

SUBMISSION FORM

Community facility provider survey

Kāpiti Coast District Council is developing a Community Facilities Network Approach to better understand how facilities across the district work together to meet community needs.

This survey is for organisations/groups that own or manage community facilities in Kāpiti.

Tell us about your facility and how it supports our community, to help inform future planning and responsible Council spending.

HAVE YOUR SAY AND BE IN TO WIN...

As a thank you, we've got five $100 Prezzy Cards up for grabs. Every eligible survey you complete gives you another chance to win!

DO IT ONLINE

The easiest way to have your say is by completing the survey online.

- Scan the QR code or visit the website
- Email us at haveyoursay@kapiticoast.govt.nz

Feedback closes 11.59pm, Sunday 29 November 2026

OR

COMPLETE THIS FORM

- Drop it into one of Council's Have Your Say boxes at libraries and Council Service Centres
- Or, post it to Kāpiti Coast District Council, Private Bag 60601, Paraparaumu 5254

Kāpiti Coast DISTRICT COUNCIL
Me Huri Whakamuri, Ka Titiro Whakamua

Organisation

Please tell us a bit about your organisation.

1. Organisation name

2. Number of people associated with your organisation

Please include the total number of people associated with your organisation, such as members, congregation or school roll.

3. Contact name

In case we need to follow up with your organisation, please tell us who completed the survey, your role and contact details

4. Contact email address

Facility description

5. Name of facility

6. Address of facility

7. Which suburb is this facility located in

Select one answer only.

- ☐ Ōtaki
- ☐ Te Horo
- ☐ Waikanae
- ☐ Waikanae Beach
- ☐ Paraparaumu
- ☐ Raumati
- ☐ Paekākāriki

8. Please select which facility type this is

Select one answer only.

- ☐ Halls and centres
- ☐ Indoor sport venues
- ☐ Clubrooms/society buildings
- ☐ Arts Venue

Facility description (continued)

9. Description of facility

Select all that apply.

- ☐ Activity space
- ☐ Lounge space
- ☐ Meeting rooms
- ☐ Kitchen
- ☐ Bar
- ☐ Toilets
- ☐ Offices
- ☐ Storage

10. What is the size of your activity space?

Skip if you didn't select "Activity space" in question 9.

Please provide the approximate size (in square meters) of your hall, court or other activity space, if known.

11. What is the size of your lounge space?

Skip if you didn't select "Lounge space" in question 9.

Please provide the approximate size (in square meters), if known.

12. How many meeting rooms do you have, and what are their capacity?

Skip if you didn't select "Meeting rooms" in question 9.

Please provide the number of meeting rooms and their approximate capacity (number of people), if known.

13. How many toilets do you have?

Please write in numbers.

14. Who can use the toilets at your facility?

Select all that apply.

- ☐ General public during opening hours
- ☐ General public outside opening hours
- ☐ Members or facility users only
- ☐ Other (please specify)

Use of the facility

15. Who uses the facility?
Select all that apply.

□ Our organisation and members/congregation/roll
□ Other organisations/individuals regularly hire the facility / space
□ Other organisations/individuals casually hire the facility / space

16. How many hours per week does your organisation use the facility?
Include use by your organisation and its members.

_____
_____

17. How many hours per week is the facility regularly used by other organisations?
Include regular bookings or ongoing arrangements with other groups.

_____
_____

18. Which other groups or organisations regularly use your facility, and for how many hours per week?
Please list each group or organisation, along with the estimated number of people and hours they use the facility in a typical week.

For example: Kāpiti Dance Club – 20 people, 3 hours per week.

19. How many hours per week is the facility casually used by other organisations?
Include occasional or one-off bookings by other groups.

_____
_____

20. Which other groups or organisations casually use your facility, and for how many hours?
Please list each group or organisation, along with the estimated number of people and hours they use the facility in a typical month.

For example: Loal craft group – 12 people, 2 hours per month.

21. How many hours in total is your facility typically used each week?
Include all use of the facility during a typical week.

_____
_____

22. What is your regular facility hire rate?
Please include the amount and how it's charged (e.g. $30 per hour), or enter N/A if not applicable.

_____
_____

23. What is your community group hire rate?
Please include any discounted rate for community groups (e.g. $15 per hour), or enter N/A if not applicable.

_____
_____

24. What is your commercial hire rate?
Please include the rate charged to commercial users (e.g. $50 per hour), or enter N/A if not applicable.

_____
_____

25. What time of year is the facility predominantly used:

□ All year round
□ Mostly summer
□ Mostly winter
□ Other _____

Use of the facility

26. Are there periods of the day / week / year when the facility has spare capacity?

27. Would your organisation like to increase use of the facility?

□ Yes (Skip Question 28)
□ No

28. What are the main barriers to increasing the use of your facility?
Select all that apply.

□ Facility is at capacity
□ Facility is not suitable or needs upgrading
□ Volunteers / staff do not have capacity to manage
□ Need a system to manage other users
□ Not compatible with our activities
□ Bad experiences in the past – vandalism etc
□ Other _____
_____

29. What, if anything, would help you achieve this?
Skip this question if you selected "No" in question 27.

Select all that apply.

□ Facility needs upgrading
□ Volunteers / staff need support
□ Need a system to manage other users
□ Marketing and promotion
□ Financial support
□ Changes to lease or consent requirements

30. Would your organisation be interested in partnering or sharing the facility with other groups?
Skip this question if you selected "No" in question 27.

□ Yes
□ No

Facility condition and ratings

31. What is your overall condition rating of the facility?

□ Very poor condition, lots of issues, questionable whether to fix or demolish

□ Poor condition, has many issues but has value remaining and could be fixed with investment

□ Average condition, has some issues but can be easily addressed with investment

□ Good condition, very few issues, just needs to be kept in this state

□ Excellent condition, nothing to address

32. Can you tell us why you gave this rating?

33. How would you rate this facility for the following factors:

Information –information about the facility and hiring the facility
□ Excellent □ Good □ Ok □ Not so good □ Poor

Location – visibility and well-positioned
□ Excellent □ Good □ Ok □ Not so good □ Poor

Appearance – warm, welcoming and appealing
□ Excellent □ Good □ Ok □ Not so good □ Poor

Safety – earthquake-prone, lighting, slippery surfaces etc
□ Excellent □ Good □ Ok □ Not so good □ Poor

Capacity– size is sufficient to accommodate intended activities
□ Excellent □ Good □ Ok □ Not so good □ Poor

Suitability –fit-for-purpose for intended activities
□ Excellent □ Good □ Ok □ Not so good □ Poor

Inclusive – accessible for a range of needs
□ Excellent □ Good □ Ok □ Not so good □ Poor

Facility condition and ratings (continued)

34. Any comments about the facility condition or ratings?

35. Are there any plans to improve, upgrade or change the facility?

□ Yes
□ No (skip question 36)

36. What improvements, upgrades or changes are planned for your facility?

Please briefly describe what is planned and when you expect the work to happen, if known.

37. Do you have any final comments about community facilities from your organisation?

THANK YOU FOR COMPLETING THIS SURVEY.

Thank you for completing this survey. Your feedback will help us build a bigger picture of how community facilities across Kāpiti are used, what's working well and how they can better meet our communities' needs now and in the future.

We will be in touch.

PRIVACY

Personal information provided to the Kāpiti Coast District Council ("the Council"), may be held, used and disclosed by the Council for the following purposes in accordance with Council's Privacy Policy and the Privacy Act 2020:

- To enable the Council to provide you advice and information concerning products and services the Council believes may be of interest to you.
- To enable the Council to administer and maintain its records and carry out its required functions.

Information collected will not be used for any other purpose except as required by law.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you would like to ask for a copy of your information, or to have it corrected, please contact us at: kapiti.council@kapiticoast.govt.nz or +64 4 296 4700.

Further information can be found here: www.kapiticoast.govt.nz/legal-notices/

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