

Building for Lease

90A McLeod Street, Upper Hutt

Request for Expressions of Interest from Community Groups

Date Released: 07 September 2026

Expression of Interest (EOI) Lease of Building – 90A McLeod Street, Upper Hutt

1. Overview

Upper Hutt City Council Invites Expressions of Interest (EOI) from organisations or individuals interested in leasing the building located at 90A McLeod Street, Upper Hutt.

The purpose of this process is to identify a suitable tenant or tenants (*the building could have 2-3 complimentary community groups*) that will:

- Deliver strong and measurable community benefit
- Ensure active and inclusive use of the facility
- Maintain and improve the facility
- Align with Council's Open Space Strategy and community outcomes - <https://www.upperhutt.govt.nz/council/plans-and-strategies/strategies/open-space-strategy>
<https://www.upperhutt.govt.nz/council/plans-and-strategies/Our-Long-Term-Plan>
- The building is situated on land classified as a Local Purpose (River Protection) Reserve under the Reserves Act 1977. The successful applicant must demonstrate that their proposed use is consistent with the reserve purpose, provides community benefit, and supports public access and enjoyment, where appropriate - <https://www.doc.govt.nz/about-us/our-role/legislation/reserves-act/>

2. Property Description

- **Location:** 90A McLeod Street, Upper Hutt, and legal description Part lot 79 DP 13831 (red outline)
- **Facility:** Existing building previously used for martial arts activities and originally as Bowling Clubrooms
- **Site context:** Local Purpose Reserve
- **Condition:** Provided "as-is" (subject to Council confirmation). Possible council contributions towards minor upgrades (negotiated).
- **Area and Facility:** The site has a total area of approximately 3,000 m², including a 440 m² building and surrounding garden areas. The building comprises a kitchen, toilet facilities, a large open-plan activity room, and a storage room.
- **Lease options include:** Building (in red) or building with land (in orange).



3. Lease Requirements

- **Lease term:** Up to 5 years
- **Rental:** Payments will be discussed with potential lessees, as a guide up to \$2000 per annum.
- **Rates and Water:** Tenants are responsible for the payment of relevant rates, water and utilities etc. These charges are normally applied to Council as land/building owner and then be on-charged to the lessee.
- **Key tenant obligations include:**
 - Building (excluding structural) and ground maintenance and upkeep
 - Insurance (public liability)
 - The tenant must comply with all applicable legislation, regulations, Council bylaws, consents, licences and standards, including reserve, building, planning, health and safety, fire safety and accessibility requirements. All necessary approvals must be obtained before undertaking activities, alterations or improvements.
- Final terms will be formalised through a Deed of Lease.

3.1 Use of Premises

Council is seeking tenant(s) whose proposed use of the facility supports Upper Hutt's community outcomes i.e. Infrastructure, Environment, Economy, Social and Cultural. The Council is seeking Expressions of interest from Community Groups that promote wellbeing, inclusion, participation, community connection, culture, recreation, environmental outcomes, and wider community benefit.

3.2 Maintenance and Improvements

Applicants must demonstrate their ability to maintain the premises to a high standard, including any applicable gardens or grounds, health and safety, and asset management responsibilities. Proposed improvements, which must be authorised by Council, should help ensure the facility remains accessible, useful, and sustainable for the community over the long term.

4. Proposal Requirements

Applicants must provide sufficient information to enable Council to assess their proposal against the evaluation criteria. As a minimum, proposals should include:

- **Organisation Details** – legal name, organisational structure, governance arrangements, key contact person, organisational history, relevant experience, and management capability.
- **Proposed Use and Community Outcomes** – a description of the proposed activities, target users, frequency of use, expected community outcomes, and how the proposal contributes to Upper Hutt's community outcomes.
- **Community Reach and Accessibility** – details of the group or groups that will benefit from the proposal, how accessibility and inclusiveness will be promoted, and any opportunities for shared or multi-user access.
- **Facility Utilisation** – information on anticipated occupancy levels, hours of use, programme delivery, and opportunities to maximise use of the facility.
- **Maintenance and Improvement Plans** – details of maintenance responsibilities and how they will be carried out.
- **Capability and Compliance** – evidence of organisational capability and the ability to meet governance, statutory, health and safety, insurance, and lease obligations.

- **Financial Information** – an overview of the organisation’s financial position, funding sources, financial sustainability, and ability to meet lease commitments, i.e. annual reports.
- **Public Benefit and Partnerships** – details of any environmental, social, cultural, youth, iwi, community partnership, or other public benefits arising from the proposal.
- **Supporting Information** – business plans, annual reports, strategic plans, partnership agreements, or any other information relevant to the proposal.
- **Provision** – of a health and safety plan for the organization.

6. Assessment Criteria

Proposals will be assessed on their alignment with Council community outcomes, financial sustainability, organisational capability, community benefit, efficient use of the facility, and any additional public value delivered. Consideration will also be given to reserve requirements, facility maintenance, and the overall quality and feasibility of the proposal when determining the preferred tenant and lease recommendation.

Assessment Criteria	Measure	How this will be considered	Score Options (Sliding Scale)	Max Points
Alignment with the Reserves Act (1977) requirements	Consistency with reserve purpose, statutory requirements, and reserve values	Assesses whether the proposed use is appropriate for the reserve, complies with relevant statutory requirements, and does not adversely affect reserve values or other legitimate uses	Pass / Fail. Proposals that fail this component will not be considered	PASS/FAIL
1. Alignment with Community Outcomes	Consistency with Upper Hutt’s Community Outcomes: Infrastructure, Environment, Economy, Social and Cultural.	Assesses how well the proposal contributes to one or more of Upper Hutt's community outcomes. This may include improving community facilities and infrastructure; supporting environmental sustainability and stewardship; contributing to economic activity, skills development, or employment; strengthening community wellbeing, inclusion, participation and social connection; and promoting cultural identity, heritage, recreation, arts, and community life.	30 = Strong alignment with one or more priority outcomes 20 = Moderate alignment 10 = Weak alignment	30
2. Financial Sustainability	Ability to pay rent based on revenue, reserves, and access to funding	Assesses the organisation’s financial position, ability to meet lease obligations, and whether a subsidy or reduced rental is justified based on financial need.	20 = Strong income, sustainable revenue 10-15 = Some income sources, moderate reserves 5 = Minimal income, relies on grants, low reserves	20

3. Organisational Capability and Stability	Consistency of service delivery, governance, and organisational strength	Assesses whether the organisation has stable governance, proven experience, reliable service delivery, and the capability to manage the proposed activity over the lease term.	15 = Long-standing, strong governance, proven record 8 = Reasonably stable 4 = New or inconsistent activity	15
4. Community Benefit and Inclusiveness	Size/diversity of user base, accessibility, inclusivity	Assesses the extent to which the proposal promotes community participation through broad access, inclusiveness, accessibility, and low barriers to involvement.	15 = Broad reach, inclusive, low barriers 8 = Moderate reach 4 = Small/narrow reach	15
5. Efficient Use of Space, Resources and Partnerships	Frequency and intensity of space use; shared space options	Assesses how effectively the land, building, or facility will be used, including frequency of use, shared use, multiple programmes, partnerships, and efficient use of Council resources.	10 = High use, multiple programmes/shared 5 = Moderate use 2 = Low use	10
Additional consideration: Reserve requirements	Consistency with reserve purpose, statutory requirements, and reserve values	Assesses whether the proposed use is appropriate for the reserve, complies with relevant statutory requirements, and does not adversely affect reserve values or other legitimate uses.	5 = Fully aligned with reserve purpose and statutory requirements 3 = Generally aligned, with minor matters requiring clarification 0 = Not aligned or does not meet statutory requirements	5
Additional consideration: Maintenance and asset management	Ability to maintain and manage the facility safely and sustainably	Assesses the applicant's ability to keep the facility safe, functional, well-maintained, and fit for purpose, including any maintenance responsibilities under the lease.	5 = Comprehensive maintenance plan with strong capability and clear responsibility for ongoing upkeep 3 = Adequate maintenance plan with capability to meet maintenance responsibilities 0 = Limited or no evidence of maintenance capability or planning	5
TOTAL SCORE				100

8. Process

Council will undertake an EOI process involving application, assessment, shortlisting (if required), discussions with preferred applicants, and final lease approval, with the right to amend the timeline at any stage.

Step	Summary	Date
1. Issue EOI	Council publicly invites Expressions of Interest from interested organisations.	07 September 2026
2. Receive Applications	Submissions are received and checked for completeness and compliance.	07 September 2026 - 05 October 2026
3. Application Closes	Applications are evaluated against the published assessment criteria.	05 October 2026 (12pm)
4. Shortlist Applicants	Preferred applicants may be shortlisted for further consideration, if required.	09 October 2026
5. Discuss Proposals	Council may seek clarification, interview applicants, or negotiate lease terms.	12 - 16 October 2026
6. Final Decision and Lease Approval	Council selects the preferred tenant and completes the lease approval process.	19 October 2026
Council Discretion	Council may amend the timeline, request further information, negotiate with applicants, or decline all proposals.	At any stage of the process

9. Submission Details

- **Length:** Maximum 5 pages (excluding attachments)
- **Submission email:** melissa.sims@uhcc.govt.nz
- **Subject line:** EOI – 90A McLeod Street, Upper Hutt
- **Closing date:** 12pm on 28 September 2026