

Expression of Interest for Halfway House Dwelling

19 June 2024



We are seeking expressions of interest from non-profit organisations seeking to lease the Halfway House at Glenside Reserve. Interested organisations should provide community services such as recreation, leisure, community, or cultural. This document provides information to help groups who wish to submit a proposal. It includes information on:

- History of the building
- The type of groups and activities that can be considered
- The expression of interest process, timeframe, criteria, and requirements.

Wellington City Council

Wellington City Council looks after parks and open spaces on reserve and Wellington Town Belt land to promote recreation opportunities for Wellingtonians. This includes partnering with community groups through leasing and licensing arrangements.

The Halfway House

The Halfway House was built in about 1880 at a halfway stopping point for travellers heading in and out of Wellington. The house sits on a 0.2949ha site on public land and is now owned by Wellington City Council.

The house is a two-story weatherboard clad, rectangular structure, with pitched iron roof. A shallow veranda surrounds the house on the south and west sides. It is an example of the Victorian Georgian design used in early period of European settlement in New Zealand and again between the 1st and 2nd World Wars.

The gardens surrounding the house (approximately 3,000m² of public land listed – Gazetted as Heritage Reserve) keep with the heritage character of the Halfway House. there are 5 public car parks near the house. The garden makes an attractive setting to the Halfway House but are not included in the lease and remain publicly accessible. There is Heritage Gardeners who are made up of community volunteers from Glenside and neighbouring suburbs. Their purpose is to develop the garden of the historic Halfway House at Glenside in the style of the period when the house was built. This is achieved by using plants and features typical of an 1840-1900 rural settlement to create a country look and feel.

This group, along with the Glenside Progressive Association, are key stakeholder in the reserve and the Halfway House. A successful candidate will need to build a strong working relationship with these groups.

The house is a heritage listed building in the District Plan, ref. 439 (map 26). The land is zoned Open Space B and is subject to the provisions of the Reserves Act 1977. The house is located on the southern side of the Glenside Reserve, which covers approximately 13 hectares. The objectives within the Northern Reserves Management Plan for the Glenside Reserve may provide opportunities as part of any proposal. Please refer to Attachment One for the location of the Halfway House within Glenside Reserve.

Area for lease

The proposed leased area includes the downstairs area, which consists of a kitchen, dining room, and living room. The upstairs area includes four double bedrooms and a bathroom with a toilet and bath. The veranda and the community rooms are not included in the leased footprint. Please refer to Attachment Two – FLOORPLANS OF HALFWAY HOUSE AND COMMUNITY ROOMS for further clarity regarding the building footprint.

Community rooms

There are two Community Rooms downstairs (Which includes two toilets) and are separate to the house and will be open for community to rent for meetings and small functions.

Prior to submitting an application, we invite all applicants to visit the site with Council officers. Please email PSRleasing@wcc.govt.nz to book in a site visit.

Reserve Land

The site is on Reserve land held by Wellington City Council. Reserve land is subject to special rules set out in the [Reserves Act 1977](#) and the [Northern Reserve Management Plan](#). The purpose of these rules is to provide Wellington City Council a clear framework for the management of these protected areas and to preserve reserve land for all Wellingtonians to enjoy. Non-recreational activities and commercial activities are not permitted on recreation reserve land.

The Management Plan includes guiding principles for use of Reserve land – if you have any questions about this Plan, please let us know.

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

Lease holders are required to pay subsidised rental for the use of Council land. Rental is charged based on the size of the area and using rates set out in the Leases Policy. The annual rent for this building will be \$213 + GST.

In addition to this lease holders occupying Council owned buildings under a premise lease are required to pay an annual maintenance fee. The annual maintenance fee for this building is estimated to be \$4,524 + GST approximately, subject to review.

For more information about our leases policy guidelines, please look at 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 Northern Reserves Management Plan, and
- Meet the assessment criteria in the Leases Policy for Community & Recreation Groups

Applications are due on 31 July 2024. Officers will email you to confirm we have received your application.

We will assess applications between 1 August and 31 August. We may get in touch with applicants to ask them to supply further information at our discretion. We will inform all applicants once assessments are completed by September 14, 2024.

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

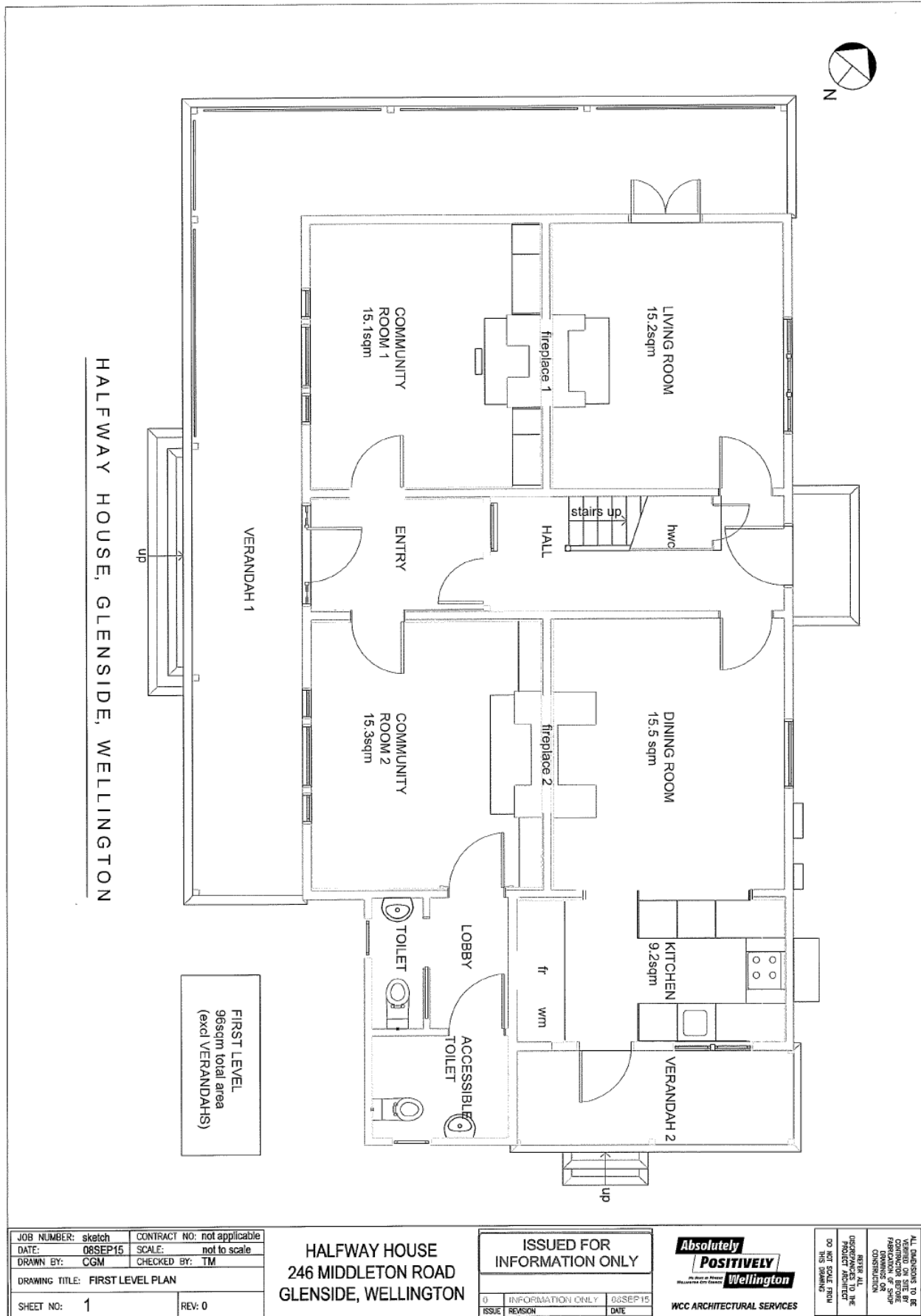
Your Contact

If you have any questions or concerns, do not hesitate to get in touch with officers at psrleasing@wcc.govt.nz or ring (04) 499 4444 and ask to speak to a Community Recreation Lease Advisor.

ATTACHMENT ONE – GLENSIDE RESERVE AND LOCATION OF HALFWAY HOUSE AND HERTIAGE RESERVE



ATTACHMENT TWO – FLOORPLANS OF HALFWAY HOUSE AND COMMUNITY ROOMS



JOB NUMBER: sketch	CONTRACT NO: not applicable
DATE: 08SEP15	SCALE: not to scale
DRAWN BY: CGM	CHECKED BY: TM
DRAWING TITLE: FIRST LEVEL PLAN	
SHEET NO: 1	REV: 0

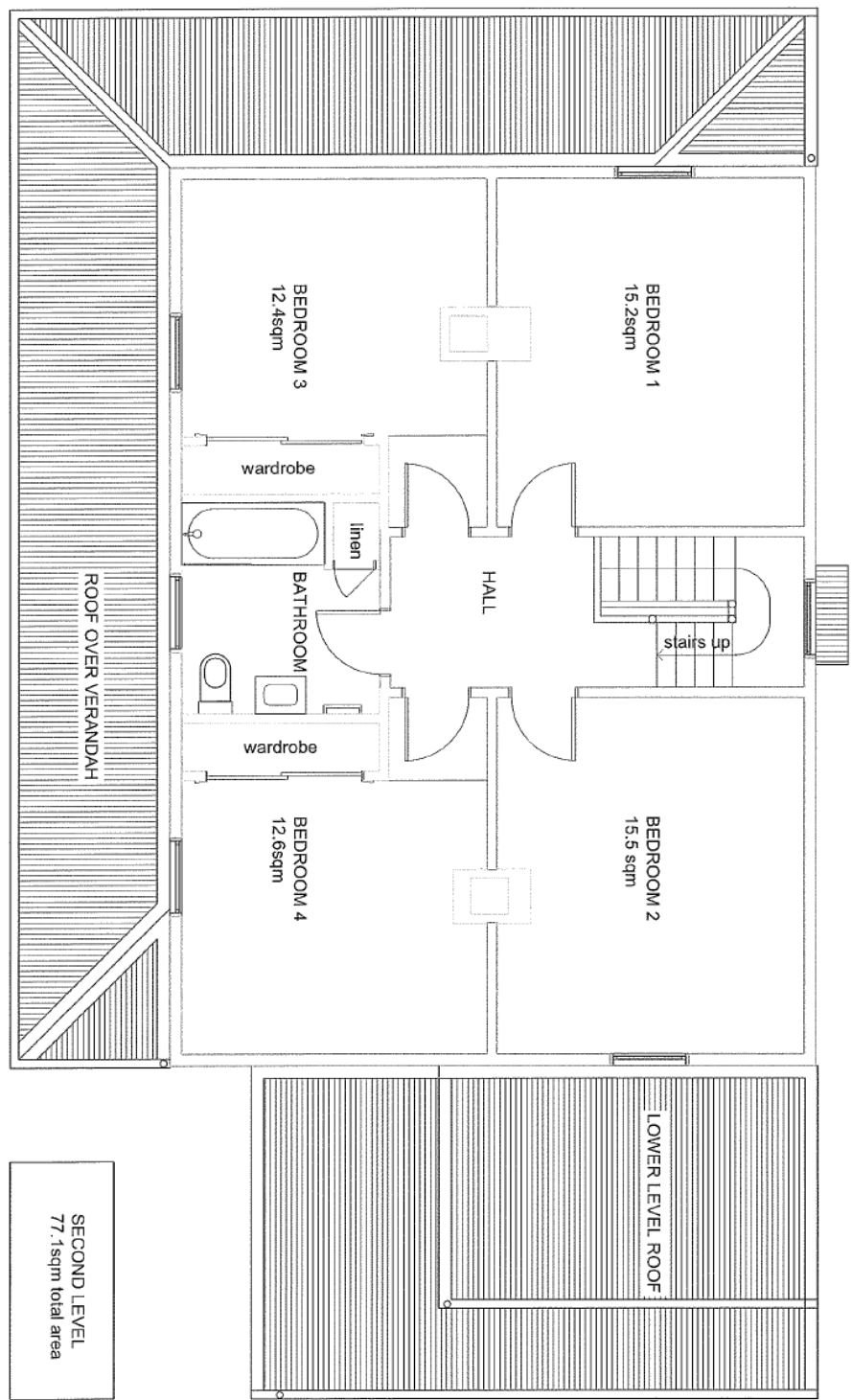
HALFWAY HOUSE
246 MIDDLETON ROAD
GLENSIDE, WELLINGTON

ISSUED FOR INFORMATION ONLY	
0	INFORMATION ONLY
ISSUE	REVISION
08SEP15	DATE



ALL DIMENSIONS TO BE VERIFIED ON SITE BY FABRICATOR OF SHOP DRAWINGS OR CONTRACTOR

DO NOT SCALE FROM THIS DRAWING



HALFWAY HOUSE, GLENSIDE, WELLINGTON

JOB NUMBER: sketch	CONTRACT NO: not applicable
DATE: 08AUG15	SCALE: not to scale
DRAWN BY: CGM	CHECKED BY: TM
DRAWING TITLE: SECOND LEVEL PLAN	
SHEET NO: 2	REV: 0

HALFWAY HOUSE
246 MIDDLETON ROAD
GLENSIDE, WELLINGTON

ISSUED FOR INFORMATION ONLY		
0	INFORMATION ONLY	08AUG15
ISSUE	REVISION	DATE

Absolutely
POSITIVELY
Wellington

WCC ARCHITECTURAL SERVICES

ALL DRAWINGS TO BE
FOR INFORMATION ONLY
CONTRACTORS BEFORE
FABRICATION OF SHOP
DRAWINGS AND
CONSTRUCTION
REFER ALL
DISCREPANCIES TO THE
PROJECT ARCHITECT
DO NOT SCALE FROM
THIS DRAWING

Absolutely Positively Wellington City Council

Me Heke Ki Pōneke

psrleasing@wcc.govt.nz

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