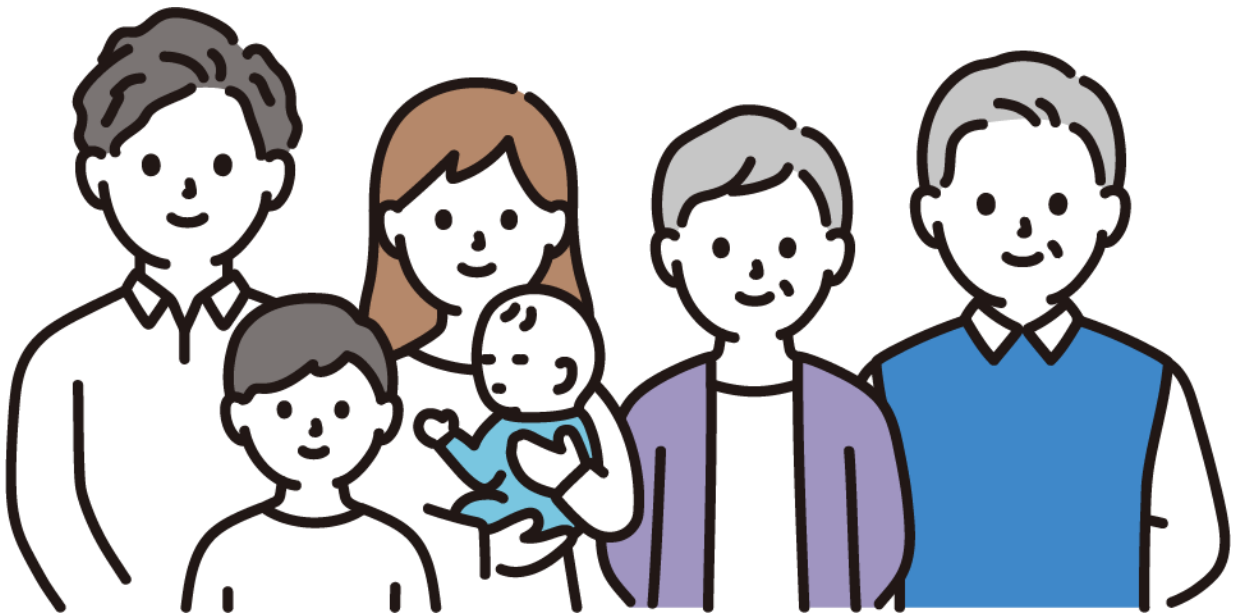


Kochi City Community Building Guide

Useful for
neighborhood
association
activities!

*Connect with your neighbors!
Community bonding through
community building*



Local Community Promotion Division
Kochi City Citizen Cooperation Department
June 2025

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Introduction

We would like to express our deep respect for all members of neighborhood associations and residents' associations for your devotion to your hometowns and your ongoing efforts to build comfortable, thriving local communities through a wide range of locally-oriented activities.

Our city aims to realize the “Kochi City Model of an Inclusive Society” — a supportive community where everyone can live true to themselves in a safe environment. This can be achieved through coordination and collaboration between the city, its citizens, and other diverse stakeholders to revitalize neighborhoods and address challenges within communities.

Neighborhood associations in particular are central to their local communities. They are voluntarily organized by residents to foster friendship, collaboration, and mutual aid among neighbors, making them the most familiar and accessible regionally-based organizations for residents.

Furthermore, in recent years neighborhood associations have played a critical role in disaster situations. Large-scale natural disasters such as torrential rains and earthquakes occur frequently throughout Japan. Immediately after such disasters, reports of local people rescuing their neighbors from collapsed buildings, and conducting safety checks on each other to help with early rescue efforts can often be seen on the news.

Just as members of neighborhood associations are expected cooperate with the city government in a myriad of ways, the city also respects associations' autonomy and identity while providing support for their activities. This guide covers matters related to neighborhood association management and support programs offered by Kochi City. We sincerely hope you will utilize this guide to help enrich your neighborhood association activities.

*Within this booklet, neighborhood associations, residents' associations, community centers, districts, and similar organizations are collectively referred to as “neighborhood associations.”

Local Community Promotion Division, Kochi City Citizen Cooperation Department

★ Changes Since Fiscal Year 2024

Content of Changes	Pages
○ Changes to the Kochi City Neighborhood Association Revitalization Subsidy amount, as well as the application period and process	13-17

1 What is a Neighborhood Association?

Although they are known by many names (such as neighborhood associations, residents' associations, community centers, etc.), these organizations are generally defined as "resident-led organizations established to foster friendship and improve community life by addressing various common issues arising within a specific area where people reside."

(1) Identifying and Solving Community Issues

Communities face various challenges, ranging from environmental issues like waste management to traffic safety, preventing juvenile delinquency, improving quality of life for seniors, maintaining infrastructure such as roads and parks, regional disaster preparedness, and crime prevention. Many of these issues cannot be resolved by individuals or households alone.

It is important for neighborhood associations to recognize and thoroughly discuss community members' various opinions and needs, raise awareness of these issues as common challenges for the entire area, and work together to resolve them.

(2) Building Friendship and Solidarity Among Residents

Below are examples of activities organized by neighborhood associations. By cooperating with one another during various local activities, residents forge friendships and deepen their sense of solidarity with their community.

Examples of Neighborhood Association Activities

	Description of Activities
Improving living environment	Cleaning (neighborhood beautification, community clean-ups), waste collection site management, community (feral) cat programs
Crime prevention, disaster preparedness, and traffic safety	Installation and maintenance of streetlights, voluntary disaster prevention activities, traffic safety campaigns
Fostering community bonds	Recreational activities (Bon dances, mandarin orange picking events, summer festivals, etc.) Sports (community athletic events, marathons, etc.) Cultural activities (cultural festivals, dance classes, poetry recitation classes, etc.) Interactive activities (senior appreciation events, senior exercise programs)

2 Basic Principles of Operation

Methods of Management

Neighborhood associations are resident-led organizations, and their activities are based on the collective will of the members. Methods of management should be decided democratically after taking into account the opinions of as many members as possible at general assemblies and similar gatherings.

(1) Create bylaws, an activity plan, and a budget tailored to your neighborhood association

◆ Bylaws (Sample) ⇒ See pages 6–8

Bylaws serve as the baseline for neighborhood association activities. Create them to fit your specific neighborhood association. Furthermore, as you manage the association, it is important to review and amend the bylaws to make sure they are still relevant to the community's needs and are not hindering operations.

◆ Activity Plan (Sample) ⇒ See pages 8–9

Activity plans are important for deepening friendship and solidarity among members. It is essential to devise clear plans and implementation methods for activities that many association members can participate in.

◆ Financial Statement and Budget (Sample) ⇒ See pages 9–11

Budget plans (including neighborhood association fees) should be created according to the circumstances of your specific neighborhood association.

(2) Gather opinions

Keep in mind that everyone in the community may be impacted in some way by the issues within the local area and decisions regarding those issues. Listen to the opinions and perspectives of many association members before deciding on how to address these issues.

(3) Select officers

Officers (individuals in leadership positions) are necessary to keep neighborhood associations running autonomously and democratically. In addition to the association president, who serves as the representative of the organization, positions such as vice president, treasurer, and auditor should be considered.

Methods for selecting officers include voting for candidates, nomination, mutual election, and rotation. Establish a method in the bylaws that broadly reflects the opinions of the members.

(4) Additional tasks

It is important to share with all members the previous year's activity report and financial statements, as well as the upcoming year's activity plan and budget. Present this

information at the general assembly for the upcoming year, and use it as reference going forward.

Make this information available via bulletin boards or circulation lists for those unable to attend the general assembly.

☆ Petitions and Fundraising Activities ☆

Neighborhood associations are composed of diverse individuals living in the same community. When conducting petitions or fundraising activities, it is essential to thoroughly discuss the matter at hand and strive to reach consensus to ensure that other members' personal thoughts and beliefs are neither suppressed nor coerced.

— Requests from Kochi City —

- Kochi City sends municipal notices (posters and flyers) to neighborhood association representatives about once a month and asks that they post and circulate them in their communities.

On the 1st of every month, we also send out announcements and information via the LINE app to those who have added the official Kochi City LINE account as a friend. (The digital version of the Kochi City Public Relations Newsletter “Akarui Machi” is published simultaneously).

We kindly ask that neighborhood associations share this service with their members to help reduce the number of physical copies needed for circulation.



↑ Scan for Kochi City
municipal notices
(Kochi City website)



↑ Scan to add the official Kochi City
LINE account as a friend



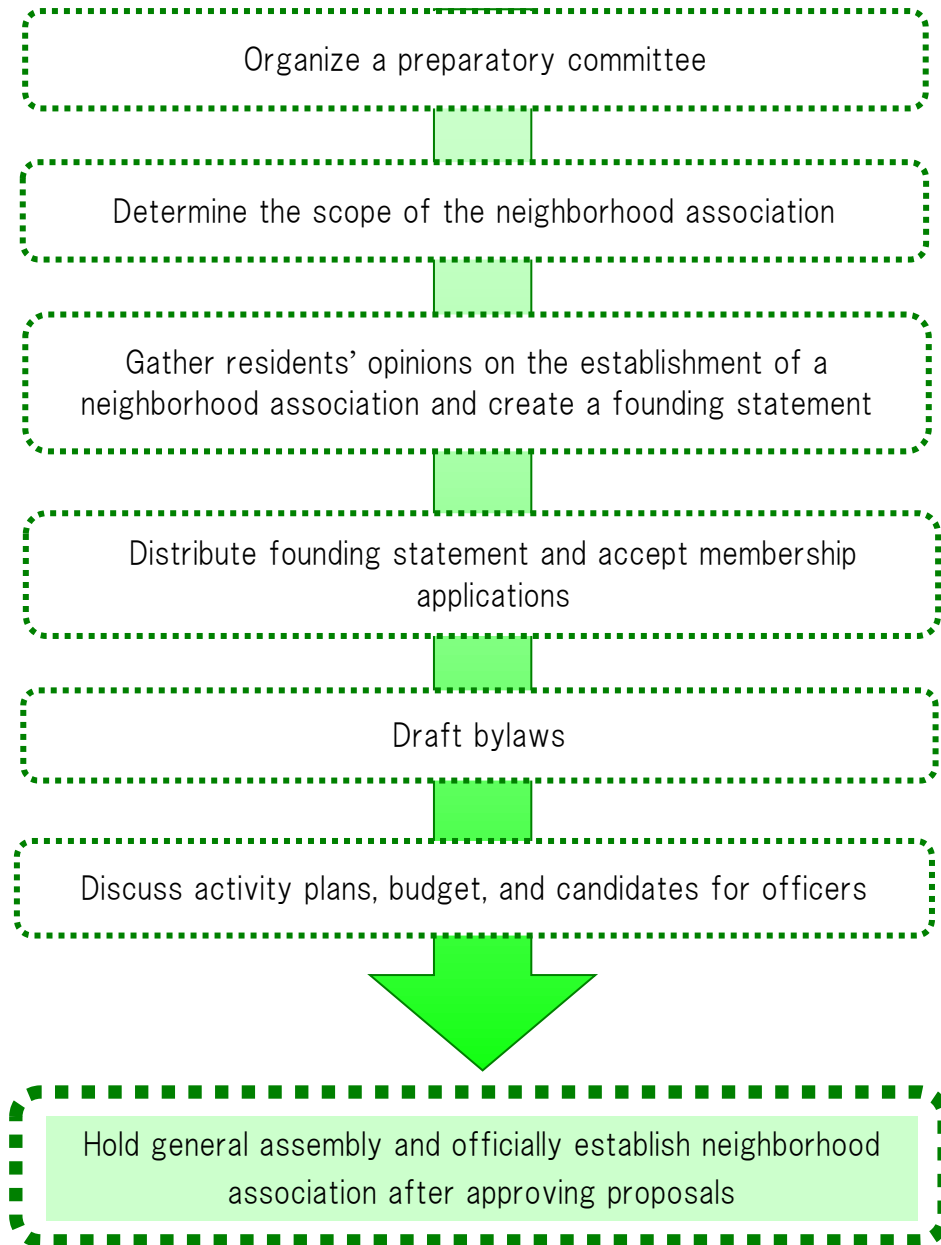
- If there are any changes regarding the representative of your neighborhood association, the number of documents needed for circulation, or the number of households/sections in your community, please contact the Local Community Promotion Division.
- If there is a change regarding your neighborhood association's representative, the city will inform the organizations below. However, any other relevant organizations must be informed by the neighborhood association itself.
 - Kochi City Environmental Services Division
 - Kochi City Regional Disaster Prevention Division (separate procedures are required for changes in representatives of Voluntary Disaster Prevention Organizations)
 - Kochi City Federation of Neighborhood Associations

- Kochi City Federation of Sanitation Associations

Please contact:

Kochi City Local Community Promotion Division TEL: 088-823-9080

◇ Establishing a Neighborhood Association (Example) ◇



For inquiries/notifications regarding the establishment of a neighborhood association, please contact:

Kochi City Federation of Neighborhood Associations Office

TEL: 088-824-6562

Local Community Promotion Division TEL: 088-823-9080

○○ Neighborhood Association Bylaws (Sample)

Chapter 1: General Provisions

(Name)

Article 1: This association shall be called the ○○ Neighborhood Association (hereinafter referred to as “the Association”) and shall maintain its office at the residence of the Association President.

(Organization)

Article 2: This Association shall be organized by residents of the ○○ area.

Chapter 2: Activities

(Objective)

Article 3: The objective of this Association is to foster friendship and harmony among residents, enhance residents’ welfare, and facilitate the development of the neighborhood association.

(Activities)

Article 4: To achieve the objective stated in the preceding article, this Association shall conduct the following activities:

- (1) Activities related to improving the living environment
- (2) Activities related to crime prevention, disaster preparedness, and traffic safety within the neighborhood
- (3) Activities related to building friendships among residents
- (4) Other activities necessary to achieve the objective of this Association

Chapter 3: Officers

(Types of Officers)

Article 5: The Association shall have the following officers:

1 President, __ Vice President(s), __ Treasurer(s), __ Section Leader(s), __ Auditor(s)

(Appointment of Officers)

Article 6: Officers shall be appointed from among the members at the general assembly.

2. Auditors may not concurrently serve as President, Vice President, or any other officer.

(Duties of Officers)

Article 7: The President shall represent this Association and oversee its affairs.

2. The Vice President(s) shall assist the President and act as the President’s substitute in the event of the President’s absence or inability to perform duties.
3. The Treasurer(s) shall handle the Association’s financial transactions.
4. The Section Leader(s) shall lead each section and handle section affairs.

5. The Auditor shall audit the Association's financial accounts and assets.

(Terms of Office for Officers)

Article 8: The term of office for officers shall be ____ years. However, reappointment is permitted.

2. When an officer resigns during their term, the term of the replacing officer shall be the remaining term of their predecessor.

Chapter 4: Meetings

(Types of Meetings)

Article 9: This Association's meetings shall consist of general assemblies and officer meetings. General assemblies shall comprise of regular general assemblies and special general assemblies.

(Convening General Assemblies)

Article 10: Regular general assemblies shall be held once per year in the month of ○○.

2. Special general assemblies shall be convened by the President when requested by one-third or more of the Association members, or when the President deems it necessary.

(General Assembly Quorum)

Article 11: A general assembly may not be convened unless at least half of the Association members are in attendance. However, members who have delegated their voting rights to another member as their proxy shall be deemed present.

(General Assembly Resolutions)

Article 12: General assembly proceedings shall be decided by a majority vote of the members present, except as otherwise provided in these bylaws. In the event of a tie vote, the President shall act as the tiebreaker.

(Function of General Assemblies)

Article 13: The following matters shall be discussed at general assemblies.

(1) Amendments to bylaws

(2) Financial statements, activity reports, budgets, and activity plans

(3) Elections of officers

(4) Other important matters concerning the Association

Chapter 5: Accounting

(Fiscal Year)

Article 14: The fiscal year of this Association shall begin on April 1st of every year and end on March 31st of the following year.

(Expenses)

Article 15: Expenses incurred by this Association shall be covered by membership fees and other sources of income.

(Membership Fees)

Article 16: The membership fee for this Association shall be ____ yen per household per month.

2. Membership fees shall be collected by each section, and the consolidated amount shall be submitted by the Section Leader(s) to the Treasurer(s) by the ____ day of each month.

Supplementary Provisions

These bylaws shall take effect on the date of _____.

※If you are considering incorporating your neighborhood association, please consult the Local Community Promotion Division ([TEL: 088-823-9080](tel:088-823-9080)) regarding the relevant stipulations under the Local Autonomy Act.

◇ Activity Plan (Sample) ◇

Fiscal Year 20XX ○○ Neighborhood Association Activity Plan (Sample)

Key Objectives for Fiscal Year 20XX

1. To foster friendship and harmony among neighborhood association members and become a prominent, accessible resource within the community.
2. To strive to maintain and improve the living environment within the neighborhood.
3. To actively cooperate with various organizations to host/engage in activities that promote the healthy development of children and youth.
4. To instruct community members about proper waste separation and promote waste reduction.

Fiscal year 20XX	Activity
April	●Officer meeting ·Discuss general assembly ●General assembly ·Discuss financial statement and activity report for previous fiscal year ·Discuss budget and activity plan for current fiscal year 20XX ·Discuss officer selection
June	●Officer meeting ·Plan community recreational activities ·Plan summer festival
August	●Hold community recreational activities ●Hold summer festival

	●Officer meeting ·Plan senior appreciation event ·Discuss local athletic event
September	●Hold senior appreciation event
October	●Participate in local athletic event
November	●Officer meeting ·Plan end-of-year community clean-up ·Discuss New Year' s traffic safety campaign
December	●Hold community clean-up ●Officer meeting ·End-of-year party
March	●Officer meeting ·Discuss activity report and financial statement for current fiscal year 20XX ·Discuss upcoming fiscal year activity plan and budget ·Discuss Neighborhood Association management ●Audit

◇ Financial Statement (Sample) ◇

Fiscal Year 20XX ○○ Neighborhood Association Balance Sheet

(Income)

(Units: JPY ¥)

Revenue	Current Fiscal Year Budget Amount	Current Fiscal Year Settlement Amount	Notes
Carryover from previous fiscal year	70,000	70,000	
Neighborhood Association fees	228,000	234,000	300 yen x 12 months x 65 households
Streetlight electricity cost subsidy	16,000	16,000	1,600 yen x 10 lights
Donations	3,000	7,000	
Miscellaneous	1,000	500	Deposit interest, etc.
Total	318,000	327,500	

(Expenses)

(Units: JPY ¥)

Expenditure	Current Fiscal Year Budget Amount	Current Fiscal Year Settlement Amount	Notes
Meeting expenses	100,000	80,000	General assemblies, officer

			meetings, etc.
Community event expenses	100,000	120,000	Summer festival, senior appreciation event, etc.
Community entertainment expenses	30,000	20,000	Congratulatory/condolence gifts, transportation expenses, etc.
Administrative expenses	20,000	22,500	Printing costs, etc.
Utilities	20,000	22,000	Streetlight electricity costs
Federation of Neighborhood Associations contribution	2,000	2,000	Federation of Neighborhood Associations contribution
Public relations expenses	10,000	20,000	Neighborhood Association newsletter (4 per year)
Donations	3,000	3,000	Donation to ○○
Contingency fund	33,000	0	
Total	318,000	289,500	

Amount of revenue – Amount of expenditure = Net balance (carryover funds for next fiscal year)

$$¥327,500 - ¥289,500 = ¥38,000$$

* Always make sure to save receipts as supporting documentation for expenses.

When applying for the Kochi City Neighborhood Association Revitalization Subsidy, receipts submitted must include the association/recipient's name, the date, the amount, and an itemized breakdown.

◇ Budget (Sample) ◇

Fiscal Year 20XX ○○ Neighborhood Association Budget Sheet

(Income)

(Units: JPY ¥)

Revenue	Previous Fiscal Year Budget Amount	Previous Fiscal Year Settlement Amount	Current Fiscal Year Budget Amount	Notes
Carryover from previous fiscal year	70,000	70,000	44,000	
Neighborhood Association fees	228,000	234,000	234,000	300 yen x 12 months x 65 households
Streetlight electricity cost subsidy	16,000	16,000	16,000	1,600 yen x 10 streetlights
Donations	3,000	7,000	6,500	
Miscellaneous	1,000	500	500	Deposit interest, etc.

Total	318,000	327,500	301,000	
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(Expenses)

(Units: JPY ¥)

Expenditure	Previous Fiscal Year Budget Amount	Previous Fiscal Year Settlement Amount	Current Fiscal Year Budget Amount	Notes
Meeting expenses	100,000	80,000	80,000	General assemblies, officer meetings, etc.
Community event expenses	100,000	120,000	113,000	Summer festival, senior appreciation events, etc.
Community entertainment expenses	30,000	20,000	20,000	Congratulatory/condolence gifts, transportation expenses, etc.*
Administrative expenses	20,000	22,500	10,000	Printing costs, etc.
Utilities	20,000	22,000	22,000	Streetlight electricity costs
Federation of Neighborhood Associations contribution	2,000	2,000	2,000	Federation of Neighborhood Associations contribution
Public relations expenses	10,000	20,000	20,000	Neighborhood Association newsletter (4 per year)
Donations	3,000	3,000	3,000	Donation to ○○
Contingency fund	34,000	0	31,000	
Total	319,000	289,500	301,000	

* Neighborhood association officers often attend the meetings of various related groups as representatives of their communities, which means they incur expenses such as membership fees, organizational contributions, and transportation costs. Some neighborhood associations budget for these expenses under categories such as “community entertainment expenses” or “transportation expenses.”

◇ Community Center Facility Improvement Subsidy ◇

◆ Eligible Projects ◆

Expansion, renovation, or repair of community centers (see * below regarding subsidies for new construction projects)

Expansion, renovation, or repair projects for community centers owned by neighborhood associations. However, the following are not eligible to be covered: land acquisition costs; design commission fees; exterior construction costs; equipment costs; and demolition costs for existing buildings prior to reconstruction. (Please consult separately regarding costs for installing ramps and other exterior features related to accessibility, as these projects may be eligible).

◆ Subsidy Amount ◆

Up to 60% of eligible project expenses (with a maximum subsidy amount of 6 million yen)

* Projects with total expenses under 500,000 yen are ineligible

- Project expenses between 500,000–10 million yen → subsidy = 60% of expenses
- Project expenses exceeding 10 million yen → subsidy = 6 million yen (maximum)

◆ Application Process ◆

- Those who would like to apply for the subsidy must submit an estimate of project expenses by the end of August in the fiscal year prior to the expected project start date.
- * For the construction of new community centers, we offer Community Development Grants from a foundation called the Local Governance Center. As the required documents and maximum subsidy amount differ from the above, please consult with the Local Community Promotion Division by the end of July in the fiscal year prior to the expected project start date.

◆ Important Notes ◆

- Construction should commence after the subsidy has been approved. Please note that any construction projects started before approval will not be eligible for the subsidy.
- Neighborhood association members must reach consensus at a general assembly in order to implement subsidized projects. Additionally, neighborhood associations must obtain the consent of the community center site owner for long-term use of the site.

◇ Community Development Grants ◇

- Community Development Grants from the Local Governance Center (Fdn.) are available for neighborhood associations that need to purchase equipment for use in promoting local community activities. Those who would like to apply for a grant should consult the Local Community Promotion Division by the end of July in the fiscal year prior to the expected project start date.

◇ Kochi City Neighborhood Association Revitalization Subsidy ◇

The Kochi City Federation of Neighborhood Associations provides partial subsidies for expenses incurred during neighborhood association activities. These activities may consist of association-led efforts to resolve local issues, deepen residents’ understanding of neighborhood associations, promote connections within a diverse community, and encourage voluntary neighborhood association membership.

★ Eligible Activities ★

- 1 Activities promoting community safety and well-being
- 2 Activities related to the maintenance and management of waste collection sites
- 3 Activities related to community information dissemination
- 4 Activities promoting resident interaction and environmental beautification

◆ Application Process ◆

(1) Application Period

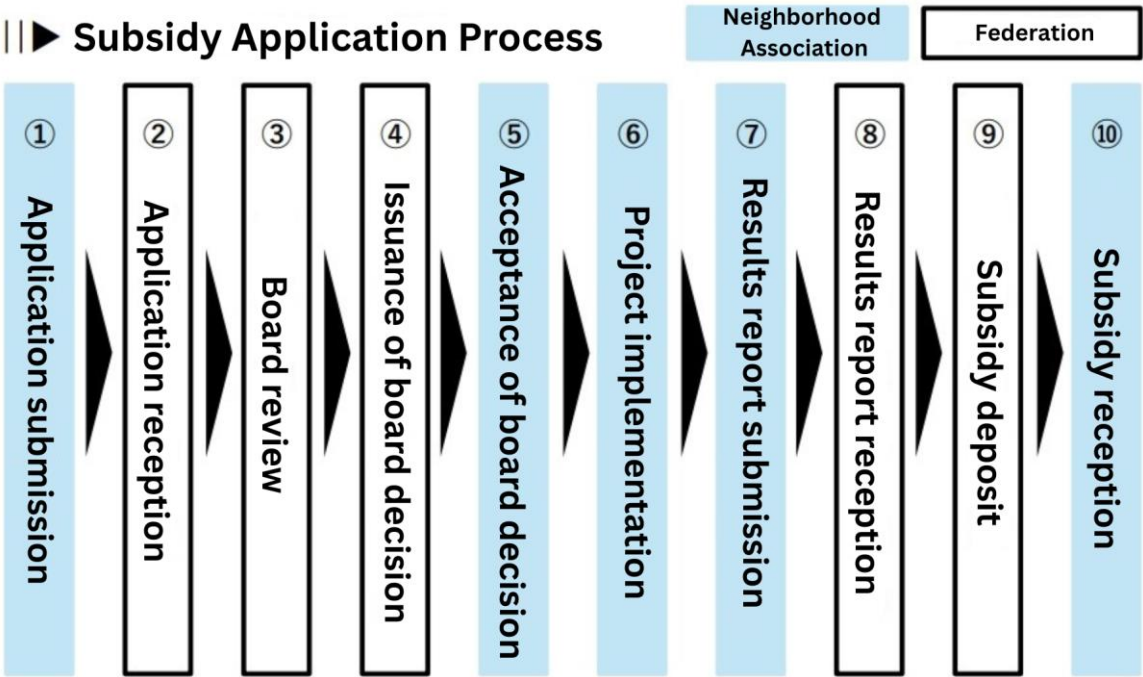
Tuesday, April 1st – Friday, December 26th, 2025

(2) Application Method

Please submit all necessary documents to the Kochi City Federation of Neighborhood Associations via mail, e-mail, or in person.

* In-person submissions are accepted on weekdays from 10:00 AM to 4:00 PM (see page 17).

(3) Subsidy Application Process (please note that subsidy applications for expenses related to the installation of streetlights do not follow this process).



Please be advised that not all requests may be accommodated due to budgetary constraints.

1. Activities Promoting Community Safety and Well-being

① Expenses related to streetlight installation and light fixture replacement

◆ Eligible Projects ◆

The installation of new streetlights (with LED light fixtures only), or the replacement of existing streetlight fixtures with LED fixtures in public areas such as roads and parks with the aim of improving safety and preventing crime.

(* Expenses related to relocating, repairing, or removing existing streetlights are not eligible)

◆ Subsidy Amount ◆

Installation of new streetlights	
• When installing light fixtures onto utility/telephone poles	Up to 10,000 yen
• When erecting new poles for light fixture installation	Up to 20,000 yen
LED light fixture replacement	
• When replacing fluorescent lighting fixtures with LED fixtures	Up to 12,000 yen
• When replacing old LED fixtures with new LED fixtures	Up to 12,000 yen

② Expenses related to streetlight maintenance (electricity cost subsidy)

◆ Eligible Projects ◆

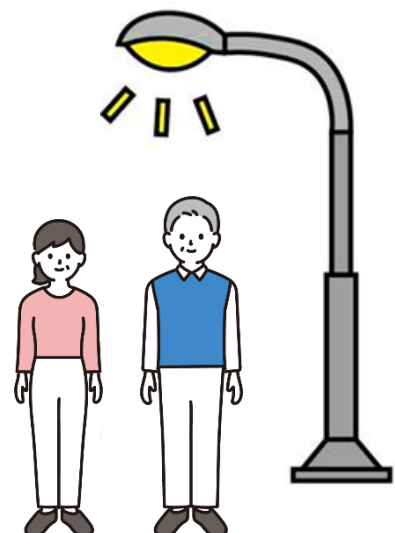
Projects related to the maintenance of streetlights that fulfill all three criteria below are eligible:

- Must serve to illuminate public streets/spaces throughout the night as a basic necessity for traffic safety and crime prevention, and must be supplied with electricity paid for by the local neighborhood association
- Must be defined as streetlights A or B under the Shikoku Electric Power Company, Inc. contract
- May not be decorative arches, neon signs, or other lights intended for the promotion of commercial activities

◆ Subsidy Amount ◆

Contractual power	Subsidy amount per light (yearly)
Up to 10W	1,600 yen/light
Over 10W	2,000 yen/light

* Calculated based on the number of streetlights with electricity costs paid by the neighborhood association in April



2. Activities Related to the Maintenance and Management of Waste Collection Sites

③ Expenses related to garbage sorting guidance systems at recyclables and non-combustible waste collection sites

◆ Eligible Expenses ◆

Expenses related to garbage sorting guidance at recyclables and non-combustible waste collection sites managed by neighborhood associations to prevent improper disposal and dumping outside of designated hours, as well as to enhance community awareness of sorting rules.

(* Eligible entities are neighborhood associations and management groups registered with the Kochi City Environmental Services Division that establish or maintain waste collection sites, and the number of collection sites they maintain).

◆ Subsidy Amount ◆

Collection site (per site)
Up to 18,000 yen/year

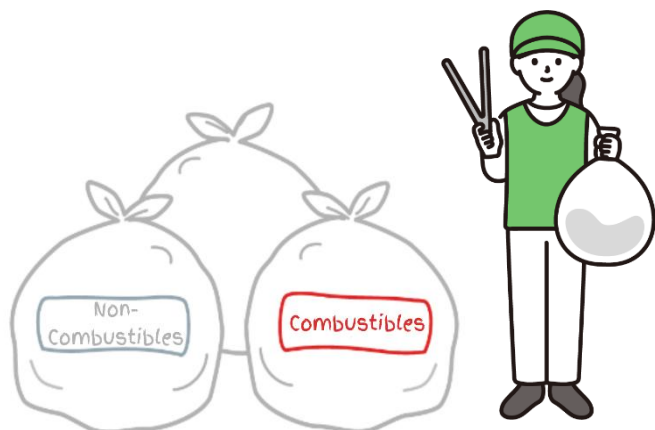
④ Expenses related to the repair/replacement of equipment necessary for maintaining waste collection sites and the purchase of consumable supplies

◆ Eligible Expenses ◆

Expenses related to maintaining waste collection sites and improving the community environment, such as repairing/replacing existing dumpsters and purchasing consumables such as crow-proof netting and containers for sorting non-combustible waste.

◆ Subsidy Amount ◆

Dumpster repair/replacement
Up to 70,000 yen/unit
Consumables such as crow-proof netting and containers
Up to 30,000 yen/project



3. Activities Related to Community Information Dissemination

⑤ Expenses related to the installation/renewal of community notice boards

◆ Eligible Expenses ◆

Expenses related to installing a new community notice board or replacing the board of an existing notice board (* up to two boards per neighborhood association) for the purpose of posting notices and information for local residents.

◆ Subsidy Amount ◆

Installation of a new notice board
Up to 25,600 yen/board
Replacement of a notice board board
Up to 11,000 yen/board

⑥ Expenses related to the printing and distribution of neighborhood association newsletters and circulars, as well as the posting of community notices

⑦ Expenses related to the purchase of computers, printers, and other equipment

◆ Eligible Expenses ◆

Expenses for equipment and consumables necessary for information dissemination, such as distributing newsletters and circulars issued by neighborhood associations and posting notices on community notice boards for the purpose of informing residents.

◆ Subsidy Amount ◆

Printing of newsletters, distribution of circulars, etc.
Up to 50,000 yen/project
Purchases of computers, printers, and other equipment
Up to 70,000 yen/project

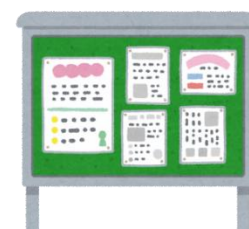
⑧ Expenses related to digitalization

◆ Eligible Expenses ◆

Initial costs for installing Wi-Fi and purchasing routers to promote digitalization within the community and expenses for workshops promoting electronic bulletin boards (venue fees, monetary thank-you gifts for instructors, etc.)

◆ Subsidy Amount ◆

Digitalization expenses
Up to 50,000 yen/project



4. Activities Promoting Resident Interaction and Environmental Beautification

⑨ Expenses for events hosted by neighborhood associations to promote resident interaction

⑩ Expenses related to community activities and environmental beautification

◆ Eligible Expenses ◆

Expenses related to events held by neighborhood associations for the purpose of promoting interaction among residents (such as radio calisthenics, athletic events, cultural festivals, mochi pounding events, summer festivals, etc.), purchases of tools for community clean-up activities, and venue fees and purchases of equipment such as chairs and tables to be used at community centers managed by neighborhood associations.

◆ Subsidy Amount ◆

Event expenses	
Up to 50,000 yen/project	
Purchases of chairs, tables, and other items	
Up to 50,000 yen/project	

⑪ Expenses related to outreach activities focused on households that have not joined a neighborhood association

⑫ Expenses related to establishing neighborhood associations in areas without them

◆ Eligible Expenses ◆

Expenses related to outreach activities to encourage long unaffiliated households to join their local neighborhood association, and efforts to establish neighborhood associations in areas without them.

◆ Subsidy Amount ◆

Outreach activities to unaffiliated households				
Fewer than 5 households	5–9 households	10–14 households	15–19 households	20 or more households
10,000 yen	20,000 yen	30,000 yen	40,000 yen	50,000 yen
Establishment of a neighborhood association				
Up to 30,000 yen/project				

Please contact the Kochi City Federation of Neighborhood Associations to learn more about the subsidy application process and for other inquiries.

Please contact: Kochi City Federation of Neighborhood Associations Office

Takajo Building 2nd Floor, 2-1-43 Takajomachi, Kochi City

TEL: 088-824-6562 FAX: 088-855-6510

Business hours: Mon–Fri, 10:00 AM–4:00 PM

Closed: Sat, Sun, national holidays, substitute holidays, New Year's holiday (12/29–1/3)

E-mail: rengoukai25@ceres.ocn.ne.jp URL: <http://www.kochishi-choren.net/>

*Scan the QR code on the right for more information



4 Support for Environmental Beautification Projects

Support is provided for environmental beautification activities such as river and community clean-ups organized by neighborhood associations. These activities serve to create a comfortable living environment in the community and foster mutual understanding among residents.

◆ Areas of Support ◆

(1) Provision/loaning out of cleaning supplies (Local Community Promotion Division TEL: 088-823-9080)

○ Garbage bag provision

For combustible waste: large, small, extra small bags; for non-combustible waste: small, extra small bags)

(Large bags contain about 45 liters of waste, small contain 30 liters, and extra small contain 20 liters)

* Garbage bags are provided by the Kochi City Citizen's Charter Promotion Council.

○ Fire tongs loan

(2) Waste collection (Environmental Services Division TEL: 088-856-5374)

Waste collection services can be arranged for neighborhood association-led community clean-ups and other events where significant amounts of garbage are generated. However, advance registration is required. Please contact us as soon as the details of the clean-up event, such as the date, location, and waste collection points, are finalized. (However, please note that we may be unable to accommodate requests due to scheduling conflicts, etc.)

(3) Environmental Beautification Project Insurance (Local Community Promotion Division TEL: 088-823-9080)

Injury insurance and liability insurance is maintained throughout the year to cover accidents occurring during environmental beautification activities hosted by the city and neighborhood associations.

○ Injury insurance...covers injuries sustained by participants themselves

○ Liability insurance...covers damage/injuries accidentally caused by participants to third parties or property



Insurance type	Eligible party	Covered claims	Coverage amount/payment limit
Injury insurance	Participant	Death/permanent impairment	10 million yen
		Daily hospitalization allowance	5,000 yen
		Daily outpatient visit allowance	3,000 yen
Liability insurance	Third party	Damage to people/property/both	100 million yen

★ In the event of an accident

In the unlikely event of an accident, prioritize treating injuries and transporting the injured person to a hospital if necessary. Insurance procedures can be handled at a later date. Please contact the Local Community Promotion Division as soon as possible.

Please tell us:

- The host neighborhood association' s name, and its representative' s name, address, and phone number
- The injured person' s name, address, and phone number
- The location, time, and circumstances of the accident (the extent of the injury or damage, how the accident occurred, etc.)

* For insurance procedures, documents such as an accident report, participant list, and a map of the location of the accident may be necessary. We ask that the organizer of the environmental beautification project (such as the neighborhood association representative) or the injured person submit the required documents after being contacted by our division at a later date.



Examples of covered accidents

- An accident that occurred during clean-up activities hosted by the Kochi City Citizen' s Charter (such as the Urado Bay and Seven Rivers Clean-up and the Environmental Beautification Priority Area Clean-up)
- An accident that occurred during clean-up activities hosted by a neighborhood association (such as community clean-ups)
- An accident that occurred while sorting garbage at a recyclables and non-combustible waste collection site
- ★ Injuries sustained while traveling between the designated event start/end locations and your home via your usual route are also covered.

Primary examples of injury claims not covered by insurance

- × Injuries caused by intentional acts, self-harm, criminal acts, fights, etc.
- × Injuries caused by natural disasters such as earthquakes or tsunamis
- × Injuries appearing to be caused by illness, such as brain disorders or insanity
- × Skin irritation caused by vegetation
- × Cases where only the individual can perceive the pain, such as traumatic cervical syndrome (whiplash, etc.) or back pain

Please contact:

Local Community Promotion Division TEL: 088-823-9080

5 Incorporating Neighborhood Associations

◆ The Authorization System ◆

Neighborhood associations and other community-based organizations generally do not possess corporate status. However, if they meet the requirements stipulated in the Local Autonomy Act, they can acquire corporate status through authorization by the mayor. Neighborhood associations that gain corporate status become known as authorized community-based organizations and can register ownership of real estate and other assets in the name of the neighborhood association.

* This system was established to resolve issues stemming from community centers and sites jointly used by neighborhood associations being registered under the personal name of the neighborhood association president.

◆ Relaxation of Authorization Requirements ◆

Under the previous authorization system, neighborhood associations were required to either own real estate or plan to own real estate registered under the associations' names. However, amendments to the Local Autonomy Act enacted on November 26, 2021 under the Act on the Revision, etc. of Related Acts to Promote Reform for Increasing Independence and Autonomy of Local Communities now allow such groups to acquire corporate status through the mayor's authorization regardless of real estate ownership. This allows for smoother facilitation of regional cooperative activities*.

◆ Requirements for Authorization ◆

The Local Autonomy Act stipulates that the following four requirements must be met to obtain authorization for incorporation:

- (1) It must be recognized that a neighborhood association or similar organization within a defined area has been formed, and that it is currently engaged in regional cooperative activities aimed at cultivating and maintaining a healthy local community. These activities may include facilitating communication among residents, improving the living environment, and maintaining community facilities.
- (2) The defined area must be objectively clear and recognizable to residents.
- (3) All individuals residing at an address within the area must be eligible to become organization members, and a significant number of such individuals must currently be members.
- (4) The organization must have established bylaws.

***What are regional cooperative activities?**

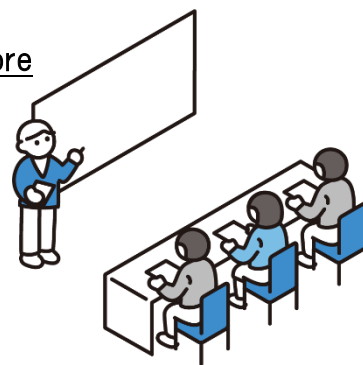
Regional cooperative activities not only relate to owning real estate or rights pertaining to real estate, but also include: ① Sustaining a continuous foundation of activities, ② Enhancing projects and activities by having neighborhood associations serve as primary contracting parties, ③ Clarifying the legal allocation of responsibility, ④ Preventing the commingling of personal assets with those of neighborhood associations, and ⑤ Gaining the trust of external entities.

◆ Preparing to Apply for Authorization ◆

Before applying for authorization for incorporation, neighborhood associations must hold a general assembly to decide whether to proceed with the incorporation process.

The neighborhood association should also take this opportunity to discuss matters relevant to incorporation, such as reviewing bylaws, defining the association's zone of operation, confirming members, and selecting representatives.

* Please consult with the Local Community Promotion Division before enacting or amending bylaws to make sure they are valid per the stipulations of the Local Autonomy Act.



◆ Authorization Application Documents ◆

- ① Authorization application form
- ② List of bylaws
- ③ Document that proves that the neighborhood association decided to apply for authorization during a general assembly (general assembly minutes, etc.)
- ④ List of members
- ⑤ Documents that show a record of current regional cooperative activities aimed at cultivating and maintaining a healthy local community (activity reports, financial statements, etc.)
- ⑥ Document that proves the applicant is the representative of the neighborhood association (general assembly minutes, president's assumption of office certificate, etc.)
- ⑦ Map of zone of operation

◆ Notice of Authorization and Subsequent Procedures ◆

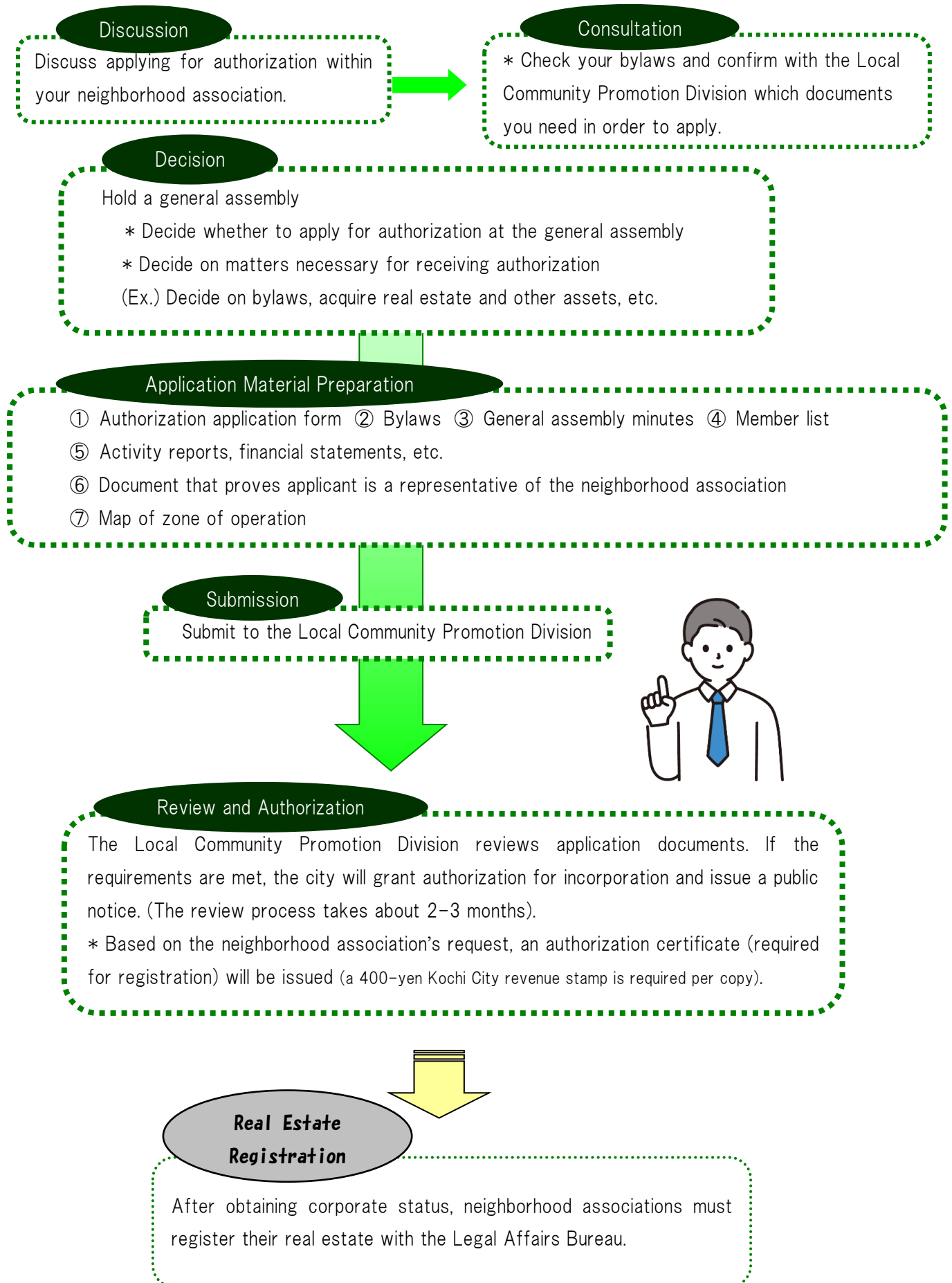
- Neighborhood associations that receive authorization for incorporation will have their name, office location, and representative's name and address publicly announced by the city. Additionally, the city will send newly incorporated neighborhood associations a notice of authorization for incorporation along with a copy of the Kochi City newsletter. If there are any changes to the association's publicly available details and bylaws, a notification must be submitted to the city.
- After receiving authorization, neighborhood associations must complete real estate

registration procedures at the Legal Affairs Bureau. An Authorized Community-Based Organization Certificate is required for registration. Applications for this certificate are handled by the Local Community Promotion Division, and anyone associated with the neighborhood association may apply. A 400-yen issuance fee (municipal revenue stamp) is required per copy.

Please contact the following divisions for more information about:

The incorporation process	Local Community Promotion Division	TEL: 088-823-9080
Authorized Community-Based Organization Certificates··	Local Community Promotion Division	TEL: 088-823-9080
Real estate registration	Kochi District Legal Affairs Bureau	TEL: 088-822-3331

◆ Neighborhood Association Incorporation Process Flowchart ◆



6 Precautions When Creating Membership Lists

The Act on the Protection of Personal Information also applies to non-profit organizations such as neighborhood associations.

Excerpt from the Personal Information Protection Commission's "Precautions When Creating Membership Lists for Residents' Associations and Alumni Associations"

◆ Rules about collecting and safekeeping personal information ◆

Rules	When creating and distributing membership lists
Step ① Before collecting personal information	
Specify the purpose of use The purpose of use of personal information must be specified in advance.	The purpose of use must be specified as: "To create a membership list and distribute it to all members on the list."
Step ② When collecting personal information directly from an individual	
Notify individuals of the purpose of use When directly obtaining personal information in writing from an individual, the purpose of use must be clearly stated.	The purpose of use shown above must be included on the form used to collect personal information.
Step ③ When managing personal information	
Implement security measures Appropriate security measures must be taken to prevent the leakage of personal information data.	The neighborhood association office must manage membership lists appropriately to prevent theft or loss. <u>It is also important to remind members to keep their lists in a safe place to prevent them from being lost, stolen, or resold to third parties.</u>
Correct errors in personal information data If there is an error in an individual's personal information data, the individual must be informed of the data correction process, and the data must be corrected upon request.	Contact information for inquiries regarding corrections must be included on the documents distributed during Step ②. If an individual requests a correction to their own information, the neighborhood association must respond accordingly.

◆ Rules for providing personal information to a third party ◆

Rules	When creating and distributing membership lists
Keep records of information provision Record details such as information recipients and retain the records for a specified period.	Since membership lists record the names of all members who received a list, it is necessary to retain a copy of the membership list for a specified period.

Rules	When creating and distributing membership lists
<p>Obtain consent from the individual</p> <p>When providing personal information to parties other than the individual, the individual's consent must be obtained beforehand. However, consent is not needed in the following cases:</p> <ol style="list-style-type: none"> 1. When the information must be provided by law 2. When the information is necessary to protect human life or property 3. When providing the information to a subcontractor 	<p>Consent may be obtained by having members voluntarily provide their personal information after informing them that it will be distributed to the other members on the membership list. The membership list may be provided to non-members without each individual's consent in the following cases:</p> <ol style="list-style-type: none"> 1. When requested by law enforcement 2. When confirming members' safety after natural disasters 3. When providing the membership list to a subcontractor for printing purposes
<p>Oversee subcontractors</p> <p>When providing personal information to subcontractors, oversee their handling of the information as appropriate.</p>	<p>When outsourcing the printing of membership lists, it is essential to <u>make sure that the subcontractor handles personal information appropriately.</u></p> <p>◆ Overseeing subcontractors (example) ◆</p> <p>Communicate rules regarding information management (such as the prohibition of the use of information externally or for other purposes beyond the contracted services, stipulations regarding methods of return/disposal of information, etc.) to the subcontractor in writing.</p> <p>Furthermore, it is important to verbally confirm with the subcontractor about how they handle personal information to make sure their methods are appropriate.</p>

◆ **The Act on the Protection of Personal Information Q&A** ◆

Q. What is personal information?

A. Personal information refers to information about living individuals that can be used to identify a specific person. Not only a person's name, but also their address, phone number, the position they hold in a neighborhood association, etc. are considered personal information when managed in connection with their name.

Q. What should I do about membership lists that have already been distributed?

A. No special action is required as long as you use the information within the scope of the "purpose of use" determined by the association. Please make sure to manage the information appropriately to prevent theft or loss.

Q. I am creating/distributing a new membership list, and I would like to reuse the personal information collected from members in the past as long as it is unchanged. How should I go about this?

A. The purpose of use and terms of consent for sharing personal information with third parties should have been properly communicated to all listed members when the previous membership list was created. Therefore, you can reuse the information from the previous list as is.

Q. How should I go about creating/distributing documents similar to association membership lists, such as regional or block communication networks?

A. The rules are the same as those for creating/distributing membership lists. Specify the purpose of use (ex. “To create a communication network and share it with all members in the network”), then communicate the purpose of use and your contact information to all relevant persons in writing. You also must make sure to manage information related to the communication network in a safe and secure manner.

Please contact: Inquiry Line for the Act on the Protection of Personal Information
TEL: 03-6457-9849
Business hours: 9:30 AM-5:30 PM, excluding weekends, national holidays,
and the New Year’ s holiday

Other Useful Information Related to Neighborhood Associations

1 Have You Heard of Voluntary Disaster Prevention Organizations?

Incorporating disaster preparedness into one’s daily life is the most effective way of preventing or minimizing the damage caused by natural disasters. It is important to establish organizations rooted in the concepts of *self-help and mutual aid*, in which local residents can cooperate with each other to protect their neighborhood from natural disasters.

The city designates these types of organizations as Voluntary Disaster Prevention Organizations, and encourages their formation in each neighborhood. (96.8% formation rate; 847 organizations as of April 1, 2025)

Below is an example of the steps taken to form a Voluntary Disaster Prevention Organization. Please use it as a reference.

◆ How to form a Voluntary Disaster Prevention Organization ◆

1 Talk about disaster prevention

Try bringing up disaster prevention when you are chatting with your neighbors or attending a gathering for local residents. A simple conversation can help launch Voluntary Disaster Prevention Organization activities.

2 Choose officers and decide on the scope of your organization's activities

Choose officers who will serve as the core of your organization.

The scope of your organization's activities will change depending on the number of officers, but you should at least have the following four: a president, a vice president, a treasurer, and an auditor.

After deciding with the other officers on the area where you will conduct voluntary disaster prevention activities, you should establish the exact range of your chosen area using a map. This is especially important for determining which local disaster prevention issues your organization will need to consider.

3 Decide upon the details of your organization with your local community

In order to officially form the organization, meet with members of your local community and decide upon details related to the organization's establishment. Below are some of the matters you should address at the meeting.

- **Announce that you will be forming a Voluntary Disaster Prevention Organization**

The officers should explain that the Voluntary Disaster Prevention Organization will engage in disaster prevention activities, and ask for the community's cooperation.

- **Decide on the official name of the Voluntary Disaster Prevention Organization**

Make sure to get the approval of the community members when choosing the organization's name. The name should be simple and straightforward, such as the name of the school district or neighborhood association where the organization is headquartered.

4 Submit documents to the city hall

Inform the Regional Disaster Prevention Division of the formation of your Voluntary Disaster Prevention Organization.

You will need to submit the following three documents. For more information about how to prepare these documents, please contact the Regional Disaster Prevention Division (TEL: 088-823-9040).

A) Voluntary Disaster Prevention Organization Registration Application

B) List of member households (a list of section leaders is also acceptable)

C) A map showing your activity range (if providing a list of section leaders, make sure to mark out each leader's assigned section)



◇ Voluntary Disaster Prevention Organization Activities and Subsidies ◇

Voluntary Disaster Prevention Organizations tailor their activities to fit the characteristics of the region and the potential hazards in the local community. The members of Voluntary Disaster Prevention Organizations discuss these details when deciding on what types of disaster preparedness activities to host.

On the next page are examples of activities and an explanation of the subsidy programs for voluntary disaster prevention activities provided by Kochi City.



◆ Examples of common Voluntary Disaster Prevention Organization activities ◆

- (1) Emergency drills . . . Fire drills, evacuation drills, and other drills conducted in anticipation of natural disasters
- (2) Disaster prevention patrols . . . Walks through town to get a sense of the characteristics of the area and potential hazards.
- (3) Creation of disaster prevention maps . . . Creation of maps showing the locations of evacuation sites, fire hydrants, etc.
- (4) Purchases of disaster prevention equipment . . . Purchases of different types of equipment for use during voluntary disaster prevention activities.
- (5) Disaster prevention workshops . . . Hosting of workshops by disaster prevention professionals to spread awareness among community members.

◆ Subsidy programs ◆

Kochi City provides the following subsidy programs in support of voluntary disaster prevention activities. Voluntary Disaster Prevention Organization presidents are informed of the subsidy application process in writing around the end of April every year. Please contact the Regional Disaster Prevention Division to learn more about what types of activities and projects are eligible for a subsidy.

(1) Kochi City Voluntary Disaster Prevention Organization Development Subsidies

A. Projects promoting the development of Voluntary Disaster Prevention Organizations

A subsidy program to help Voluntary Disaster Prevention Organizations maintain their disaster prevention equipment. (Applications can only be made once per organization)

Subsidy amount: basic upper limit of 600,000 yen, with additional funds available based on the number of affiliated households.

B. Projects promoting Voluntary Disaster Prevention Organization activities

A subsidy program for Voluntary Disaster Prevention Organizations that conduct evacuation drills and other disaster prevention activities.

Subsidy amount: up to 100,000 yen

C. Projects related to the refurbishment of Voluntary Disaster Prevention Organizations

A subsidy program to support the purchase of new disaster prevention equipment by Voluntary Disaster Prevention Organizations that engaged in projects A or B over three fiscal years ago.

(* Applications must include documents proving continuous disaster prevention activities)

Subsidy amount: up to 100,000 yen

D. Projects promoting collaboration between Voluntary Disaster Prevention Organizations

A subsidy program for Federations of Voluntary Disaster Prevention Organizations (Volunteer Disaster Prevention Organizations that operate in the same elementary school district) that organize evacuation drills and other disaster prevention activities.

Subsidy amount: basic upper limit of 200,000 yen, with additional funds available based on the number of affiliated households.

E. Projects promoting improvement of Voluntary Disaster Prevention Organizations

A subsidy program to help Federations of Voluntary Disaster Prevention Organizations that have been continuously active for over three years purchase disaster prevention equipment.

(* Applications must include documents proving continuous disaster prevention activities)

Subsidy amount: up to 100,000 yen

(2) Kochi City Disaster Prevention Equipment Maintenance Subsidy

A subsidy to help Voluntary Disaster Prevention Organizations and Federations of Voluntary Disaster Prevention Organizations to maintain/improve their disaster prevention equipment.

* Voluntary Disaster Prevention Organizations must pay for over half of the equipment maintenance fees out of pocket.

Please contact: Regional Disaster Prevention Division
TEL: 088-823-9040
FAX: 088-823-9008

2 Waste Collection Sites

New combustible waste/plastic container and packaging collection sites

◆ Application ◆

Those who would like to establish a new combustible waste/plastic container and packaging collection site in response to residential growth, etc. must first submit a Combustible Waste Collection Site Establishment Application Form (Form No. 1). Application forms are available at the Environmental Services Division counter and on the Division's website.

Additionally, companies that plan to build apartment complexes must consult with the Environmental Services Division beforehand regarding the placement of waste collection sites.

◆ Location Selection ◆

When choosing the location of a waste collection site, please consider the following requirements:

- 1 The location must be easily accessible by garbage trucks
- 2 The location must not obstruct traffic (please avoid intersections)
- 3 The location must be chosen with the consent of the local residents
- 4 As a general rule, the collection site must be used by 20 households or more

◆ Notification ◆

After the Combustible Waste Collection Site Establishment Application Form is submitted, representatives from the Environmental Services Division will survey the location and contact the applicant via phone about the suitability of the location at a later date. Please continue using the existing collection site until you are contacted.

New recyclable/non-combustible waste collection sites

The location selection requirements and notification process are the same as those of the establishment of new combustible waste collection sites.

However, users are generally registered recyclable and non-combustible waste groups (autonomous entities) consisting of approximately 100 households. After deciding on the new collection site location and choosing a representative, please submit a Recyclable and Non-combustible Waste Collection Site Establishment Application Form (Form No. 2).



3 Waste Disposal

Do not put waste out on non-collection days

Waste that is put out on non-collection days or after the designated collection time will not be collected that day. This may result in dogs, cats, crows, and other animals digging through the garbage and scattering it around the area.

Additionally, decaying garbage produces bad odors and can be a public health risk, so please make sure to put out your garbage on collection days before 8:00 AM.

Note about plastic containers and packaging

Due to their light weight, plastic containers and packaging are often picked up by the wind and scattered throughout the street, creating a big mess.

Please hold off on putting out plastic waste on windy days or during typhoons to prevent this from occurring.

4 Waste Collection

Waste collection times

Waste collection times are not fixed. Garbage trucks begin collection at 8:00 AM, but may arrive at some collection sites later due to traffic conditions, road work, and the amount of waste from other sites. Sites that are usually visited by garbage trucks in the morning may be visited in the afternoon, and vice versa.

Collection services for deceased dogs, cats, and other small animals

Collection services are available for deceased stray dogs, cats, and other small animals with unknown owners. Please contact the Environmental Services Division between 8:00 AM and 4:45 PM on Monday–Friday (excluding national holidays) to learn more.

For urgent requests outside of business hours (weekends, national holidays, and weekdays between 4:45 PM and 9:00 AM), please call the following phone number to reach a city hall representative: TEL:088-822-8111.

For deceased pet collection, please contact the Environmental Services Division between 8:00 AM and 4:45 PM on Monday–Friday (excluding national holidays). Please note that there is a collection fee of 1,040 yen per pet.

5 Waste Outreach Program

In order to teach residents about the correct way to dispose of household garbage, Kochi City employees run an on-demand waste outreach program.

As part of the program, city employees explain how to sort garbage according to Kochi City rules and inform participants about waste reduction initiatives.

Please contact the Environmental Services Division for more information.



For more information about waste collection sites, waste disposal and collection, and outreach programs, please contact:

Environmental Services Division
TEL:088-856-5374

6 Kochi City Waste Reduction Officer Program

Started in January 2000, the Kochi City Waste Reduction Officer Program selects a volunteer leader to work together with the city for one term to promote waste reduction and recycling in their local community. Terms are for two years, with annual leadership training sessions.

Currently, the program is in its 13th term, which lasts from January 1, 2024 to December 31, 2025. However, new officers may be nominated before the term ends. (Terms last from January to December of the next year rather than following the fiscal year.)

Waste Reduction Officers receive a letter of appointment, a handbook, an ID card, and a name tag holder.

A notification must be submitted whenever an officer is nominated, changes, or retires.

Please contact the Alternative Energy and Environmental Policy Division for more information.

Please contact:

Alternative Energy and Environmental Policy Division
TEL:088-823-9209

7 Kochi City Federation of Neighborhood Associations

◆ Organization Overview ◆

The Kochi City Federation of Neighborhood Associations was established in November 1988 as a citywide organization based on administrative districts, moving away from the previous system of individual neighborhood associations joining together at will.

Voluntarily established and operated based on the will of the residents, the Federation aims to create comfortable, safe, and welcoming communities where residents can build bonds with each other. It is currently formed by 30 district federations and 832 neighborhood associations.

◆ Activity Overview ◆

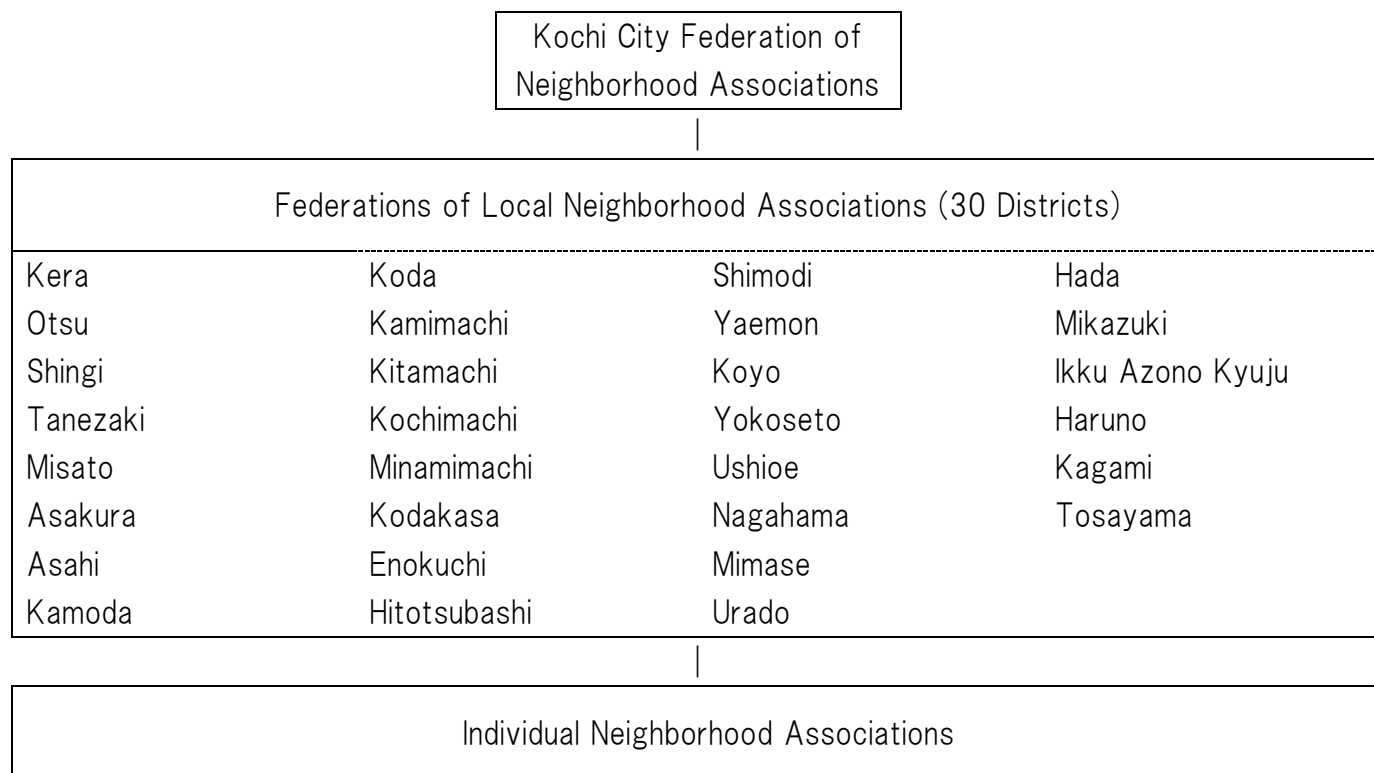
Primary activities consist of:

- 1) Holding regular general assemblies
- 2) Holding leadership training sessions
- 3) Issuance of newsletters
- 4) Notice board improvement projects (installing new boards and replacing old boards)
- 5) Environmental beautification projects
- 6) Streetlight electricity cost subsidies
- 7) Consultation regarding neighborhood association activities and community activities
- 8) Formation of neighborhood associations
- 9) Other activities

Goal-Oriented Activities

Goal	Activities
① Promotion of Federation activities	Coordinating and collaborating with the Kochi City Council and related administrative entities and other groups; coordinating with the National Federation of Residents' Associations and the Chugoku & Shikoku Residents' Association Liaison Council; hosting leadership training sessions
② Organizational development	Encouraging unaffiliated organizations to join the Federation; promoting organization development within the Kochi City Federation of Neighborhood Associations and the Federation of Local Neighborhood Associations; promoting the establishment of new neighborhood associations; facilitating women's committee and youth committee activities
③ Promotion of environmental beautification projects	Cooperation and participation in initiatives related to waste reduction and sorting, the Urado Bay and Seven Rivers Clean-up, and other movements aiming to beautify the city; support for efforts to improve the communal living environment by raising the rates of flush toilet adoption
④ Promotion of initiatives focused on building bright, comfortable communities	Provision of streetlight electricity cost subsidies; support for activities related to youth development, community safety, and elder support
⑤ Research on emergency disaster response	Enhancement of Voluntary Disaster Prevention Organizations and disaster prevention awareness and education
⑥ Promotion of the Kochi City Citizen's Charter movement	Active participation in Kochi City Citizen's Charter Promotion Council projects
⑦ Expansion of public relations activities	Distribution of neighborhood association newsletters and improvement of paper resources; expansion of public relations activities in conjunction with government measures; notice board maintenance projects
⑧ Recognition of members' contributions	Organization of association president's commendation ceremonies; recommendation for mayoral commendation; recommendation for commendation by higher-level organizations

◆ Organization Chart ◆



Please contact: Kochi City Federation of Neighborhood Associations Office

Takajo Building 2nd Floor, 2-1-43 Takajomachi, Kochi City

TEL: 088-824-6562 FAX: 088-855-6510

Business hours: Mon-Fri, 10:00 AM-4:00 PM

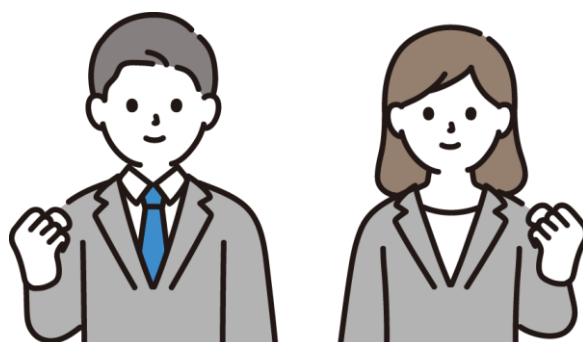
Closed: Sat, Sun, national holidays, substitute holidays,

New Year's holiday (12/29-1/3)

E-mail: rengoukai25@ceres.ocn.ne.jp

URL: <http://www.kochishi-choren.net/>

* Scan the QR code on the right for more information



8 Kochi City Fureai Centers

Fureai centers serve as hubs for local community activities. These facilities may be freely used for neighborhood association activities (meetings, events, social gatherings, etc.), resident-organized get-togethers, and hobby groups/clubs' study sessions and meetings.

- * When renting meeting rooms or other spaces for neighborhood association activities, you may be eligible for rental fee reduction or exemption. Please contact the relevant center for more details.

1. List of Fureai Centers

Center Name	Location	Phone number	Facilities
Asakura	1-14-12 Akebonocho	088-844-1424	Fureai social salon, library, (Japanese-style room, workshop room, meeting room)
Kamoda	860-1 Kamobe	088-844-3238	Fureai social salon, library, (Japanese-style room, multipurpose hall)
Mikazuki	119-1 Minamikuma	088-872-5527	Fureai social salon, library, (meeting room)
Hada	54-3 Nakajinzenji	088-872-6911	Fureai social salon, library, (meeting room, Japanese-style room, workshop room)
Ikku	1-5-20 Ikku Nakamachi	088-845-1691	Fureai social salon, library, (Japanese-style room, culture and education assembly hall)
Nunoshida	1647 Nunoshida	088-845-1305	Fureai social salon, library, (Japanese-style room, workshop room, meeting room)
Takasu	2-5-15 Takasu Shinmachi	088-882-6912	Fureai social salon, library, (workshop room, meeting room, assembly hall)
Godaisan	2945-2 Godaisan	088-882-6337	Fureai social salon, library, (Japanese-style room, workshop room, meeting room)
Misato	4229-2 Niida	088-847-0295	Library, (Japanese-style room, workshop room, meeting room, assembly hall)
Nagahama	690-5 Nagahama	088-842-2211	Fureai social salon, library, (Japanese-style room, assembly hall)
Urado	274-9 Urado	088-842-2405	Fureai social salon, library, (Japanese-style room, meeting room)

Mimase	252 Mimase	088-842-2302	Fureai social salon, library, (Japanese-style room, workshop room, assembly hall)
Otsu	930-5 Otsu	088-866-2311	Fureai social salon, library, (Japanese-style room, workshop room, meeting room)
Kera	2286 Kera	088-860-0301	Fureai social salon, library, (Japanese-style room, workshop room, meeting room)
Fureai Center in the Memorial Museum at Ryoma's Birthplace (2-6-33 Kamimachi, Kochi City TEL : 820-1115)			(Fureai hall, multipurpose room, Japanese-style room)

* Rooms in parentheses () are available for rent.



2. Fureai Center Business Hours

● Offices

Open	Tues to Sat, 9:00 AM-5:00 PM
Closed	Sunday, Monday, national holidays, the New Year's holiday (12/29-1/3)

*The Fureai Center in the Memorial Museum at Ryoma's Birthplace is open all year round, 8:00 AM-7:00 PM

● Rental rooms such as meeting rooms, workshop rooms, etc.

Available for Use	All year round, 9:00 AM-10:00 PM * Rental applications must be submitted ahead of time.
Rental Fee	<ul style="list-style-type: none"> · Please contact each Fureai Center for more details. · The fee may be waived in full or reduced by half if the room is to be used for specified public purposes.

* Rental rooms at the Fureai Center in the Memorial Museum at Ryoma's Birthplace are available from 9:00 AM-12:00 PM and 1:00 PM-10:00 PM

● **Libraries (not including the library inside Nagahama Fureai Center)**

Open	Tues to Fri, 1:00 PM–5:00 PM; Sat, 10:00 AM–5:00 PM; Sun, 10:00 AM–1:00 PM
Closed	Mondays, the 3 rd Friday of every month (excluding August), national holidays, the New Year’s holiday (12/29–1/4)

● **Nagahama Fureai Center Library**

Open	Tues to Fri, 10:00 AM–6:00 PM; Sat and Sun, 10:00 AM–5:00 PM
Closed	Mondays, the 3 rd Friday of every month (excluding August), national holidays, the New Year’s holiday, collection maintenance period (four days in March)

* There is no library in the Fureai Center at the Memorial Museum at Ryoma’s Birthplace

3. Mobile Wi-Fi Routers

Mobile Wi-Fi routers are available for use in rental rooms at each center. Please feel free to borrow a router when conducting online meetings, streaming videos, etc. during community activities. (Requests for routers should be made when applying for a rental room).

9 Tosa Kenki Enokuchi Community Center

Tosa Kenki Enokuchi Community Center is a multipurpose facility where local residents can participate in community activities and learn using library resources. It also functions as an evacuation site in the event of a natural disaster.

Please contact Tosa Kenki Enokuchi Community Center for more Information about the facility.

* Scan here for more details →



1. Facility Overview

Name and Location	Contact Info	Facility Organization
Tosa Kenki Enokuchi Community Center 1-10-7 Atagomachi, Kochi City	TEL: 088-820-1022 FAX: 088-822-1119	Floor 1: Parking lot Floor 2: Community social salon, office Floor 3: Library Floor 4: Meeting rooms··· A (45㎡), B (47㎡) Japanese-style rooms··· A (9 tatami mats), B (12 tatami mats) Floor 5: Assembly hall··· A (55㎡), B (76㎡)

2. Business Hours

● Office

Open	Tues to Sat, 9:00 AM-5:00 PM
Closed	Sun, Mon, national holidays, New Year's holiday (12/29-1/3)

*Wi-Fi available

● Rental spaces (assembly halls, meeting rooms, Japanese-style rooms)

Available for Use	Tues to Sun, 9:00 AM-12:00 PM, 1:00 PM-9:00 PM * Rental applications must be submitted ahead of time.
Rental Fee	<ul style="list-style-type: none"> ● Please contact Tosa Kenki Enokuchi Community Center for more details. ● The fee may be waived in full or reduced by half if the room is to be used for specified public purposes.

● Library

Open	Tues to Fri, 10:00 AM-6:00 PM; Sat and Sun, 10:00 AM-5:00 PM
Closed	Mondays, the 3 rd Friday of every month (excluding August), national holidays, the New Year's holiday (12/29-1/4), collection maintenance period (four days in March)

10 Kochi City Shimodi Community Center Aegis

Kochi City Shimodi Community Center Aegis is a multipurpose facility that serves as a hub for community activities, learning and research using library resources, and disaster prevention activities. Since the surrounding area is 0 m above sea level, this community center has been designed to function as an evacuation site in the event of a tsunami. Please contact Kochi City Community Center Aegis for more details about using the facility.

* Scan here for more details →



1. Facility Overview

Name and Location	Contact Info	Facility Organization
Kochi City Shimodi Community Center Aegis 10-7 Futabacho, Kochi City	TEL: 088-880-1770 FAX: 088-880-1771	Floor 1: Parking lot, office, community social salon Floor 2: Library Floor 3: Meeting rooms A (32㎡), B (26㎡), C (80㎡) Japanese-style room··· 12 tatami mats Floor 4: Multipurpose hall··· 149㎡

2. Business Hours

● Office

Open	Tues to Sat, 9:00 AM–5:00 PM
Closed	Sundays, Mondays, national holidays, the New Year's holiday (12/29–1/3)

*Wi-Fi available

● Rental rooms such as assembly halls, meeting rooms, and Japanese-style rooms

Available for Use	Tues to Sun, 9:00 AM–9:00 PM * Rental applications must be submitted ahead of time.
Rental Fee	<ul style="list-style-type: none"> ● Please contact Kochi City Shimodi Community Center Aegis for more details. ● The fee may be waived in full or reduced by half if the room is to be used for specified public purposes.

● Library

Open	Tues to Fri, 10:00 AM–6:00 PM; Sat and Sun, 10:00 AM–5:00 PM
Closed	Mondays, the 3 rd Friday of every month (excluding August), national holidays, the New Year's holiday (12/29–1/4), collection maintenance period (four days in March)

11 Kochi City Yaemon Fureai Center

Kochi City Yaemon Fureai Center serves as a hub for communal activities designed to promote regional development and community building. In addition to serving local residents, the facility is also open to anyone who would like to use it for cultural activities, social gatherings, health and wellness functions, and other events. Please contact Kochi City Yaemon Fureai Center for more information on using the facility.

* Scan here for more details →



1. Facility overview

Name and Location	Contact Info	Facility Organization
Kochi City Yaemon Fureai Center 2-60 Kitagoza, Kochi City	TEL: 088-885-1660 FAX: 088-885-1661	Assembly hall (gym) ... 419.52㎡ Kitchen ... 30.80㎡ Japanese-style rooms (2 rooms with 24 tatami mats each) ... 124.11㎡ Common room ... 116.08㎡ Office Parking lot (28 spaces)

2. Business Hours

*Wi-Fi available

Open	Thurs-Tues, 9:00 AM-9:00 PM
Closed	Wednesdays, national holidays, the New Year's holiday (12/28-1/4)
About the facility	<ul style="list-style-type: none"> ● * Rental applications for the assembly hall (gym), kitchen, and Japanese-style rooms must be submitted ahead of time. Please contact Kochi City Yaemon Fureai Center for more details about rental fees, etc. ● Fees may be waived in full or reduced by half if the room is to be used for specified public purposes. ● No rental fees required for use of the common room.



12 Kochi City Kimura Assembly Hall

Kochi City Kimura Assembly Hall was established to promote community activities, social welfare, and education in Kochi City. In addition to a library, the facility also has resources available for community activities, lifelong learning, regional disaster prevention, and more. Please contact Kochi City Kimura Assembly Hall for more information about using the facility.

* Scan here for more details →



1. Facility overview

Name and Location	Contact Info	Facility Organization
Kochi City Kimura Assembly Hall 3-121 Asahimachi, Kochi City	TEL: 088-872-0374 FAX: 088-872-8749	Floor 1: Office, fureai social salon, community activity support room, consultation room, assembly room (88㎡), cultural exchange room (51㎡), common room (31㎡) Floor 2: Library, in-person voice translation room, large meeting room (72㎡), small meeting room (29㎡), Japanese-style room (39㎡), workshop room (31㎡) Floor 3: Large hall (286㎡)

2. Business Hours

● Office

Open	Tues to Sat, 9:00 AM-5:00 PM
Closed	Sundays, Mondays, national holidays, the New Year's holiday (12/28-1/4)

*Wi-Fi available

● Rental rooms such as assembly halls, meeting rooms, and Japanese-style rooms

Available for Use	Tues to Sun, 9:00 AM-9:00 PM * Rental applications must be submitted ahead of time.
Rental Fee	<ul style="list-style-type: none"> ● Please contact Kochi City Kimura Assembly Hall for more details. ● Fees may be waived in full or reduced by half if the room is to be used for specified public purposes.

● Library

Open	Tues to Fri, 10:00 AM-6:00 PM; Sat and Sun, 10:00 AM-5:00 PM
Closed	Mondays, the 3 rd Friday of every month (excluding August), national holidays, the New Year's holiday (12/29-1/4), collection maintenance period (four days in March)

13 Contact Information for Kochi City Resources

(As of April 2025)

For inquiries about...	Please contact...	Phone number
Waste collection schedules and sites	Environmental Services Division	088-856-5374
The Waste Outreach Program		
Where to dispose of garbage		
Waste separation and recycling		
The Waste Reduction Officer Program	Alternative Energy and Environmental Policy Division	088-823-9209
Human waste removal services, cancellation of sewer service due to change of residence, etc.	The Kochi City Environmental Foundation * Please contact the collection agency directly for inquiries about waste removal fees in Kagami, Tosayama, and Haruno.	088-884-4424
Community Welfare and Child Welfare Commissioners	Health and Welfare General Affairs Division	088-823-9440
Consultations regarding welfare	Welfare Management Division	088-823-9444
Consultations regarding dogs and cats	Lifestyle and Food Division	088-822-0588
General disaster prevention measures	Disaster Policy Division	088-823-9055
Voluntary Disaster Prevention Organizations	Regional Disaster Prevention Division	088-823-9040
Community center activities	Culture Promotion Division	088-821-9215
Subsidies for the renovation/new construction of community centers	Local Community Promotion Division	088-823-9080
Subsidies for streetlight (security light) installation	Kochi City Federation of Neighborhood Associations	088-824-6562
Subsidies for streetlight (security light) electricity costs	Kochi City Federation of Neighborhood Associations	088-824-6562
Municipal housing	Kochi City Municipal Housing Office	088-823-9067
Damage to city roads	Road Management Division	088-823-9379
Installation of exclusive property (security lights, notice boards, etc.) on city roads		
Rivers, waterways, back roads/farm roads	Waterways Division	088-823-9475
Planning and construction of sewerage facilities	Water and Sewerage Services Bureau Sewerage Maintenance Division	088-821-9248
Manhole maintenance	Water and Sewerage Services Bureau Pipeline Management Division	088-821-9235
Water leakage in the street		

Water and sewerage service fees	Payments and Customer Service Center	088-832-1132
Parks, green spaces, and playgrounds	Greenery Division	088-823-9469
Land register surveys and the residential addressing system	Land Register Survey Division (Survey Section)	088-823-9761
	Land Register Survey Division (Address Section)	088-823-9240
Newsletter distribution	Public Relations and Information Division	088-823-9446

*** City Hall Representative TEL: 088-822-8111**

☆ Please note that division names and phone numbers are subject to change due to organizational reform, etc.

Other



Kochi City Citizen's Charter

Clear skies, shining sun, vast sea, verdant mountains

Among these beautiful mountains and rivers, our ancestors once sowed the seeds of freedom and civil rights. This land is also the spiritual home of modern Japan.

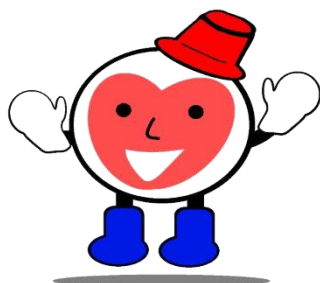
We now join hands as we build upon the noble legacy of our ancestors to create an even richer and brighter future for our fellow citizens.

As a declaration of our autonomy and power of self-governance as citizens, we hereby establish the Kochi City Citizen's Charter.

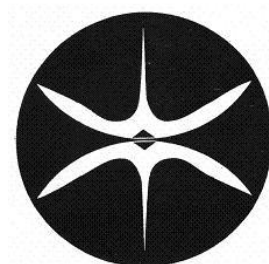
1. We shall adopt the Kagami River as a symbol of our city's cleanliness.
2. We shall foster top-tier education and culture that connects our city with the world.
3. We shall be kind to each other to create a welcoming community.
4. We shall work safely and healthily to create a prosperous community.
5. We shall abide by traffic rules to prevent accidents and create a safe community.

Since its formation 1969, the Kochi City Citizen's Charter Promotion Council has endeavored to realize the five principles of the Citizen's Charter by developing various educational and public awareness projects that aim to make Kochi a more livable and welcoming city.

These projects are made possible by donations from organizations such as neighborhood associations, as well as businesses and individuals.



Kochi City Citizen's Charter mascot
Kensho-kun



Kochi City Citizen's Charter Logo

This circular logo contains a stylized version of the kanji “高”, representing Kochi City as it continues to grow, on top of a stylized version of the kanji “市”, which represents the citizens who support the city's development.

The vertical line in the middle signifies dignity, while the two horizontal arcs represent bird wings, a symbol of peace.

Main Activities of the Kochi City Citizen's Charter

● Kochi City Citizen's Charter Promotion Council Grant

The Kochi City Citizen's Charter provides grants to partially cover the operating costs of organizations such as neighborhood associations that voluntarily engage in activities that help contribute to the Citizen's Charter movement, which was established as a framework to promote citizens' autonomy and self-governance.

Grant amount: up to 50,000 yen per organization

● Early Summer City Beautification Movement: Early Bird Clean-up

The City Beautification Movement was started in 1979 to raise citizens' awareness of environmental beautification and proper garbage disposal, as well as foster a sense of solidarity and self-governance among residents.

During the Environmental Beautification Priority Area Early Bird Clean-up, citizens and business owners volunteer to clean up along routes that start all throughout the city and converge in Central Park.



● The Urado Bay and Seven Rivers Clean-up

In 1971, “Kagami River Day” was designated to promote city beautification in accordance with the first principle of the Citizen’ s Charter, “We shall adopt the Kagami River as a symbol of our city’ s cleanliness” . On this day every July, volunteers would clean up the parts of Kagami River that flow through the center of Kochi City.

As part of the 100th anniversary of the founding of Kochi City in 1989, the clean-up area was expanded to include Urado Bay and the seven main rivers that feed into it, and the event was renamed as the Urado Bay and Seven Rivers Clean-up. (Starting in fiscal year 2023, it has been held in March concurrently with the Spring Kagami River Clean-up).

As many citizens as possible are encouraged to participate so that we can protect our river environment and pass down our beautiful city to the next generation.



● Kochi City Citizen’ s Charter Yosakoi Team

The Kochi City Citizen’ s Charter Yosakoi Team was created in 1975 to encourage more people from all walks of life to participate in the Yosakoi Festival, Kochi’ s biggest summer event.

In order to realize Kochi City Citizen’ s Charter’ s third principle (“We shall be kind to each other to create a welcoming community” ; “We shall give travelers a warm welcome and leave them with a great impression of Kochi”), the Charter organizes a yosakoi team that anyone can join on the day of the festival.



● Tosacco Town

Every August, children are invited to participate in creating an imaginary town called Tosacco Town. By trying out various jobs and ways of life, children are able to build their own “town” and figure out ways to improve it as they go.

The Charter helps organize Tosacco Town in order to foster children’ s interest in how real cities run and societies function, and enable them to explore their own potential.

● Kochi City Citizen’ s Charter Drawing Competition: “The City I Want to Live In”

Since 1990, Kochi City Citizen’ s Charter has held an art contest for elementary school students to deepen children’ s understanding of the Citizen’ s Charter and challenge them to think about how to create a more livable city. The contest invites students to freely draw their ideas about what kind of city they would like Kochi to be in the future.

● Other Activities

The Charter backs events such as the Kochi City Physical Education Opening Ceremony and Kochi Park Cross Country, which are held early in the year to encourage citizens to keep their New Year’ s resolutions. The Charter also helps with clean-up efforts ahead of the Nankoku Tosa Tourism Kickoff on February 1st in order to beautify sightseeing spots before the early launch of the tourism season in Nankoku and Kochi.

Additionally, the Kochi City Citizen’ s Charter provides garbage bags and other supplies for community clean-ups, and promotes the spirit of the Citizen’ s Charter by supporting various projects aligned with its principles.

Please direct inquiries to:

Kochi City Citizen’s Charter Promotion Council
(Office: Local Community Promotion Division)

Kochi City Takajo Building Floor 2

TEL: 088-823-9080

FAX: 088-824-9794

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Local Community Promotion Division
Kochi City Citizen Cooperation Department

2-1-43 Takajomachi, Kochi City 780-8571

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E-mail: kc-102000@city.kochi.lg.jp

Website: <http://www.city.kochi.kochi.jp/soshiki/21/>
