

APPLICATION FOR RATES REMISSION & GRANTS FOR ECONOMIC DEVELOPMENT

Objective

The rates remission policy is one of a number of initiatives for businesses that Hutt City Council has in place to assist in achieving the outcomes in its Economic Development Strategy. It aims to promote employment and economic development within the city by offering rates remission to:

- Encourage developments that assist new businesses to become established in the city; or
- Encourage developments that assist existing businesses in the city to expand and grow.

For the purposes of this policy a development is any project or group of projects requiring one or more building consents that, as a body of work, occurs within a similar timeframe, and that stands alone as a complete activity in and of itself.

Application Guidelines

This application applies to commercial and/or industrial developments that involve the construction, erection or alteration of any building or buildings, or other works intended to be used for industrial, commercial, or administrative purposes. Residential developments do not qualify for remission under this policy.

This application applies only to rates set by Hutt City Council. Any rates set by the Greater Wellington Regional Council will continue to be charged, and must be paid. The Greater Wellington Regional Council does not have a comparable rates remission policy, and is therefore unable to consider any such application.

Applications must be made in writing and received allowing sufficient time to be considered by Council prior to the commencement of construction and be supported by the information requested listed on page 6, if applicable.

Note that:

- Each application is considered on a case by case basis. Satisfaction of the criteria outlined in part A (1) or Part A (2) or Part A (3) of the policy does not guarantee a remission of rates or a grant. The final decision to grant a remission of rates will be at the Council's sole discretion.
- In considering applications Council may decide to seek independent verification of any information provided by the applicant.
- In considering applications, Council will examine the likelihood that any remission granted would provide encouragement or impetus to proceed with the development.

- Council will decide what amount of rates will be remitted on a case-by-case basis, having regard to the criteria listed in the Council's policy. Remissions granted will generally be not less than 50%, and may be up to a maximum of 100% of rates levied by Hutt City Council on the capital value of the new investment only, and for up to a maximum remission period of three years.
- In granting remission Council may in its discretion specify certain conditions before the remission will be granted. Applicants will be required to agree in writing to these conditions and to pay any remitted rates in part or in full if the conditions are violated.
- Applications for Rates Remission for economic development will be decided by the Mayor, Chair of the City Development Committee and Chief Executive, including specifying any conditions.
- Applicants may appeal against:
 - A decision to decline remission or not grant a full remission
 - Conditions imposed when a remission has been approved.

Appeals will be heard by the Finance and Audit Committee of Council.

If you require assistance in completing this application or have questions about Hutt City Council's rates remission policy for economic development, contact Gary Craig, Divisional Manager, City Development at 04 570 6920 or gary.craig@huttcity.govt.nz.

Information about the Applicant

(Existing businesses must attach applicable evidence of the current status of the business/organisation making the application, eg, copy of Certificate of Incorporation, copy of latest Annual Return)

Address of Property
pertaining to application

Name of Business,
Organisation and/or
Individual making
application

Registered office
address
(if applicable)

Postal address
(if different from
registered office)

Names and Addresses of Directors (if applicable)	<u>Name</u>	<u>Address</u>
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Type of business

Age of Business that will
occupy the property for
which this application is
made (circle one)

1) New

2) Existing (Number of years in operation) _____

What are you applying
for (*tick one*)

Rates Remissions for Economic Development

Grant for Economic Development

Information about the Development

To assist in Council's consideration of this application please provide information on the following. *Please continue on additional sheets if required.*

- Are you ('the Applicant') the owner of the property for which this application is made?
 - Yes
 - No – (if you have indicated 'no' you must provide written proof of support from the property owner)

- Are you ('the Applicant') the lessee of the property for which this application is made?
 - Yes – if you have indicated 'yes', provide these details:

Lease expiry date _____

Rights of renewal _____

- No

- Explain the extent to which the business that will occupy the development is of strategic importance for the future economic development of the city and why you think so. *(This may be demonstrated by the scale, type or nature of the development)*

- What number and skill level of new employment opportunities will the development create? Please comment about whether these jobs are full or part-time. *(Generally a development targeted at a new business would be expected to create at least 50 new full-time equivalent (FTE) jobs to Lower Hutt. Developments that target an existing business would be expected to increase its FTE numbers by over 50% or create at least 50 new FTE jobs, whichever is the lesser)*

Number of existing FTE jobs (if any) _____

Number of new FTE jobs _____

Range and level of skills required for new jobs:

5. To what extent is your business or that of the development's tenant (in the case of a lease) likely to be in competition with existing businesses?
(Generally the applicant will be required to demonstrate that there is little or no competition with existing businesses, or that there is unfulfilled demand in the market for the type of business that will be targeted.)

6. Of your or the development's tenant (in the case of a lease) expected or current sales, what percentage will be sold in Lower Hutt, the region/rest of New Zealand, and internationally?

Percentage sold in Lower Hutt	
Percentage sold in the region/rest of NZ	
Percentage sold internationally	
Total	100%

7. What amount of new capital investment will the development bring into Hutt City?
(Generally the amount of new investment should be not less than \$2,500,000 for rates remission unless the development targets innovative or rare types of business using advanced science or advanced technology. Not applicable for Grants)

8. Outline how the business can demonstrate a long term commitment to remain and operate in Hutt City *(Property ownership or a long term lease of property may be accepted as a proof of commitment)*

9. Outline and provide supporting evidence about the sustainability of the business for at least 2 years after completion of the rates remission/grant period

10. Does the development have any positive or negative impact on cultural aspects of the city, eg maintains, protects or destroys a heritage building? If yes, explain how

- Yes
- No

12. Does the development add new and/or visually attractive infrastructure/buildings to Hutt City? If yes, explain how

- Yes
- No

13. Does the development have minimal impact on the environment in terms of air, water or soil? Give examples of how it does this

14. Explain how the provision of rates remission/grant will encourage or add impetus to the proposed development proceeding

Supporting documentation providing information on the following is to be attached to this application:

- A description of the development
- A plan of the development (where possible)
- An estimate of the costs of the development
- An environmental impact report (if applicable)
- Evidence of ownership or access to recognised intellectual property rights (if applicable)
- Evidence of future commercial potential of use of that intellectual property (if applicable)

Declaration

I / We declare that all details contained in this application are true and correct to the best of our knowledge and that I / We have the authority to provide this information on behalf of our organisation.

I understand, and agree to, background checks being carried out, where applicable, by Hutt City Council for the purpose of this application.

Name: _____

Signature: _____

Organisation: _____

Position: _____

Date: _____

Return this application and relevant documentation to:

**Application for Rates Remission
Divisional Manager, City Development
Hutt City Council
Private Bag 31912
Lower Hutt 5040**