

Application for Approval Occupying Public Space Mobile Shop, Hawkers or Tour Operator



Pursuant to Council's Road Use Bylaw 2022

Follow the instructions below to apply for the appropriate approval.

Your application will not be processed until the application form is completed correctly and entirely, all supporting required documents and related payment are received.

If you are planning on trading at a Community event which is being held on Council owned land you must apply for an "Event Permit" or contact the event organiser to obtain permission to trade at that event.

If you intend on trading within a speed limit zone along a State Highway more than 50kph you do not need to complete this form and must apply for approval from Waka Kotahi at <https://www.nzta.govt.nz/resources/roadside-vendors-in-the-state-highway-corridor/>.

No person may occupy public space and engage in the sale of goods of any description unless having obtained approval from Council.

Please select the type of approval you require:

<input type="checkbox"/>	Hawker	Offers goods for sale (sometimes on foot) without prior invitation to visit that private or public space
<input type="checkbox"/>	Mobile Shop Approval	Operated for a short period of time in one location before moving on (e.g. an ice cream truck, food truck)
<input type="checkbox"/>	Tour Operator Approval	Offer tourist activities in a specific site in a public space

What you need to do

- Supply a completed application form
- Read the terms and conditions on the back of the application form
- Supply all required supporting documents
- Pay the required fee upon application

Please apply for approval at least 20 working days before you expect to operate to allow us time to process your application. There may be delays as input is sought from District Facilities, Northland Transportation Alliance or Waka Kotahi.

What to include

<input type="checkbox"/>	Completed application form
<input type="checkbox"/>	Clear site photos and satellite photos (two sites per application maximum only) which show the trading location
<input type="checkbox"/>	Vehicle registration (including warrant of fitness and expiry date)
<input type="checkbox"/>	Electrical certificate (if applicable)
<input type="checkbox"/>	LPG cylinder certificate (if applicable)
<input type="checkbox"/>	Copy of Food Registration certificate (if the purpose of the application is to sell food and drink)
<input type="checkbox"/>	Mobile shop layout (if selling food and drink) which shows the equipment layout i.e. sinks, hot plates etc
<input type="checkbox"/>	Approval from Building Owner (if applicable)

Payment options

You can pay by cash, eftpos or credit card at any of our service centres. For more information and where to find the cost associated with this application, please visit: www.fndc.govt.nz and search "Fees and Charges"

Office use only	APPLICATION FEE (Including GST) NUMBER \$	RECEIPT	RECEIPT AMOUNT \$	<input type="checkbox"/> PAYMENT RECEIVED	CASHIER NA ME
	COMMENTS				

Application for Approval Occupying Public Space Mobile Shop, Hawkers or Tour Operator

Pursuant to Council's Road Use Bylaw 2022



- 1) Licence I am applying for: ☐ Mobile Shop ☐ Hawkers ☐ Tour Operator

Application details

- 2) Applicant / Name to be on approval:
- Trading Name (if applicable):
- Phone number:
- Mobile number:
- Email address:
- 3) Postal address for service documents:

Site and trading details

Please list the proposed sites to be occupied – there may only be two sites maximum per application.

- 4) Site one trading location address:
- 5) Site two trading location address:

Business details

- 6) Trading hours and days, you would like to operate

Site one location and date(s):

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Site two location and date(s):

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 7) Are you selling food? ☐ Yes go to number 8 ☐ No go to number 11
- 8) Food Registration Number
- 9) Food and drink options are to be sold
- 10) Water source

Fees details

Annual or seasonal (monthly) fees are applicable.

- 11) What approval do you require? ☐ Annual application complete ☐ Seasonal go to number 12
- 12) Please state the number of months approval is required for:

Application for Approval - Mobile Shop, Hawkers or Tour Operator Occupying Public Space – Terms and Conditions

This licence is valid only from the date it is issued until the specified expiry date. Council reserves the right to cancel the licence at its sole discretion by giving the holder 24 hours' notice.


All commercial activities in public places are subject to these Terms and Conditions

1. Where required and not exempt, the applicant must hold a current Food Act 2014 registration certificate that must 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.
2. The vehicle or hawker while operating, must be located so that customers must approach, queue, and access the mobile vehicle or hawker away from the road. There must be adequate and safe roadside customer parking available at the site.
3. The mobile vehicle or hawking signage must be kept clear of live lanes at all times.
4. The applicant and/or day to day operator identified in this application shall comply with any instructions given by the Police or Authorised Council Officers in the interest of public safety.
5. The applicant and/or day to day operator identified in this application shall ensure that the area surrounding the approval location shall be kept clean and clear of any litter.
6. Council reserves the right to withdraw this approval should it become clear that the applicant or day to day manager has breached their licence conditions.
7. Hawkers and mobile shops must be at least 400 meters (nearest point to nearest point) from any business premises selling like goods and services.
8. Approval to trade on Council land is at the sole discretion of Council and may be refused
9. Any person operating or responsible for a mobile shop may only display one advertising sign, sign must meet the permitted sign requirements and shall leave at least 1.5 meters of unimpeded footpath. An advertising sign cannot be placed on top of a vehicle unless it is permanently fixed to that vehicle.
10. This approval permits this licence holder to trade within the 50km/hr speed limit zone only on a State Highway in the Far North, if you intend on trading on any State Highway outside of that speed zone you must apply for consent of the Waka Kotahi (NZTA) .
11. Your application will be assessed by the relevant Council departments managing the site(s) referred to in this application. The Council may include additional approval conditions as appropriate.
12. All applications must comply with the requirements of the Road Use Bylaw 2022.

IMPORTANT NOTE:

The personal information that you provide in this form will be held and protected by FNDC in accordance with our privacy statement, available at <https://www.fndc.govt.nz/Your-council/Performance-transparency/Privacy>

I / we hereby apply for the necessary approval to occupy public space and have read the terms associated with that licence.



Signature of Operator / Licencee



Date (DD / MM / YYYY)