



District Office
15 Galileo Street
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Ngaruawahia 3742
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Call Free 0800 492 452

Huntly Area Office 142 Main Street 0800 492 452
Raglan Area Office 7 Bow Street 07 825 8129
Tuakau Area Office 2 Dominion Road 0800 492 452
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www.waikatodistrict.govt.nz

FEE: \$122.00

Application for Trading in Public Places Licence

Waikato District Council Public Places Bylaw 2016

Details of Applicant/s

Full legal name or names to be on certificate:
Trading name:
Contact person: Daytime phone:
Email: (please note if email address supplied all correspondence and licence will be issued by email, but hard copies can be requested)

Postal Address for service of documents:
Town: Post Code:

Details of Vehicle and Trading Location/s

Vehicle Make: (1) Model: Reg No:
Location/s where trading is going to take place:
Please provide a map showing locations

Business Details

Type of goods sold:
If food is prepared/sold - attach copy of Food Registration certificate
Hours sought for selling of goods: Number of Staff:

Additional Requirements

Evidence of good character must be attached to this application (2)
Describe or identify the type and location of signage that will be used for the activity:
Describe measures that will be applied to keep the trading area tidy:

Agreement

I, agree to comply with the conditions of licence attached to this application form
Signature of applicant: Date:

- (1) The vehicle must have a current warrant of fitness/certificate of fitness and current NZTA vehicle registration.
- (2) 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.

## CONDITIONS OF LICENCE

The following standard conditions will apply to all licences issued under the Public Places Bylaw 2016.

- 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.

**SEND THIS APPLICATION (with required attachments) to postal address above OR email [css@waidc.govt.nz](mailto:css@waidc.govt.nz)**

**The Fee of \$122.00 (GST inclusive) must be made at the same time as the application is submitted. Payment can be made online to Waikato District Council 02 0316 0246517 01 (use your Name and 'Trading' as reference)**

**Please advise payment date: .....**

### CHECKLIST

- Map of proposed trading locations
- Copy of Food registration certificate – if preparing/selling food
- Written evidence of good character
- Application signed
- Fee paid (if paying by internet please advise the payment date above)