

Quick references & contacts for the business community

Version 5: August 2023

Who to contact and useful information for Upper Hutt businesses

CONTACT	EMAIL	PHONE	NOTES
<p>Council General work requests and inquiries such as: street cleaning, parking, graffiti, vacant premises, road signs, traffic issues, tree trimming, gardens, parking, roading etc.</p> <p>Or go to: www.upperhuttcity.com/Services/Roads-and-parking/Report-an-issue-affecting-the-road-footpath-or-berm</p>	askus@uhcc.govt.nz	04 527 2169	<p>This is the Council customer service telephone number and is answered 24/7. <i>You will be given a reference number so that you can follow up with Council should you need to do so.</i></p>
<p>Stuart Grant Economic Development Manager</p>	stuart.grant@uhcc.govt.nz	027 803 0620	
<p>Sarah Garnham Retail and Business Liaison—city wide</p>	sarah.garnham@uhcc.govt.nz	027 444 6545	

Business pages of the Upper Hutt City Council website

www.upperhuttcity.com/Business

www.upperhuttcity.com/Business/Economic-grants-and-incentives

Promotional Support for your business

Requests for promotional support

Are you interested in some promotional support for your business? The Council marketing team are here to help and would love to support your business venture, whether it be new or established!



Scan here

Please use the link below, or scan the QR code, to complete the promotional support request form, and the Council marketing team will be in touch to discuss how we can best support your business.

<https://au.openforms.com/Form/1c66ba9d-a28a-4bba-883f-c44a17859a48>

Event support

www.upperhuttcity.com/Community/Host-an-event-in-Upper-Hutt

Social Issues

Jane Braun
Community
Development Team
Leader

jane.braun@uhcc.govt.nz 021 471936

If you feel unsafe or someone is in danger or injured dial **111** for emergency services.
Intimidation or anti-social behaviour should be reported to the Police

Sallie Calvert
Community
Development Advisor

sallie.calvert@uhcc.govt.nz 021 2296583

Waste Minimisation

Richard Schouten
Senior Waste Minimisation Officer

richard.schouten@uhcc.govt.nz

**City Centre
Cardboard Collection**

How it works: This service is provided free of charge by Waste Management and not Council.
Put your neat, clean secured cardboard recycling out Monday at **close of business**.

What to do if not collected by 10am Tuesday: Take your cardboard inside.

Sustainability

Kylie Robinson
Sustainability Advisor

Kylie.robinson@uhcc.govt.nz

Main Street Watermain Replacement Project

For progress updates please check the Council website first:
www.upperhuttcity.com/Your-Council/Our-projects-and-initiatives/Main-Street-watermain-upgrade

Then contact John if you require further information or assistance.

John Price
Senior Project Manager

john.price@uhcc.govt.nz

027 803 0699

Have your say at a Council meeting

Members of the public can speak to any issue, idea or matter that falls within the meeting's terms of reference. If you do wish to speak, it is preferable to let us know by **midday** of the day before the meeting. This can be done by either emailing askus@uhcc.govt.nz or by phoning 04 527 2169. All Council and principal standing committee meetings are livestreamed on our Facebook page.

**Council meeting
schedule:**

The meeting schedule can be found here:
www.upperhuttcity.com/Your-Council/Council-Meetings/Meeting-Schedule

**There is also some
useful information on
our website about
attending and speaking
at council and
committee meetings:**

<https://www.upperhuttcity.com/Your-Council/Council-Meetings/Attending-and-speaking-at-Council-and-committee-meetings>

Monthly business ENews

If you are already in our business database, you should already be receiving the monthly business news.

To sign up for the monthly business email newsletter
<https://mailchi.mp/uhcc/upper-hutt-business-email-newsletter>

Grants, funding, and data

Please see the options available on the Council website

www.upperhuttcity.com/Community/Grants-and-funding

Economic Development Stimulus Policy

www.upperhuttcity.com/Business/Economic-grants-and-incentives

The Upper Hutt City Council Economic Development team seek to encourage business growth within Upper Hutt. Follow the links to see how Upper Hutt City Council may be able to help you to establish, expand or relocate your business within Upper Hutt

Statistics and Data

www.upperhuttcity.com/Business/Statistics-and-Data

NZ Police

Emergency

Call 111

NZ Police Retail Hub—recently updated well worth a look

www.police.govt.nz/advice-services/businesses-and-organisations/retail-crime-prevention-hub

To report NON urgent crime telephone 105 or you can report online

www.police.govt.nz/105support

Sergeant Candy Murison—Hutt Valley Community Policing

candy.murison@police.govt.nz

Fog Cannon Subsidy—administered by MBIE

business.govt.nz/risks-and-operations/health-and-safety/fog-cannon-subsidy/

Trespass notices

police.govt.nz/advice-services/personal-and-community-safety/trespass-notices

Local business support

Join your local business association or retail group. See “Staying connected” below.

Upper Hutt Community Patrol

Upper Hutt Community Patrol (UHCP) is staffed by unpaid volunteers, who give up their time and take responsibility for ‘reducing crime and building a safer community’ within Upper Hutt.

Community Patrols do this by providing additional ‘eyes and ears’ for Police and working with a wide range of other groups within the Community, to make Upper Hutt (and the wider Hutt Valley) a safer place for everyone.

UHCP's patrols currently operate within Upper Hutt on Friday and Saturday nights and during daylight hours on Mondays and Thursdays. UHCP also has a presence at public events.

Find out more

www.uhcp.org.nz

Email

upperhutt@cpnz.org.nz

Phone

027 553 4253

Staying connected—local business networking groups

CITY CENTRE BUSINESS GROUP

Open to those currently owning or working in a business in the Upper Hutt city centre. Please note this is run independent of Council.

If interested in joining, please go to www.facebook.com/groups/upperhuttretailers/

VENUS BUSINESSWOMEN NETWORK—UPPER HUTT GROUP

Meet every second Wednesday:
www.venusbusinesswomen.co.nz/vc/club/view/86

BNI BIZ FOR UPPER HUTT

Meet every Wednesday
<https://bni.co.nz/en-NZ/regions>

BPW Upper Hutt

www.facebook.com/BPWUpperHutt

HUTT VALLEY CHAMBER OF COMMERCE

<http://www.hvchamber.org.nz>

Business Awards

Two local options:

GOLD AWARDS

www.goldawards.co.nz/ these close at end of the May each year. Questions should be direct to: gayle@agenda-marketing.co.nz or 027 208 8780.

2DEGREES WELLINGTON REGIONAL BUSINESS EXCELLENCE AWARDS

Please go to the Hutt Valley Chamber of Commerce website for further information www.hvchamber.org.nz

DID WE MISS ANYTHING? PLEASE EMAIL SARAH.GARNHAM@UHCC.GOVT.NZ

Please also check the Upper Hutt City Council website for this and additional information:
<https://www.upperhuttcity.com/Home>