

Registration Kit: Tenants

2026

Dear New Member,

Welcome to Birkenhead Village!

We are the Birkenhead Town Centre Association, trading as The Birkenhead Village Association. We are an Independent Incorporated Society and operate under Incorporated Society Rules. We are currently operating as the business improvement district in conjunction with Auckland Council and have a set of operating policies created by them that we adhere to.

To assist you in signing up as a new arrival to Birkenhead and a new member of the Birkenhead Town Centre Association, we have provided this registration kit which provides useful information for businesses operating in this area and also includes the membership form you need to sign to claim your membership and have a right to vote at the AGM.

If you are already an existing member, we now require under the new Incorporated Societies Act 2022 we now require a new **signed** membership form from all our members, so please complete this form again.

Please note specifically the security and [rubbish](#) arrangements.

The key objectives of Birkenhead Town Centre Association (est. in 2008) are to:

1. Market and promote the centre's assets to customers, visitors, new businesses and potential investors.
2. Improve the economic vitality and provision of services of the Centre.
3. Enhance the physical environment in the Town Centre
4. Build a strong membership association that can act as a single voice on issues, opportunities and policy.

Our website address is: www.birkenhead.net.nz (currently being refreshed in 2025)

With Jude's resignation in early 2025, Steve Simms has been appointed as the current board chair until the upcoming AGM October 2025 (steve@bbc.kiwi).

We are a very active association with a strong focus on business and community. Meetings are run the second Wednesday of each month and new members are welcome to attend at 5pm after the working meeting. Newsletters are sent out by email every six months to assist business owners with notification of news, events, upcoming promotions, security, new businesses, BTCA contacts etc. To get these, please ensure you have provided your current email address (kae@birkenhead.net.nz). My contact days are Monday to Friday and my mobile number is 021 397 014.

As many of you existing members will know, your membership is covered by a special targeted rate, paid on your rates bill, however to ensure your eligibility to vote at the AGM please complete the attached membership form sheet and return the details to me (kae@birkenhead.net.nz). Once signed you are entitled to the following additional business support:

- **Free** initial introduction to the Village on the Village customer Facebook page @birkenheadvillagenz (8.4K+ followers) which includes 3 posts in the first year. (Opportunity to be included in annual social media campaign with complimentary themed posts once you've submitted your proposed material to us for moderation for our page)
- **Free** initial introduction to the Village on the Village customer Instagram page @birkenheadvillage (900+ followers) which includes 3 posts in the first year. (Opportunity to be

included in annual social media campaign with complimentary themed posts once you've submitted your proposed material to us for moderation for our page)

- **Free** \$300.00 free website listing on the Birkenhead Village website with a link to your businesses' website. You will need to be checking the listing for currency in terms of your trading conditions (in the new website format you will be able to provide this information through a form) www.birkenhead.net.nz
- **Free** access to security contract in Birkenhead Village, in one of two ways. Either a free call out of \$80 value to Matrix Security call centre 597-1597. Or call the North Shore supervisor Tevita direct 022 462 8878. Password you must identify yourself as calling as part of the Birkenhead Town Centre Association.
- Access to our security network through the police if required, 31 camera network covering Mokoia Rd, Birkenhead Ave, Hinemoa St, Rawene Rd, Enterprise St, Hammonds PI through the police and their Vigrd system (Safer Cities Network). For non-urgent potential incidents that our cameras may be able to assist you with, we can provide on application 24 hr access for you to be able to view the camera that relates to your business/tenancy
- Inclusion in two branded event promotions and four destination community events per annum (as appropriate), including fairy lights and destination events.
- Invitations to our 2025/6 upcoming networking member events

Once again, a warm welcome to all of those who are new, we look forward to seeing you at the AGM - Monday 13 October by 6 for 6:30. Please do not hesitate to contact me directly Monday to Friday should you have any enquiries about the Birkenhead Business community.

If you are receiving this and know you are already a member, we need you to update this form with your signature for our records as part of the new requirements under the Incorporated Societies Act 2022.

Kind regards, Kae Condon
Town Centre Manager
Mobile 021 397 014
kae@birkenhead.net.nz