

UPPER HUTT CITY

# Business Development Support Application



*Let's talk business*

MIKE NELSON OF PANHEAD BREWERY  
ANOTHER UPPER HUTT SUCCESS STORY

[biz.upperhuttcity.com](http://biz.upperhuttcity.com)

# The Upper Hutt City Council

## Business Development Support Application



PLEASE COMPLETE THIS FORM IN PEN USING BLOCK LETTERS AND SEND COMPLETED FORM TO:  
ECONOMIC DEVELOPMENT MANAGER, UPPER HUTT CITY COUNCIL, PRIVATE BAG 907, UPPER HUTT 5140

### 1. APPLICANT DETAILS

**Business name**

Trading as (if applicable)

Stage of business    Pre-Start Up     Start Up (<18 months)     Growth (>18 months)   
(please tick box)

Date trading commenced

Business website

Business email

**Business physical address**

Street address

Suburb

City

Postcode

**Business Postal address**

PO Box

Street address

Suburb

City

Postcode

**Primary contact (business)**

First name

Surname

Street address

Suburb

City

Postcode

Email

Phone (day)

Mobile

**Primary contact (applicant)**

First name

Surname

Street address

Suburb

City

Postcode

Email

Phone (day)

Mobile

Relationship to business

## 2. Applicant type

Sole trader/individual

Company

Partnership

Community Group

Cooperative

If applicant is a limited liability company please complete the section below:

Company registration number

Date of incorporation

## 3. Business information

What sector does your business belong to?

Accommodation and hospitality

Agriculture, horticulture, and forestry

Bioscience and biotechnology

Construction

Energy and green technologies

Film and television

Food manufacturing and processing

Logistics

Information communications and technology

Manufacturing and production

Retail trade

Tourism

How many full time equivalent employees your business will employ?

Please describe your business, including proposed markets


## 4. Application details

- Please complete the section relevant to the grant you are applying for.
- Please see the Business Development Support information brochure for further information about these supports and grants.
- Please complete all relevant sections and attach supplementary information as required.
- If you need assistance completing this form, please contact the Economic Development Manager on +64 4 527 2123 or by email [phil.gorman@uhcc.govt.nz](mailto:phil.gorman@uhcc.govt.nz)

### A. Rates remission support

Current property rates (at 1 June 2014)

Start date of construction/development

Estimated finish date of construction/development

Months applied for rates remission (maximum 12 months)

I have attached evidence of the creation of at least 20 new FTE jobs\*

I have attached evidence of new capital investment, no less than \$1,000,000\*

**Total new capital investment**

**Total sum applied for**

\* PLEASE SEE THE BUSINESS DEVELOPMENT SUPPORT INFORMATION BROCHURE/RATES REMISSION POLICY FOR MORE INFORMATION

### B. Rates reduction support

Current property rates (at 1 June 2015)

Months applied for rates reduction (maximum 36 months)

I have attached evidence of the creation of at least 20 new FTE jobs\*

I have attached evidence of new capital investment, no less than \$1,000,000\*

**Total cost of project**

**Total sum applied for**

\* PLEASE SEE THE BUSINESS DEVELOPMENT SUPPORT INFORMATION BROCHURE/RATES REMISSION POLICY FOR MORE INFORMATION

### C. Fee waivers

Which fee are you applying to have waived?

Building consent

Resource consent

Consent number (if known)

Please describe your development


Start date of construction/development

Estimated date of completion

Estimated number of full time equivalent employees on completion

**Total cost of project**

**Total sum applied for**

### D. Earthquake strengthening grant

Consent number (if known)

Current building code % of compliance (if known)

I am listed on the Upper Hutt City Council Register of Earthquake Prone Buildings

Estimated cost of strengthening works (attach quote)

I am applying for associated building consent fees to be waived

Cost of associated building consent

**Total cost of project**

**Total sum applied for**

**(up to 10% of total value of works, to a maximum of \$15,000)**

## E. Retrofit grant

SELECT ONE OF THE FOLLOWING. PLEASE ATTACH QUOTES AND REQUIRED EVIDENCE

- Exterior retail/commercial facade improvement - within the CBD**  
For exterior storefront improvements (visible from the street/footpath only) with a value over \$5,000, Council will contribute \$2,500.
- Retail site retrofits - within the CBD.**  
For retrofits with a total cost over \$40,000 in value, a maximum allocation of \$10,000.
- Commercial property retrofits - within the CBD.**  
For retrofits with a total cost over \$70,000 in value, a maximum allocation of \$30,000.
- Commercial property retrofits (small) - city wide.**  
For small to medium retrofits with a total cost over \$70,000 in value, a maximum allocation of \$10,000.
- Commercial property retrofits (medium) - city wide.**  
For businesses retrofitting an existing site, with a total cost over \$70,000 in value and which will employ between 10 and 30 FTE's (existing or new tenancy contract signed) - a maximum allocation of \$20,000.
- Commercial property retrofits (large) - city wide.**  
For businesses retrofitting an existing site, which will employ over 30 FTE's (existing or new tenancy contract signed) - a maximum stimulus allocation of \$50,000.

Please describe proposed retrofit works

Start date of construction/development

Estimated finish date of construction/development

**Total cost of project**

**Total sum applied for**

## F. Relocation and new building costs grant

Prior/current trading name

Prior/current physical address of business

Street address

Suburb

City

Postcode

Country

Website

Prior/current number of full time equivalent employees

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**F. RELOCATION COSTS GRANT, CONTINUED FROM PREVIOUS PAGE**

**SELECT ONE OF THE FOLLOWING. PLEASE ATTACH QUOTE**

- Small relocations**  
Council will contribute \$5,000 or 50% of the total cost (whichever is lessor) towards relocation costs for new businesses entering into Upper Hutt that employ between 3 – 10 FTE's (and have signed a tenancy contract).
- Medium relocations**  
Council will contribute \$15,000 or 50% of the total cost (whichever is lessor) towards relocation costs for new businesses entering into Upper Hutt that employ between 10 – 30 FTE's (and have signed a tenancy contract).
- Large relocations**  
Council will contribute \$30,000 or 50% of the total cost (whichever is lessor) towards relocation costs for new businesses entering into Upper Hutt that employ over 30 FTE's (and have signed a tenancy contract).
- New commercial/industrial building construction**  
Council will contribute \$30,000 towards construction costs for new commercial/industrial builds totaling over \$750,000 that employ over 5 FTE's (and have signed a tenancy contract).

Estimated date of relocation

Estimated date of opening

**Total cost of relocation**

**Total sum applied for**

**5. Checklist**

Before you submit this form have you attached all the information we need to consider your application? If we need to come back to you for any of these items, it is likely that your grant request will be delayed.

- Please complete this checklist.
- I have provided evidence of the total cost of the project (written quotes), where required.
  - I have provided evidence of how many FTE's my business will employ, where required.
  - I have provided evidence of capital investment, where required.

**6. Signature**

**PLEASE SIGN THE STATEMENT BELOW. IF APPLYING ON BEHALF OF A BUSINESS THE PRIMARY BUSINESS CONTACT MUST ALSO SIGN.**

I hereby declare that the details given in this application, together with any supplementary information supplied are true and accurate.

Signed  Name  Date

Signed  Name  Date

Received by Upper Hutt City Council Date  Signed



**Upper Hutt City Council**

838 – 842 Fergusson Drive  
Private Bag 907  
Upper Hutt 5140

**T** (04) 527 2169

**F** (04) 528 2652

**E** [askus@uhcc.govt.nz](mailto:askus@uhcc.govt.nz)

**W** [biz.upperhuttcity.com](http://biz.upperhuttcity.com)

**PERSONAL INFORMATION UNDER THE PRIVACY ACT 1993**

The information provided on this form will be used to process your application.

Council staff who have direct access to this information include the economic development manager, finance and administration officers, the corporate management team, and Councillors. Under the Privacy Act 1993, you have a right of access to personal information about you held by the Upper Hutt City Council and you are also entitled to request information about you to be corrected. This information will be held securely in Upper Hutt City Council's records for a minimum period of seven years, from the date of submission.