

Community Spaces enquiry form

This form helps us understand what your group needs in terms of space, land, storage, or facilities. By completing it, you're registering your interest so that when a relevant opportunity comes up, we can get in touch.

Before you start

A few things worth knowing:

- This is not an application form. Submitting this form does not guarantee that space will be offered.
- You can save and come back. Click 'Save and Close' at any time and return to finish the form later.
- One form submitted per group. If your group has multiple space needs, include them all in a single submission.

Need to talk to someone first?

If you'd prefer to have a kōrero before filling out the form, or if you need help completing it, please get in touch.

Email: communityfunding@qldc.govt.nz

Phone: 03 441 0499

We're happy to talk through your options.

About your organisation

* indicates a required field

Organisation details

Organisation or group name

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

Phone Number

Must be a New Zealand phone number.

Email

Enquiry form

Form Preview

Must be an email address.

Address

Address

Website

Must be a URL.

Is your group based in, or does it serve people in, the Queenstown Lakes District?

*

- ☐ Yes
- ☐ No

This enquiry form is for groups serving the Queenstown Lakes District.

Where is your organisation or community group based?

- ☐ Local (in the Queenstown Lakes District)
- ☐ National
- ☐ International

When was your organisation or community group established?

- ☐ Less than one year ago
- ☐ 1-5 years
- ☐ More than five years

Provide a brief description of your organisation, including any strategic aspirations in the next five years.

Word count:

What are the primary areas of focus for your organisation?

You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

Enquiry form

Form Preview

Approximately how many people use your service, programme, or activity?

Must be a whole number (no decimal place) and at least 1.
Per annum

Is the primary purpose of the activity religious worship, private commercial operation, or a central government responsibility (e.g. health services, school provision)? *

- ☐ Yes
- ☐ No

Based on your answer, this request may fall outside Council's community space scope. You can still submit and we will review your enquiry, but please note that Council may not be able to assist with space for religious worship, private commercial use, or central government services.

Your need for space

Which of the following best describes what your group is looking for?

- ☐ We need to book a venue for meetings, classes, events, or activities
- ☐ We need storage for equipment, gear, materials, or vehicles
- ☐ We need long term use of space, land or storage

Because you only wish to book a venue, you do not need to complete this form. You can book a venue [here](#).

Which of the following best describes what your group is looking for?

- ☐ We need a regular or permanent space in an existing building
- ☐ We need exclusive long-term use of a building
- ☐ We need exclusive long-term use of land
- ☐ We need exclusive long-term use of both a building and land
- ☐ We need a new facility to be built, upgraded, or significantly expanded
- ☐ We're not sure yet. We need help working out what we need

Where in the Queenstown Lakes district do you require space?

- | | | | |
|---|------------------------------------|---|---|
| ☐ Whole Wānaka/
Upper Clutha area | ☐ Frankton | ☐ Kelvin Heights | ☐ Quail Rise |
| ☐ Whole Whakatipu
area | ☐ Gibbston | ☐ Kingston | ☐ Queenstown |
| ☐ Arrowtown | ☐ Glenorchy | ☐ Lake Hayes | ☐ Shotover Country |

Enquiry form

Form Preview

- | | | | |
|---|---------------------------------------|--|--|
| ☐ Albert Town | ☐ Hanleys Farm | ☐ Lake Hayes Estate | ☐ Sunshine Bay - Fernhill |
| ☐ Arthurs Point | ☐ Hāwea | ☐ Luggate | ☐ Wānaka |
| ☐ Cardrona | ☐ Hāwea Flat | ☐ Makarora | ☐ Other: <input type="text"/> |
| ☐ Closeburn-Wilson Bay | ☐ Jacks Point | | |

If you are not sure, click 'other' and write 'not sure'

How soon do you need space?

- ☐ Right now. We have an immediate need
- ☐ Within the next 1-2 years
- ☐ Within 3-5 years
- ☐ No specific timeframe. Registering our interest

Would your group consider sharing a space with other community groups?

- ☐ Yes, we'd be happy to share
- ☐ Possibly, depending on the arrangement
- ☐ No, we need exclusive use

Sharing can reduce costs and help more groups access space. Many successful facilities operate on a shared-use model.

Does your group also need storage (in addition to any space you've described above)?

- ☐ Yes
- ☐ No

If storage is your ONLY need, please go back to previous question and correct your answer.

Briefly describe your storage need

Word count:

Must be no more than 100 words.

New build or development

* indicates a required field

Development proposal

What type of development are you proposing?

- ☐ Upgrade or extension of an existing facility
- ☐ A new purpose-built facility
- ☐ A shared community hub for multiple groups
- ☐ Other:

Describe the facility or development you are proposing, or describe

Enquiry form

Form Preview

Word count:

Must be no more than 250 words.

What would it look like, what would it contain, who would use it? If you are flexible about the space, please inform us here

What gap in current provision does this address?

Word count:

Must be no more than 150 words.

What's missing from the district's current facilities that this would provide?

Have you identified a potential site?

- ☐ Yes
- ☐ No
- ☐ We have some ideas

Where? *

Word count:

Must be no more than 100 words.

Do you have any estimate of the capital cost?

How would the capital cost be funded?

- ☐ Council capital funding (LTP)
- ☐ External grants (e.g. Central Lakes Trust, Lottery)
- ☐ Community fundraising
- ☐ National governing body or sector funding
- ☐ Private donation or sponsorship
- ☐ Group's own reserves
- ☐ Not sure yet
- ☐ Other:

Who would operate and maintain the facility once built?

- ☐ Our group
- ☐ Council
- ☐ A partnership between our group and Council
- ☐ A new trust or entity
- ☐ Not sure yet

Enquiry form

Form Preview

Is this proposal already in or proposed for Council's Long Term Plan?

- ☐ Yes
- ☐ No
- ☐ Don't know

Has any feasibility study, needs assessment, or concept design been completed?

- ☐ Yes, completed
- ☐ In progress
- ☐ No
- ☐ Don't know

Documentation upload

Upload any supporting documents (feasibility study, concept plan, needs assessment)

Attach a file:

Additional information & next steps

Does your group currently have any space or venue arrangement?

- ☐ Yes, we have a permanent base
- ☐ Yes, we have a temporary arrangement
- ☐ Yes, we hire venues as needed
- ☐ No, we have no space currently

Briefly describe your current arrangement and why it's no longer suitable.

Word count:

Must be no more than 200 words.

Is there anything more you'd like to tell us about your requirements for space?

Eg strategic goals, functional requirements,

Please attach any other information you'd like to include.

Attach a file:

Eg plans, maps, proposal

Do you give permission for QLDC staff to share your contact details with other groups that may be interested in discussing collaboration opportunities with you?

- ☐ Yes
- ☐ No

Enquiry form

Form Preview

Please list any QLDC staff members or elected members you have connected with regarding this request in the past 12 months.

I understand that information provided in this form may be presented to QLDC elected members and published on the QLDC website.

- ☐ Yes
☐ I do not want my information to be shared

Sharing information about community space requests helps QLDC and elected members understand the range of needs across the district. This information may assist in identifying opportunities, informing future planning, and supporting solutions to community space challenges.

What happens after you submit?

Once you've submitted this form, here's what to expect:

Within 10 working days

We'll review your submission and categorise your need. You'll receive an acknowledgement confirming we've received it.

Ongoing

If suitable, your submission stays on a register. We actively monitor the register against available and upcoming space opportunities across the district. If we require further information about your submission, or if it is a significant proposal, we will be in touch to arrange a meeting.

When there's a match

If a space becomes available that suits your needs and location, we'll invite you (and other relevant groups) to apply for that specific opportunity through a separate process.