

Application for a Mobile Shop or Itinerant Trader Permit

Health (Registration of Premises) Regulations 1966 and Waitaki District General Bylaw 2018

New Application

Re-registration

SECTION ONE: APPLICANT DETAILS

Applicant details			
Legal name of operator (e.g. registered Company, partnership or individual)			
Full Name			
Business/Society name			
Trading As			
Contact address			
Email			
Telephone		Mobile	

SECTION TWO: PROPOSED TRADE ACTIVITY

1. Please specify the goods or services you plan to trade/sell:

IF YOU ARE PLANNING TO SELL FOOD, PLEASE ANSWER QUESTION 2 BELOW, OTHERWISE SKIP TO SECTION THREE.

2. Please provide your Council or Ministry for Primary Industries (MPI) New Zealand Food Safety Business Registration Number:

SECTION THREE: PROPOSED TRADE LOCATION

Before you complete this section, please refer to the Mobile Shop and Itinerant Trader Guidelines and Contact Information for trading in the Waitaki District

1. Please advise the specific location(s) in which you are planning to trade:

2. Please attach a map pinpointing the proposed trade location(s) you have listed above.

3. Please tick the option below that most closely defines your proposed trade location:

- On the road or street
- On the roadside or grass berm
- In a court, alley, lane, access way or other thoroughfare
- Other (please specify):

4. Are you proposing to trade in front of or adjacent to another business? (Please circle)

Yes No

5. If yes, have you spoken with that business about your planned trade activity? (Please circle)

Yes No

If you are planning to trade in front of or in close proximity to another business, it is preferred you gain agreement from that business and provide their written support with your licence application.

6. Refer to the Waitaki District Plan – www.waitaki.govt.nz/Services/Planning-and-Resource-Consents/District-plan/Current-District-Plan

What zone is your proposed location(s) in? (Please tick the applicable box)

- Residential Rural Commercial Other (please specify below)

If your planned trading location is in a residential, rural or recreational zone, you may need to obtain resource consent before trading. This involves a separate application process – we recommend you discuss with our Planning Department prior to submitting your licence or resource consent application – phone 03 433 0300 or email planningenquiries@waitaki.govt.nz

7. Will you be trading out of a vehicle? (Please circle)

Yes No

If yes, please complete the following:		If no, please advise how you plan to present your goods (e.g. stall, table):
Vehicle type:		
Vehicle Registration Number:		

SECTION FOUR: DURATION AND HOURS OF TRADE ACTIVITY

1 What are your proposed days/hours of operation?

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CHECKLIST

Before submitting this application, please ensure you have:

- Completed all sections of this application.
- Attached a map pinpointing your proposed trade location.
- Attached a letter of support from other business(s), if your proposed trade location is in front of or adjacent to their premises.
- Discussed your proposal with the Planning Department Duty Officer if your proposed trade location is in a residential, rural, or recreational zone.

DECLARATION

I/We hereby apply for a Mobile Shop or Itinerant Trader Permit under the Waitaki District General Bylaw 2018. I/We also confirm that I/We understand my/our obligation to notify WDC should I/We no longer wish to trade, or the business undergoes a change of ownership. I/We also acknowledge that the issuing of this Permit is conditional upon payment of applicable fee.

Signed		Date	
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PLEASE SELECT A PAYMENT OPTION BELOW AND EMAIL THE COMPLETED FORM TO:

Regulatory@waitaki.govt.nz

Payment Options	
<input type="checkbox"/>	Cash/Eftpos
<input type="checkbox"/>	Bank transfer to account 02 0940 0156400 00 Particulars: Name Code: Mobile Reference: Invoice Number
<input type="checkbox"/>	Visa/Mastercard by phone 03 433 0300 (note: Credit cards have a 1.5% surcharge)

OFFICIAL USE ONLY
Application for Registration Form Received:
Amount Paid:
Receipt Number:
Date:
Authority Register Updated: Y/N
Certificate Issued: Y/N