

The QLDC Community Spaces Programme provides a pathway for community organisations to apply for leases or licences on Council-owned land and/or buildings at a community rate.

These Guidelines outline the enquiry process, eligibility requirements, decision-making approach, and assessment criteria for organisations seeking access to community spaces.

Interim status

These Guidelines support implementation of the Community Spaces Programme while the relevant Council policy is under review. They reflect the proposed direction, definitions, and principles intended to be formalised through that policy. Once the policy is adopted, these Guidelines will be reviewed and updated to ensure alignment.

REGISTERING YOUR INTEREST

A community organisation can register interest at any time by completing the Community Spaces Enquiry Form on the QLDC website. Council staff will review the enquiry to confirm whether it is within scope and determine the appropriate next steps.

If no suitable space is currently available, an eligible enquiry may be retained on the Community Spaces Enquiry List. QLDC will contact organisations on the list when a relevant opportunity becomes available. **Registration on the list does not guarantee that a space will be offered.**

EXPRESSING INTEREST IN A COMMUNITY SPACE

Community space requests are initially reviewed by Council staff to confirm eligibility and determine the appropriate assessment pathway.

Tenancies may be offered through an Expression of Interest (EOI) process as suitable spaces become available. Opportunities will be published on the QLDC website and shared by email with organisations registered on the Community Spaces Enquiry List.

EOIs are submitted through SmartyGrants, QLDC's online application platform. The relevant application form will specify the information and supporting documents that must be provided.

We encourage groups to discuss their requirements with the Community Investment Advisor before submitting an enquiry or application. Email communityfunding@qldc.govt.nz.

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ELIGIBILITY

To be eligible for the QLDC Community Spaces Programme, your organisation must:

- be a not-for-profit, charitable, or voluntary entity delivering services or activities within the Queenstown Lakes District;
- be a legal entity, such as a trust or incorporated society, and be able to provide evidence of that status;
- have no outstanding debt owing to QLDC; and
- comply with all relevant QLDC regulatory and statutory requirements, including obtaining any required permits and consents.

You can view the Queenstown Lakes District boundaries [on the online district map](#)

WHAT WE CANNOT SUPPORT

The following organisations or activities are not eligible through this Programme:

- organisations with a primarily commercial purpose;
- groups whose primary purpose is religious worship or the promotion of party politics; and
- government entities.

If you are unsure whether your organisation or proposed activity is eligible, contact communityfunding@qldc.govt.nz before applying.

DECISION-MAKING

Assessment and approval requirements vary depending on the type of space requested, the ownership and legal status of the land or building, and any legislative requirements that apply.

Where more than one organisation seeks the same opportunity, QLDC may use a competitive process such as an EOI. EOIs will be assessed consistently against the criteria below.

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Subsidy, term and review period will be applied in the assessment referring to the Standard Terms set by Council 30 June 2016.

Some proposals may require further assessment, public notification, consultation, or approval under relevant legislation. Final decisions are made by the appropriate delegated Council officer, the Wānaka Upper Clutha Community Board, or Council, as required by the applicable delegations and legislation.

New builds and capital projects

Enquiries relating to new community facility builds or capital projects should also be submitted through the Community Spaces Enquiry Form. This provides a consistent entry point for all community space enquiries and enables QLDC to direct each proposal to the appropriate Council team. New builds and capital projects may be subject to a different assessment and decision-making pathway than tenancies or occupancy arrangements. As this pathway is still under development, QLDC will review each enquiry and advise of the appropriate next steps.

ASSESSMENT CRITERIA

When QLDC uses a competitive process to allocate a community space, EOIs will be considered against the following criteria:

Criterion	What QLDC will consider
Need for the tenancy	Evidence of genuine financial requirements for a community rental rate.
Capacity and experience	The organisation's history, capability, governance, operating experience, and ability to provide a financially sustainable service.
Connection and benefit to the local community	Evidence of Community need and impact, local support and partnerships, willingness to share space or resources with compatible organisations.
Alignment with QLDC strategies and community outcomes	How the proposed programmes or services contribute to relevant QLDC strategies and community wellbeing outcomes.

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Suitability of the space

Location, accessibility, physical characteristics, optimal use, impacts on neighbours or other users, and any changes required to accommodate the proposed use.

SUCCESSFUL ORGANISATIONS

A successful organisation will receive a formal agreement. The agreement will set out the terms of occupation, the responsibilities of the tenant and QLDC, the tenancy term and review arrangements, reporting requirements, and any approved rental subsidy or other conditions¹.

ORGANISATION RESPONSIBILITIES

Organisations must:

- provide complete, accurate, and current information;
- disclose any other grants, funding sources, or corporate or commercial sponsorship arrangements relevant to the proposed tenancy;
- not seek to influence QLDC decision-making improperly or obtain non-public information that could provide an unfair advantage;
- consent to QLDC undertaking reasonable due diligence about the organisation, relevant personnel, and track record, including enquiries with third parties or referees where required; and
- understand that QLDC may share organisation's information with relevant Council teams for assessment and advice.
- Community organisations should publicly acknowledge QLDC for the support to its members, the wider community and funders through appropriate channels

¹ QLDC Standard Terms & Conditions for Community Leases 28 July 2016

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CONTACT

For questions about the enquiry process, contact the Community Investment Advisor at **communityfunding@qldc.govt.nz**