

# Expression of Interest for Clubrooms at Lyall Bay

22 August 2025



Wellington City Council is seeking expressions of interest from community groups for the use of the former Lyall Bay Plunket and Youth Centre. While the Council's preference is to partner with a community-based organisation, it will also consider proposals from commercial recreational operators, provided the proposed use supports recreational activity, encourages the use of the local reserves, and delivers maximum public benefit through high and inclusive use of the facility.

This document provides guidance for groups interested in submitting a proposal to lease the building. It includes information on:

- The condition of the building
- The types of groups and activities that will be considered
- The expression of interest process, including key dates, criteria, and submission requirements.

## **Wellington City Council**

Wellington City Council manages parks and opens spaces across reserve land and the Wellington Town Belt to promote recreation opportunities for Wellingtonians. This work includes partnering with community groups through leasing and licensing arrangements to help activate and sustain these spaces for public benefit.

## **The Clubrooms**

The clubrooms are owned by Wellington City Council and are located between the Maranui and Lyall Bay Surf Life Saving Clubs.

The building was originally constructed in 1924 as a lockup pavilion. In 1926, it was converted into a ladies' rest room. According to Council archives, it was later altered in 1958 for use as Plunket rooms, before being repurposed as a youth centre.

The building is single-storey and approximately 62.55 square metres in size. It includes the following spaces:

- Three rooms, ranging in size from 9.9 to 24.67 square metres
- A kitchenette
- A toilet
- Two storage cupboards

We encourage applicants to arrange a viewing of the space before submitting a proposal. To book a viewing, please contact Council officers at [psrleasing@wcc.govt.nz](mailto:psrleasing@wcc.govt.nz).

## **Planning Context**

The site is located within the geographical area covered by the draft Tātou ki Uta – the Coastal Reserves Management Plan, which guides how Wellington City Council manages its coastal spaces.

This plan recognises the importance of community access, recreation, and the protection of coastal character. It encourages the use of Council-owned buildings in these areas for activities that offer broad benefit to the community and align with the values of Wellington's coastline.

Proposals for use of the former Lyall Bay Plunket and Youth Centre should reflect the intent of the plan, including:

- Supporting recreational, cultural, or community wellbeing
- Maximising use of the facility for the benefit of a wide range of users
- Respecting the heritage and unique coastal environment of the South Coast
- Aligning with the values of Te Awe Māpara, by bringing people together and supporting community connection and wellbeing.

If you have any questions about this plan, please reach out to Officers.

## Leases Policy for Community & Recreation Groups

The Leases Policy for Community and Recreation Groups (“Leases Policy”) sets out the Council’s role in leasing land and/or buildings on reserve and Town Belt land. The Leases Policy includes assessment criteria for community groups wishing to lease land:

1. The group’s purpose and activities must be consistent with the Council’s strategic direction to promote healthy lifestyles and build strong communities
2. The group must be an incorporated society or trust
3. The group must be sustainable in terms of membership and/or users of the service for the term of the lease
4. The group must be in a financial position to fulfil their lease obligations for the term of the lease, including but not exclusive to rent, insurance and building and grounds maintenance (the fee structure for leased buildings is set out further in the Leases Policy)
5. The land and/or buildings must be utilised to the fullest extent practicable
6. The activity cannot have the potential to adversely affect open space values or other legitimate activities
7. There must be demonstrated support and need within the community for the activity

Community groups that lease Council-owned buildings are required to pay a subsidised rental, as well as a maintenance contribution. Rental charges are based on the size of the building and are set in accordance with the Leases Policy for Community and Recreation Groups.

For this building, the annual fees for community groups are as follows:

- **Annual rent:** \$101 plus GST
- **Annual maintenance fee:** Approximately \$3,800.00 plus GST (subject to review)

These fees are intended to support the ongoing care and sustainability of Council-owned community facilities. In addition to these charges, leaseholders are responsible for operational costs such as insurance, utilities, and any specific improvements required for their use.

For further details, please refer to the Leases Policy For Community And Recreation Groups.

## Finding a successful applicant

A successful applicant’s proposal for use of the site will:

- Meet the requirements of the Reserve Act 1977 and Tātou ki Uta – the Coastal Reserves Management Plan (once adopted), and
- Meet the assessment criteria in the Leases Policy for Community & Recreation Groups
- Demonstrate alignment with the values of Te Awe Māpara, including inclusive participation and shared community benefit.

Applications are due by 10 October 2025. Officers will email you to confirm we have received your application.

We will assess applications between 10 October and 11 November. We may get in touch with applicants to ask them to supply further information at our discretion. We will inform all applicants whether they are successful on 14 November 2025.

After a successful candidate is chosen, officers will seek approval for a new lease or licence for the group from elected members. If this is approved, officers will negotiate a deed of lease or license with the successful candidate.

## **Your Contact**

If you have any questions, require further information, or would like to arrange a viewing of the building, please contact Council officers at **[psrleasing@wcc.govt.nz](mailto:psrleasing@wcc.govt.nz)**.

## **Absolutely Positively Wellington City Council**

Me Heke Ki Pōneke

[psrleasing@wcc.govt.nz](mailto:psrleasing@wcc.govt.nz)

<https://wellington.govt.nz/recreation/outdoors/parks-and-reserves/access-and-permits/recreation-leases-and-licenses>