

The Upper Hutt City Council Economic Development Stimulus Application



PLEASE COMPLETE THIS FORM IN PEN USING BLOCK LETTERS AND SCAN COMPLETED FORM TO: STUART.GRANT@UHCC.GOVT.NZ OR SEND TO: ECONOMIC DEVELOPMENT MANAGER, UPPER HUTT CITY COUNCIL, PRIVATE BAG 907, UPPER HUTT 5140

Applicant details

Business name

Trading as (if applicable)

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

Date trading commenced

Business website

Business email

Business physical address

Business postal address

Primary contact (business)

First name

Surname

Street address

Email

Mobile

Primary contact (applicant)

First name

Surname

Street address

Email

Mobile

Relationship to business

Applicant type

- Sole trader/individual Company Community Group
 Partnership* Cooperative* Trust*

*If your business operates as a partnership, trust or cooperative, all individuals with an interest in the business should be listed with your application.

If applicant is a registered liability company or charitable trust please complete the section below:

Company/Charity registration number

Date of incorporation

Business information

What sector does your business belong to?

- | | |
|---|---|
| <input type="radio"/> Accommodation and hospitality | <input type="radio"/> Agriculture, horticulture, and forestry |
| <input type="radio"/> Bioscience and biotechnology | <input type="radio"/> Construction |
| <input type="radio"/> Energy and green technologies | <input type="radio"/> Film and television |
| <input type="radio"/> Food manufacturing and processing | <input type="radio"/> Logistics |
| <input type="radio"/> Information communications and technology | <input type="radio"/> Manufacturing and production |
| <input type="radio"/> Retail trade | <input type="radio"/> Tourism |

How many full time equivalent employees will your business employ?

Please describe your business, including proposed markets, use additional pages if necessary.

Application details

- Please complete the section(s) relevant to the grant(s) you are applying for.
- Refer to the Economic Development Stimulus Policy information or Rates Remission Policy on the Upper Hutt City Council website for further information about these incentives 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 27 803 0620 or by email stuart.grant@uhcc.govt.nz

Incentive 1: Rates grant

- 1A Rates construction grant**
For new developments and building conversions that will not generate an income stream whilst construction is taking place, Council may provide a grant to cover the relevant property rates requirement. The grant would cover rates for the duration of the construction, with a maximum of one year.
- 1B Rates revaluation reduction grant**
A reduction on rates - for a maximum of one year following the revaluation of the developed property, for new developments and conversions that meet the criteria set by the Rates Remission Policy for Economic Development, but are unable to meet the qualifying timeline.

What are your current property rates?

Start date of construction/development if applicable (1A only)

Estimated finish date of construction/development or revaluation

Months applied for (maximum 12 months)

I have attached evidence of the number of new FTE jobs created*

I have attached evidence of new capital investment, no less than \$750,000*

Total new capital investment

Total sum applied for

* PLEASE SEE THE ECONOMIC DEVELOPMENT STIMULUS POLICY/RATES REMISSION POLICY FOR MORE INFORMATION

2. Building and resource consent fee grant

Which fee are you applying for?

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

3. Earthquake strengthening incentive grant

Current earthquake rating as a % of new building standard (if known)

I am listed on the Upper Hutt City Council Register of Earthquake Prone Buildings and located in the City Centre

Estimated cost of strengthening works (attach quote)

Estimated earthquake rating as a % of new building standard (when completed)

Total cost of project

Total sum applied for

4. Retrofit incentive grant

PLEASE ATTACH QUOTES/EVIDENCE

Council may provide the following financial incentive for exterior improvements to existing buildings:

- 4A Exterior retail/commercial facade improvements – within the City Centre**
For exterior storefront improvements (visible from the street/footpath only) with a value over \$2,000, Council may contribute up to 50% of the costs up to an allocation of \$2,500.

Council may provide one of the following financial incentives (for one year only) to retrofit existing buildings:

- 4B Commercial property retrofits – within the City Centre**
For retrofits with a total cost over \$5,000 in value, up to 25% of costs to an allocation of up to \$15,000.
- 4C Commercial property retrofits – within the City Centre.**
For retrofits with a total cost over \$60,000 in value, up to 40% of costs to an allocation of up to \$40,000
- 4D Commercial property retrofits (small) – city wide.**
For small to medium retrofits with a total cost over \$40,000 in value, which will employ 3 or more FTE's, an allocation of up to \$10,000
- 4E Commercial property retrofits (medium) – city wide.**
For businesses retrofitting an existing site, with a total cost over \$40,000 in value which will employ between 10 and 30 FTE's (with an existing or new tenancy contract signed)- an allocation of up to \$20,000.
- 4F Commercial property retrofits (large) – city wide.**
For businesses retrofitting an existing site, which will either employ over 30 FTE's or it is a significant retail store (with an existing or new tenancy contract signed)- allocation of up to \$50,000.

Please describe proposed retrofit works (diagrams may be provided in supporting documents)

Start date of construction/development

Estimated finish date of construction/development

Total cost of project

Total sum applied for

5. Relocation and new building costs incentive grant

SELECT ONE OF THE FOLLOWING. PLEASE ATTACH QUOTES/EVIDENCE

Council may provide the following financial incentive for exterior improvements to existing buildings:

- 5A Small relocations**
Council may contribute \$5,000 or 50% of the total cost (whichever is lesser) towards relocation costs for businesses that are not already located in Upper Hutt or are expanding in Upper Hutt that employ between 3 – 10 FTE's (and have signed a tenancy contract).
- 5B Medium relocations**
Council may contribute \$15,000 or 50% of the total cost (whichever is lesser) towards relocation costs for businesses that are not already located in Upper Hutt or that are expanding in Upper Hutt that employ between 10 – 30 FTE's (and have signed a tenancy contract).
- 5C Large relocations**
Council may contribute \$30,000 or 50% of the total cost (whichever is lesser) towards relocation costs for businesses that are not already located in Upper Hutt or that are expanding in Upper Hutt that employ over 30 FTE's (and have signed a tenancy contract).

- 5D New commercial/industrial building construction**
Council may 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/construction

Estimated date of opening

Total cost of relocation/construction

Total sum applied for

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 read the policy and 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 tenancy or business location
- I have provided evidence of capital investment, where required.

If you have any questions, please call the Economic Development manager on +64 27 803 0620.

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
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Signed	Name	Date
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Recieved by Upper Hutt City Council	Signed	Date
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