

17 September 2025

Tēnā koe [REDACTED]

## Official Information Act Request

Thank you for your request of 1 September 2025, under the Official Information Act 1982, for the following information:

*Please provide any reports, memos, letters, notes, advice and emails concerning risk to Youbee students and staff from studying and teaching in an earthquake prone building and any information taken into account in the decision that it was acceptable for students to be in this building..*

We advise;

1. At the time of approval of the delivery site at 2 Bunny Street, Pipitea, the private training establishment (PTE) that was the occupant of this site was Animation College New Zealand Limited. That PTE is now part of Yoobee College.
2. We attach copies of the following documents.

a) NZQA Analysis notes	Released in part with text not relevant redacted as it is not within the scope of your request
b) Signed outcome letter	Released without redactions – this is NZQA's site approval of 2 Bunny Street, Wellington
c) New site attestation form	Released without redactions
d) Confirmation of tenure	Released in part with text not relevant redacted as it is not relevant to your request.

3. On our website (see here [Approval of delivery sites - NZQA](#)) we remind all tertiary education organisations, including PTE's, that where they operate out of an earthquake-prone building (but are legally entitled to use the building) they need to carefully consider whether this is the right thing for staff and student safety.

Our response to your request may be published on our website after five working days. Your name and contact details will be removed before publication.

If you require further assistance or believe we have misinterpreted your request, please contact Elizabeth Templeton in the Office of the Chief Executive, email [elizabeth.templeton@nzqa.govt.nz](mailto:elizabeth.templeton@nzqa.govt.nz) or telephone (04) 463 3339.

You have the right to seek an investigation or review by the Ombudsman of this decision under section 28(3) of the Official Information Act 1982. Details of how to make a complaint can be found

at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz). You can also telephone 0800 802 502 or write to the Ombudsman at PO Box 10152, Wellington, 6143.

Nāku nā

A handwritten signature in black ink, consisting of a series of connected loops and strokes, appearing to read 'Grant Klinkum'.

Dr Grant Klinkum  
Pouwhakahaere/Chief Executive

**NEW SITE ANALYSIS**  
YOOBEE SCHOOL OF DESIGN  
C31229

<b>Criterion 1</b>	The site is legally occupied	<b>MET</b>
--------------------	------------------------------	------------

**Comments:**

- This is a sub-lease arrangement between KiwiRail and Animation College [REDACTED]
- The address is 2 Bunny Street Wellington, 6011.
- The site is at Level 2, Wellington Railway Station, comprising approximately 1,633sq.m with 10 studios, an AV space, a workshop space, administration and staff offices, an exhibition space, student common room a bathroom facilities.
- Comprehensive sub-lease arrangement – see Tenure of Agreement document

**Evidence:**

Attestation document; Lease Document; Floor Plan; Google Maps

[REDACTED]	[REDACTED]	<b>MET</b>
------------	------------	------------

**Comments:**

- Tenure of Agreement states that the building is used for educational and training purposes
- A WoF attached
- [REDACTED]
- [REDACTED]
- [REDACTED]
- The building has been strengthened to relevant earthquake requirements for Wellington City Council
- [REDACTED]
- [REDACTED]

[REDACTED]

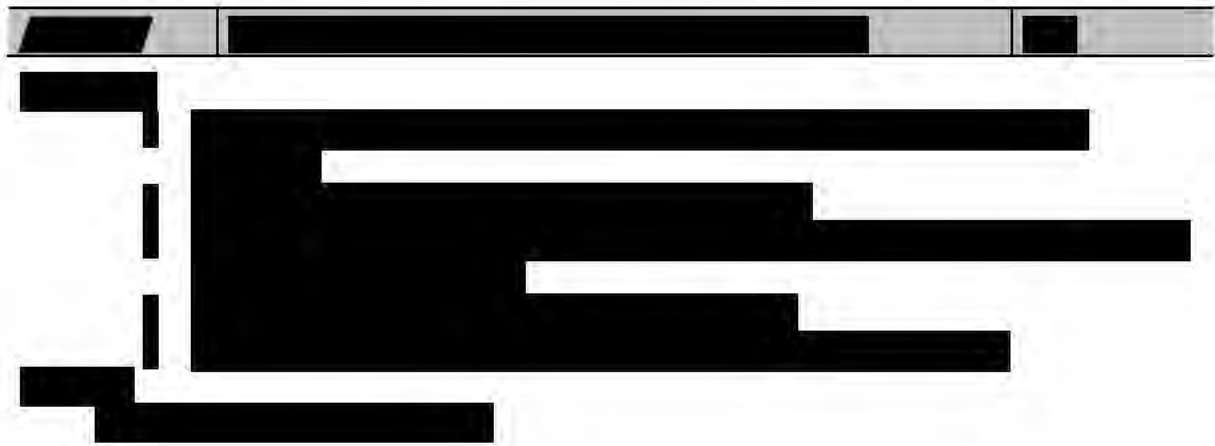
<b>Criterion 3</b>	All other applicable regulatory requirements	<b>MET</b>
--------------------	--	------------

**Comments:**

- Previously used by Victoria University of Wellington which indicates that the Wellington City Council approves its use as an educational facility

[REDACTED]

**NEW SITE ANALYSIS**  
YOOBEE SCHOOL OF DESIGN  
C31229





NEW ZEALAND QUALIFICATIONS AUTHORITY  
MANA TOHU MĀTAURANGA O AOTEAROA

**QUALIFY FOR THE FUTURE WORLD**  
**KIA NOHO TAKATŪ KI TŌ ĀMUA AO!**

MoE Number: 8458

10 October 2017

Mrs Michele Miller  
Quality Coordinator  
Yoobee School of Design  
PO Box 6172  
Wellesley Street  
Auckland 1141

Tēnā koe Michele

**NZQA Reference: C31229**  
**Application for New Site - Wellington**

The New Zealand Qualifications Authority (NZQA) has assessed your New Site application requesting delivery at 2 Bunny Street, Wellington. NZQA is pleased to advise that your application has been approved.

We have confirmed the details of the site as:

Line 1	2 Bunny Street		
City	Wellington	Postcode	6011
Country	New Zealand		

The site is now recognised by the New Zealand Qualifications Authority and will appear on the NZQA website from the next website update.

It is a requirement of your registration that the premises and sites used remain safe and adequate for the study or training provided, for staff, for the number of students enrolled, and for meeting students' specific needs.

If you have any queries about the above, please contact Caroline Rawlings, Evaluator – Approvals and Accreditation, telephone 04 463 3187, email [caroline.rawlings@nzqa.govt.nz](mailto:caroline.rawlings@nzqa.govt.nz).

Ngā mihi nui

Susan Smart  
Manager  
Approvals and Accreditation  
Quality Assurance Division



## Site Attestation

This form attests that an education organisation's proposed delivery site meets all applicable legal, regulatory, and health and safety requirements.

### How to complete this form

Please complete this form electronically.

Please note that the person signing this form on behalf of the Applicant is confirming that they are aware of the requirements of any relevant acts, regulations and codes as they pertain to the particular site and note any specific evidence of this that they hold or have sighted (e.g. lease or licence to occupy arrangements, permits, consents etc). This document should not be signed and presented to NZQA, therefore, unless and until the Applicants have familiarised themselves with all relevant requirements and are aware that they are being met as required.

An electronic signature is acceptable or the person signing the form on behalf of the Applicant can print out the completed form, sign the paper copy and scan and send the same to NZQA.

### How to submit the form

Attach the electronic version of the signed form as a supporting document when applying for a new site online or when completed.

### TEO Details

PTE Name	Yoobee School of Design [currently being merged with Animation College]
MoE No	8458 [9324]

### New Site Details

Physical Address	2 Bunny Street, Wellington
Site description	Level 2 of Railway Station. Approx. 1633 m <sup>2</sup> with ten studios, an AV space, a workshop space, administration and staff offices, an exhibition space, student common room and bathroom facilities.
Courses/Programmes/training to be delivered at this site	All programmes for which Yoobee School of Design holds accreditation (listed on the last page).

## Attestation:

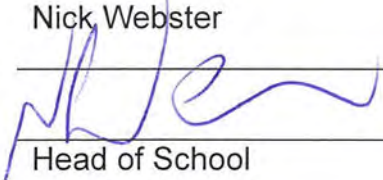
I confirm that:

1. The site is legally occupied (e.g. – leased, owned).	Yes
<p><i>Basis of Attestation: The Applicant is confirming and therefore must ensure that there are legal arrangements in place allowing the Applicant PTE to occupy and use the site for their intended use.</i></p> <p><i>Please refer to the Rental Agreement attached as a supporting document and MOU between Animation College and Yoobee School of Design</i></p>	
2 All relevant and necessary building related regulatory requirements are being complied with and will continue to be complied with for the 12 month period following the date of this attestation	Yes
<p><i>Basis of Attestation:</i></p> <p><i>The applicant must ensure that they have familiarised themselves with and can confirm that::</i></p> <ul style="list-style-type: none"> <li><i>all relevant Building Act 2004 requirements and any regulations and building code requirements are being met and that the building the site is contained in meets with relevant earthquake strength requirements for its use</i></li> <li><i>all other consents necessary including any Fire Safety and Evacuation of Buildings Regulations 2006 requirements are being met</i></li> <li><i>All buildings of which the site forms part meet all compliance requirements including up to date building warrants of fitness pursuant to the Building Act 2004 where applicable</i></li> <li><i>Access and egress and disabled access meet all building and fire safety requirements; and</i></li> <li><i>Classroom space (minimum of 2m<sup>2</sup> per person), staff office space, and toilet numbers meets Building Code guidelines. (See link for occupancy density Building Code Compliance Document C/AS4 (<a href="http://www.dbh.govt.nz/UserFiles/File/Publications/Building/Compliance-documents/c-as4-protection-from-fire-amendment-3.pdf">http://www.dbh.govt.nz/UserFiles/File/Publications/Building/Compliance-documents/c-as4-protection-from-fire-amendment-3.pdf</a>))</i></li> <li><i>The maximum occupancy numbers meets that set out in para 13 form 1 of Schedule 4 of Fire Safety and Evacuation of Buildings Regulations 2006.</i></li> </ul> <p><i>Please refer to the Building Warrant of Fitness and the site map attached as supporting documents.</i></p> <p><i>The building has been strengthened to relevant earthquake requirements for Wellington City Council.</i></p> <p><i>Studios range in size from 40 to 65 m<sup>2</sup> and are designed for 16-24 students, therefore the spaces meet the Building Code. Please refer below for toilet numbers.</i></p> <p><i>There are four lifts and three sets of stairs enabling access and egress.</i></p>	
3 All other applicable regulatory requirements have been met	Yes
<p><i>Basis of Attestation: The Applicant is confirming and therefore must ensure that all other requirements which the site and the Applicants use of the site may or should require other than those which are required to be noted under items 1 and 2 above, for example, any Resource Management Act 1991 consents and/or any Local Authority requirements for the site and the building the site is contained in.</i></p> <p><i>Please refer to the Building Warrant of Fitness attached as a supporting document.</i></p> <p><i>This site has previously been used by Victoria University of Wellington which indicates the</i></p>	

<p><i>Wellington City Council approves its use as an educational facility.</i></p> <p><i>Personal student details will be stored electronically and in hard copies, secured in the Administration area.</i></p>	
<p><b>4 The site and its facilities are fit for the educational and training purpose the establishment is intending to use the site for and for the numbers of students which the applicant intends to enrol and have utilise the site</b></p>	<p><b>Yes</b></p>
<p><i>Basis of Attestation: The Applicant is confirming and therefore must ensure that the site shall at all times have adequate, lighting, heating, ventilation, floor space, all toilet and other facilities and other miscellaneous equipment for the maximum number of the students the Applicant intends to enrol or have utilise the site. (See link for Building Code Compliance – Personal Hygiene:</i></p> <p><a href="http://www.dbh.govt.nz/UserFiles/File/Publications/Building/Compliance-documents/G1-personal-hygiene-2nd-edition-amendment-6.pdf">http://www.dbh.govt.nz/UserFiles/File/Publications/Building/Compliance-documents/G1-personal-hygiene-2nd-edition-amendment-6.pdf</a></p> <p><i>Please refer to the Building Warrant of Fitness and the site map attached as supporting documents.</i></p> <p><i>The proposed classrooms have good natural and artificial light, heating and ventilation. Windows open to the outside in most of the studios. Floor space in the studios is 40-65 m<sup>2</sup> with desk space for 16-24 students. This meets the Building Code requirement.</i></p> <p><i>Please refer to the map for the location of bathrooms. There are four toilets and one accessible facility designated for each gender plus male urinals. The number of pans exceeds the Building Code requirement for 250 people (using the online calculator).</i></p>	
<p><b>5 All Site specific Health and Safety procedures are in place</b></p>	
<p><i>Basis of Attestation: The Applicants are confirming and therefore must ensure that all necessary health and safety equipment and procedures including hazard identification, emergency procedures, signage, fire wardens, first aid posts and miscellaneous equipment as are necessary for the site and the Applicants use of the site are in place, are operative and comply with any necessary legislative or regulatory requirements.</i></p> <p><i>Please refer to the photographs and policy and procedures attached.</i></p> <p><i>Tutors are familiar with these requirements and will follow the emergency procedures outlined. There are tutors who hold unit standards for First Aid and a qualified First Aider will be present on campus at all times that classes are scheduled.</i></p>	

I declare that I have authority to act on behalf of the TEO and for the site identified above:

Name: Nick Webster

Signature: 

Position held in PTE: Head of School

Date: 19 September 2017



Yoobee School of Design has accreditation for the following programmes:  
(currently with NZMA)

Certificate in Digital Media (iCreate) Full time (level 3)  
Certificate in Digital Media (iCreate) Part Time (level 3)  
Diploma in Advanced 3D Graphics (level 7)  
Diploma in Creative Digital Design (Level 6) (level 6)\*  
Diploma in Digital Design (Animation and Film Production) (level 5)\*  
Diploma in Digital Design (Web and Graphic Design) (level 5)\*  
Diploma in Game Art and Development (Level 7) (level 7)  
Diploma in Screen Production (Level 6) (level 6)\*  
Diploma of Animation (Advanced) (level 6)\*  
*Diploma of Animation and Digital Video (level 5)*  
*Diploma of Computer Graphic Design (level 6)*  
*Diploma of Digital Filmmaking (Advanced) (level 6)*  
Diploma of Digital Media (Advanced) (level 7)  
Diploma of Web Development (level 6)\*

\*these programmes lead to New Zealand qualifications  
*These programmes are no longer offered.*



## Heads of Commercial Terms

Sub-Lessor	KiwiRail Limited
Sub-Lessee	Animation College New Zealand Limited
Guarantor:	New Education Group Limited
Premises Description ("Premises")	Premises at Wellington Railway Station, comprising approximately 1,633sqm and as shown on the attached plans.  The tenancy is provided with the current fit-out in place which will remain the Sub-Lessors ownership.
Commencement Date	1 September 2017
Permitted Use	Academic Facility  The Sub-Lessee shall not use the Premises for any use other than the Permitted Use.
Expiry:	
Area & Rental	
Outgoings	
Incentive	
Security	
Rent Reviews	
Assignment or Sub-Lease	
Deposit	

Form of Sub-Lease
Sub-Lessor Works
Sub-Lessee's Insurance
Reinstatement
Resumption / Early Termination
GST
Legal Costs
Conditions
Confidentiality
Designation
Attachments



## Heads of Commercial Terms

Signed by KiwiRail Limited as Sub-Lessor:



Occupation and Address



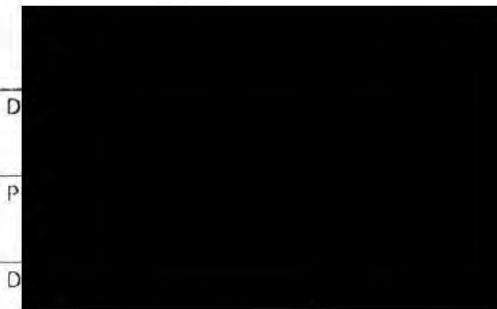
Date

KiwiRail Limited as Sub-Lessor, in signing and submitting these Heads of Terms to ACG NZIC Limited as Sub-Lessee, make an offer (the "Offer") to Sub-Lease the Premises to the Sub-Lessee on and subject to the terms and conditions set out in these Heads of Terms. The Offer, unless withdrawn by the Sub-Lessor at an earlier time, is capable of acceptance at any time up until 5pm on 14 July 2017 ("Deadline"). If the Sub-Sub-Lessee does not sign and return these Heads of Terms to the Sub-Lessor on or before the Deadline, the Offer is deemed to have been rejected by the Sub-Sub-Lessee, and withdrawn by the Sub-Lessor, and is no longer capable of acceptance.

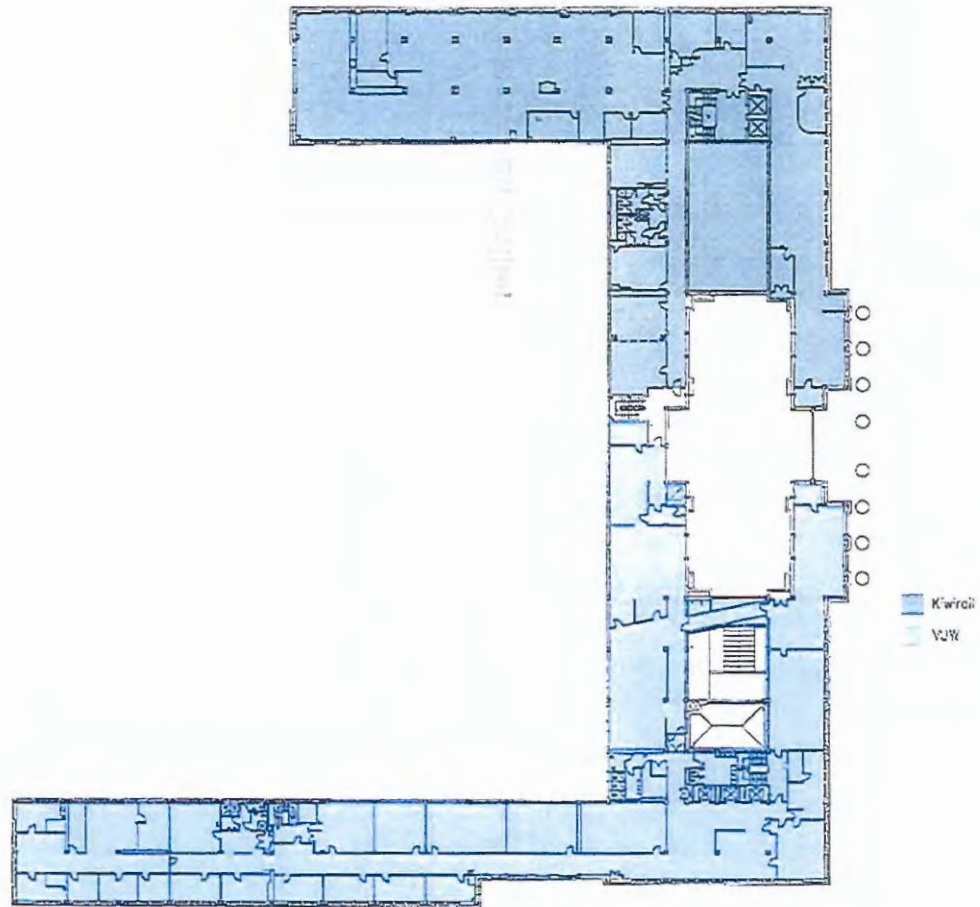
Signed by Animation College New Zealand Limited as Sub-Lessee:



Occupation and Address








WELLINGTON RAILWAY STATION - LEVEL 2 FLOOR PLAN

SCALE 1:250 @A1

 NORTH  
Lease Layout