

## Application for a license to Trade in a Public Place

*Consolidated General Bylaw 2020 Part 3 – Trading in Public Places and Trading as a Hawker, Mobile Shop or Itinerant Trader*

**Note:** A resource consent may be required if your proposed location is not zoned for this type of activity  
 Please contact a planner on 0800 727 059 or email to [rmaconsents@kaipara.govt.nz](mailto:rmaconsents@kaipara.govt.nz)

<b>Hawker</b>	Offers goods for sale, sometimes on foot, without prior invitation to visit that private or public place
<b>Mobile Shop</b>	Operates for a short period of time in one location before moving on e.g. an ice cream van
<b>Itinerant Traders</b>	Applies to any person who has been a non-resident in the district for six months prior to the application date; not owning or having entered into a binding lease in writing in the district for at least six months; carries on or engages in any business in the district involving the sale or hire of goods.

### 1. Applicant Details

<b>Full Legal Name of Applicant or Company Name</b>						
<b>Postal Address of Applicant</b>						Postcode:
<b>Name of Contact Person</b>						
<b>Name of Premises Manager Day to Day Operator (If different from above)</b>						
<b>Business Trading Name</b>						
<b>Physical Address of Business</b>						
<b>Email</b>						
<b>Contact Telephone</b>	Work:		Home:		Mobile:	

### 2. Vehicle Registration Number if applicable

<b>Vehicle Registration/Make/Model</b>	
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### 3. Site and Trading Details

Is your proposed location on a park, beach, reserve, or roadside?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Private or Public Land	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Proposed site or sites to be occupied (provide site plans, photograph of stall and satellite photographs showing precise location for each site – maximum of two sites per application)

1.	
2.	

Are you selling food?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Water Source (please state water supply)

If YES, please describe items to be sold: (Sale of Food - Operator must hold a current registration under the Food Act 2014. Any Act, Regulation or Bylaw relating to the trading and selling of food must be complied with. Separate fees will apply for food registrations under the Food Act 2014.)

#### 4. Trading hours and days.

Specify proposed days and hours of trading (an additional application will need to be lodged if you wish to trade in both places concurrently i.e., on the same day and same time)

##### Site One

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time							

##### Site Two

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time							

#### 5. You can submit your application by the following means

**Email:** [health@kaipara.govt.nz](mailto:health@kaipara.govt.nz)

**Drop** off your application at either of our offices in Mangawhai or Dargaville

**Post** your application to:

Kaipara District Council  
Private Bag 1001  
**Dargaville 340**

#### 6. Payment Methods

##### Online by Credit or Debit Card

(Visa and Mastercard accepted)

[www.kaipara.govt.nz/pay-it-online](http://www.kaipara.govt.nz/pay-it-online)

\*A service fee of 2.0% per transaction (minimum fee \$1.00) is applied by our bank, Bank of New Zealand

##### Internet Banking

Account: 02-0308-0090743-07

You must provide your Name/Health as a reference

In person at one of the Kaipara District Council offices (Eftpos available)

##### Dargaville

Hokianga Road, Dargaville

##### Mangawhai

The Hub, Molesworth Drive, Mangawhai

*Please refer to our website for our opening hours during COVID-19 alert levels*

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## 7. Final Check and Attachment Checklist

Form is completed and is legible						
Vehicle Registration						
WOF		Yes		No	Expiry Date	
LPG Cylinder Certificate (if applicable)						
Site photographs and satellite photographs (maximum of two sites per application)						
Food Registration Certificate (if selling food and drink)						
Stall layout if selling food and drink. The layout will include food preparation, serving facilities, including benches, shelves, wash hand basins, sinks, ventilation, and other appliances. A full description of wall, floor, and ceiling surfaces, proposed hot and cold-water supply and wastewater holding tanks must also be provided.						

## 8. General Conditions

- Where required and not exempt, the applicant must hold a current "Food Act 2014" registration certificate that shall be prominently displayed in or on some part of the mobile vehicle or carried on the person at all times when open and trading for business.
- The Vehicle, Hawker, or Itinerant Trader, while operating, must be located so that customers must approach, queue, and access the Mobile vehicle, Hawker, or Itinerant Traders away from the road. There must be adequate and safe roadside customer parking available at the site.
- The mobile vehicle, stall and hawking signage must be kept clear of live lanes at all times.
- The applicant and/or day to day operator identified in this application shall comply with any instructions given by the Police or Council Authorised Officer in the interest of public safety.
- The applicant and/or day to day operator identified in this application shall ensure that the area surrounding the stall shall be kept clean and clear of any litter.
- Council reserves the right to withdraw this permit should it become clear that the applicant or day to day manager has breached the Public Places Bylaw 2014 and permit conditions, or where the continued use of this area is in conflict with the other authorised users of this area.
- All Hawkers, Itinerant Traders, and Mobile Vehicle trading licence will expire on 30 June of each year. It is the responsibility of the applicant to lodge an application should the applicant wish to continue to trade from this site, after the expiry date. Applications shall be lodged within 30 days before the expiry date. Pre-lodgements before this time frame will not be considered.
- The granting of licences to trade on Council land under the Bylaw is at the sole pleasure of Council and may be refused without providing reason. No appeal process applies.
- Your application will be forwarded and assessed by the relevant Council departments managing the site(s) referred to in this application. The Council may include additional licences conditions as appropriate.

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## 9. Important privacy information

The personal information that you provide in this form will be held and protected by Kaipara District Council in accordance with the privacy policy (available at [www.kaipara.govt.nz/Our+Council/Privacy.html](http://www.kaipara.govt.nz/Our+Council/Privacy.html) ) and with the Privacy Act 1993. The privacy policy explains who Kaipara District Council may use and share personal information in relation to any interaction you have with Kaipara District Council, and how you can access and correct that information. It is recommended that you familiarise yourself with this policy.

**I have read and agree with the above conditions.**

<b>Date of Application</b>	
<b>Signature:</b>	

## Office Use Only

Customer Services	Fee:	App ID:	Receipt:
	Approved/Declined	Date	Comments/Conditions
Environmental Health			
Parks Department			
Roading Department			