

## GREENSPACE

# Consents Fee Waiver Information Sheet

**The Council has a limited funding provision for consideration of reductions to building and resource consent fees. It delegates authority to approve any fee waivers to the Facilities and Consents Fee Waiver Subcommittee on a case-by-case basis.**

Waiving of fees is intended to recognise exceptional circumstances. In part, it is designed to help community groups and organisations whose goals are aligned with the Council's community outcomes.

Requests will be considered based on the following:

- The applicant/intended purpose of the development is 'not for profit'
- Sufficient budget is available
- The community value of the activity is clearly identified
- The financial position of the applicant identifies hardship
- Where exceptional circumstances may apply.

## Grant funding process

If you would like to apply for a fee waiver, please complete the Fee Waiver Application form. Your application will be presented to the Council's Facilities and Consents Fees and Charges Subcommittee for consideration.

This assistance may be full payment of fees or partial payment depending on the group's ability to contribute and available Council budget.

Once an application for a waiver has been received, assessed, and the level of financial assistance determined, you will receive a letter confirming the outcome. If the application is approved, the value approved will be paid directly to the Waimakariri District Council after your consent has been processed. It is the responsibility of the applicant to ensure any balance is paid in a timely manner.

## Application requirements

All applications should include the following:

- A 1–2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities OR a bank statement which shows the position of the group applying. A template has been provided with this application to use.
- Applicants must declare other sources from which funding has been applied for, or granted from.
- When assessing grant applications the Council considers a number of factors in its decision making. These include, but are not limited to: type of group, time frame, benefits to the community and costs being contributed. The more information you as a group can provide, including benefits to participants, the better informed the Council is. You are welcome to include a covering letter as part of your application.

PLEASE NOTE: Applications cannot be processed until this information is received.

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# Consents Fee Waiver Application

Please read the Consents Fee Waiver Information Sheet before submitting your application.

PLEASE NOTE: This is not a Consent application and this needs to be completed separately.

## Applicant details

Company/Trust/Organisation name: \_\_\_\_\_

Application date: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

## Application

What is the legal status of your group? *Charitable trust, incorporated society, non-profit organisation, informal group, other.*

## Please provide a brief description of your group

Number of members: \_\_\_\_\_ Membership charge: \_\_\_\_\_

Hours group operates: \_\_\_\_\_

Tell us about your group and what you do. Outline the activities the group will undertake within the building or land:

Are you applying for a building consent waiver or resource consent waiver?

Building consent waiver

Resource consent waiver

If there is more than one owner or occupier of the site, please provide the full name and address details of each owner or occupier (other than the applicant) to which the application relates.

Full Name	Address

The application for a consent will relate to the property located at the below location(s):

Street address: \_\_\_\_\_

Legal description: \_\_\_\_\_

General description: \_\_\_\_\_

Please outline the activity you are intending to undertake and to which the application relates e.g. what is the consent for?

*Use an additional page and attach to the application if required.*

Would your group be viable whilst paying the standard consent fee?      Yes      No

Please detail the financial position of the group and how paying the standard consent fee would cause a financial barrier or cause your group to not be viable:

*Note: Please attach supporting evidence to your application.*

Please detail why your group should be considered for a consent waiver and what actions this would allow your group to undertake:

Has your group undertaken other fundraising towards this project? List any organisations you have applied to, or intend to apply to, for funding:

Please list if you are applying for a contribution towards your consent or for a waiver of the total cost.

Full fee waiver

Part waiver \_\_\_\_\_



Statement of Assets and Liabilities

Name of Group: \_\_\_\_\_

As at: \_\_\_\_\_ Enter date.

ASSETS	
CURRENT ASSETS <i>For example: funds-on-hand, bank account balances</i>	AMOUNT \$
NON-CURRENT ASSETS <i>For example: fixed assets, buildings etc</i>	AMOUNT \$
Total Assets	

LIABILITIES	
LIABILITIES <i>For example: loans, unexpended grants etc</i>	AMOUNT \$
Total Liabilities	

NET ASSETS <i>Total Assets minus Total Liabilities</i>	\$
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Notes

Use this section to provide further clarification or explanation of any of the items in your financial statements. You can also provide details of any funds that are tagged for specific projects.

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