



**District Office**  
15 Galileo Street  
Private Bag 544  
**Ngaruawahia 3742**  
Telephone (all hours) 07 824 8633  
Call Free 0800 492 452  
Fax 07 824 8091

**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  
Email: [publicenquiries@waidc.govt.nz](mailto:publicenquiries@waidc.govt.nz)  
[www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz)

# Application for Trading in Public Places Licence

Waikato District Council Public Places Bylaw 2016

## Details of Applicant

Full legal name or names to be on certificate: .....  
Trading name: .....  
Contact person: ..... Daytime phone: .....  
Email: .....

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

## Details of Vehicle and Trading Location/s

Vehicle Make: <sup>(1)</sup> ..... 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 <sup>(2)</sup>  
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: .....

## Office Use Only

**Fee Due** (must accompany application): (2018/19) **\$100.00** (inc GST) Receipt number: .....

- (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.

## **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 of the payment date on the application form)