not-for-profit organisations.
  - iv. Statutory Fees that Council would otherwise have to pay on behalf of the applicant.
  - v. Where the Council's Revenue and Finance Policy, or Fees and Charges provide mechanisms for a reduction or waiver.

#### 6. Eligibility Criteria

- a) The Council will only consider an application for the waiver of fees and charges where the following criteria are met:
- i. The application is made by a not-for-profit, registered charity or civil volunteer organisation based in the Gore District;
  - ii. The project, event or service benefits residents of the Gore District;
  - iii. The project, event or activity must not be for commercial gain;
  - iv. The project, event or service does not require the payment of a door charge;
  - v. The project, event or service, for which the waiver is applied for, must be open to the wider public or targeting a specific community need rather than being for private or political gain; and
  - vi. The application relates to the one-off waiver of Council fees and charges (recurring events require separate applications for consideration).

## 7. Waiver Limits

- a) Approved applications for the waiver of fees and charges are limited to a maximum of \$1,500 excluding GST per organisation in any financial year. The Council's financial year starts on 1 July and ends on 30 June of the following year.

## 8. Assessment and Approval of Waivers and Fees and Charges

- a) Approval of waivers shall be at the sole discretion of the Council, and the Council may request additional information or supporting documentation prior to assessment of applications. Applicants will be notified via email of the outcome of their application within a month (30 days) following their application.

## 9. Assessment Principles

- a) When considering a fee reduction or waiver, the Council will apply the following principles:
  - i. Compliance with statutory requirements
  - ii. Fairness and consistency.
  - iii. Integrity and equity.
  - iv. Transparency.
  - v. Alignment with non-commercial imperatives.
- b) In assessing applications, the Council will consider any previous financial or in-kind assistance provided to the applicant, as well as the applicant's ability to self-fund by generating its own income.
- c) Council prioritises applications that support organisations with limited capacity to generate their own income.

## 10. Assessment Criteria

- a) The Council will assess applications based on:
  - i. Availability of the Council facility (where applicable).
  - ii. The applicant's alignment with the eligibility criteria outlined in Section 6.
  - iii. Supporting documentation (see *Application for a Civic Amenities Waiver* form) provided by the applicant, including proof of eligibility (e.g. charity registration, not-for-profit status, financial statements etc.).
  - iv. The benefit to the community.
  - v. Previous financial or in-kind assistance provided to the applicant.

## 11. Application Process

- a) Applications for the waiver of fees and charges under this policy must be made using the *Application for a Civic Amenities Waiver* form. The form is available on the Council's website and the Council offices at 29 Bowler Avenue.

- b) Applications for the waiver of fees and charges relating to Council venues must be submitted with the Community and Economic Development Manager, at least two months (60 days) before the date for which the waiver is being applied for.
- c) Applications for the waiver of fees and charges will be assessed by Council staff and approved by the Community and Economic Development Manager as delegated by the Chief Executive.
- d) Applicants will be notified via email of the assessment outcome, including reasons for any decision.
- e) Waiver applications and approvals will be recorded in the Council's fee waiver register.

## 12. Appeals

- a) Applicants dissatisfied with the decision may submit a written objection for reconsideration. The objection will be reviewed, and a final decision communicated in writing. The objection will be assessed in accordance with the provisions of this Policy.

## 13. Policy Commencement

- a) The policy was endorsed by the GDC Senior Leadership Team (SLT) at its meeting on 31 August 2026 and was implemented with immediate effect.

## 14. Review of the Waiver of Council Fees and Charges Policy

- a) This policy will be reviewed every three years and amended accordingly. The next review is scheduled for 31 August 2029.



Deborah Lascelles  
Chief Executive  
17 August 2026

### Document History and Version Control Table

| Version | Action                        | Approval Date  | Approval Authority | Due for Review |
|---------|-------------------------------|----------------|--------------------|----------------|
| 1.0     | Creation of original document | 31 August 2026 | SLT                | 31 August 2029 |