

Application for Trading in Public Places Licence

Waikato District Council Public Bylaw 2023

Use this form to apply for a permit to trade in a public place.

Check you qualify to apply first

- You need a permit to trade in a public place for private gain within the district. This includes roadsides, laybys, parks and reserves. When choosing your trading locations, please think about road safety as well as business potential.
- If you are trading at an event or on private property, you do not need a permit to operate.
- Permits will not be issued for age-restricted goods or services such as tobacco, alcohol, or firearms.
- This application is subject to the Public Places 2023 bylaw and any other applicable **Council bylaws** regarding registration and licensing requirements.

What to include

- Application completed and signed.
- Location of proposed places of trade. Proposed times of trade.
- Copy of Registration Certificate issued under the Food Act (if trading in food or beverages).
- Make and registration number of the trading vehicle(s).
- List of goods/services to be traded.
- Details of any signage.
- Evidence of good character.

How to submit your application

- Drop your application to any Waikato District Council office.
- Email your application css@waidc.govt.nz
- Mail your application to:
Waikato District Council
Private Bag 544
Ngaaruawaahia 3742

Pay your fee

You must pay the fee of \$122.00 (includes 15% GST). This fee is not refundable or transferable.

Payment options

You can find a number of payment options via our website, www.waikatodistrict.govt.nz/pay-it

Office use only	Comments
Receipt number and amount	
Date Paid	
Cashier name	

Application for trading in Public Places Licence

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Applicant details	
Organisation	
Trading Name	
Contact person: First Name / Last Name	
Daytime Phone	
Email address <i>Note: we will send the certificate via email</i>	
Postal address <i>(Including postcode)</i>	
Mailing address <i>(If different from above)</i>	

Business Details
Describe the types of goods or services to be sold. (Types of goods allowed include handcrafted items, art, prepared food for consumption by the public, produce such as fruit, vegetables and flowers and recreational equipment hire.)
How many staff do you have?
Will you be trading any ready-to-eat food or beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No

Details of any signage

Details of Vehicle and Trading location

Will you be trading from a vehicle? (if multiple vehicles, please provide relevant information)

Yes

No

Vehicle make and model:

Vehicle registration number:

Describe how you will ensure the trading area stays tidy?

Enter the details for each proposed trading location separately. Provide a map showing the locations.

- Site address
- Description of location. Be specific enough that our compliance officer is able to find the intended trading location.

Days and hour proposed for trade

Evidence of good character

Evidence of good character could include a written reference from an employer, doctor, teacher, lawyer, social worker, Justice of the Peace, minister of religion, bank manager, Kaumatua. The person's name and address and designation must be noted on the signed and dated reference.

Privacy

The information you provide is official information and is used to help process your application. The information is held and used in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020. This means that your information may be disclosed to other people who request it in accordance with the terms of these Acts. Under the Privacy Act 2020 you have the right to see and correct any personal information that Council may hold about you.

Declaration

By signing this application, you certify that:

- The information you provide is true and correct to the best of your knowledge.
- You undertake to pay all costs related to this application.
- You have read and understood all relevant bylaws.

Applicant's Signature:

Date:

Conditions of licence

The following standard conditions will apply to all licences issued under the Public Places Bylaw 2023.

- Trading is prohibited within 50 metres of an intersection or curve of a road, vehicle crossing, traffic sign or traffic signal that would reduce visibility.
- Trading shall not cause or potentially pose, a traffic hazard or distract unduly or be likely to distract unduly the attention of road users.
- Trading is not permitted from any fixed position on any reserve vested in the control of the Waikato District Council unless approval is gained by means of a concession licence.
- Trading shall not occur within 150 metres of any business or operation selling like goods (including other traders in public places).
- The vehicle must be removed from the public place if it is not trading.
- Operators must sell and display goods directly from the mobile shop.
- Mobile shops are only permitted to trade from sunrise to sunset, unless permission from Council is granted to trade outside this period.
- Operators must comply with all relevant statutes, regulations, bylaws and policies and the Waikato District district plan.
- Operators must remove any litter from the surrounding area of the mobile shop which has been generated by the activities of its operation that day.
- Mobile shops must not cause damage to the roadway, footpath or road berm.
- Operators must display their trading licence in the mobile shop so that it is visible at all times.
- The trader is required to move on following a request from a Council officer.