

# Application for Approval Occupying Public Space Stall or Food Fundraising Event



Pursuant to Council's Road Use Bylaw 2022

Follow the instructions below to apply for the appropriate street stall approval.

Your application will not be processed until the application form is completed correctly and entirely, all supporting documents must be received in order for your application to be deemed complete and accepted for processing.

If you are planning on holding a stall 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 hold a stall 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.

There is no fee to apply for a stall approval.

Please note that stalls that intend on selling food for fundraising purposes must not exceed 20 times per year or else you will be required to apply for a food registration under the Food Act 2014.

Please select the type of approval you require:

<input type="checkbox"/>	Street Stall for non-food goods	Operated at a specific location and is set up for more than 30 minutes (e.g. on the roadside, in front of a business, on a public footpath) selling crafts, books etc.
<input type="checkbox"/>	Street Stall for food	Operated at a specific location and is set up for more than 30 minutes (e.g. on the roadside, in front of a business, on a public footpath) and selling food

## 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

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 approval is sought from District Facilities and Northland Transportation Alliance or Waka Kotahi before a decision can be made on your application.

## What to include

- ☐ Completed application form
- ☐ Site photos and satellite photos (two sites per application maximum only) showing stall location and layout
- ☐ Copy of Food Registration certificate (if applicable)
- ☐ Approval from Building Owner (if applicable)

Office  
use only

APPLICATION NUMBER

OFFICER NAME

COMMENTS

# Application for Approval Occupying Public Space Stall or Food Fundraising Event

Pursuant to Council's Road Use Bylaw 2022



- 1) Licence I am applying for: ☐ Street Stall non-food ☐ Street stall for food

## 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 12
- 8) Are you a registered food business? If so please provide your Food Registration Number
- 9) Are you selling food for fundraising purposes? ☐ Yes ☐ No
- 10) Food and drink options are to be sold
- 11) Water source
- 12) Will the stall be a one off event or over a series of dates? ☐ One off ☐ Series of dates
- 13) Date(s) of stall

# Application for Approval 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 stall or carried on the person at all times when open and trading for business.
2. The stall while operating, must be located so that customers must approach, queue, and access the stall, away from the road. There must be adequate and safe roadside customer parking available at the site.
3. The stall and 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 stall 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. Approval to trade on Council land is at the sole discretion of Council and may be refused
8. Any person operating or responsible for a street stall 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. 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.
11. All applications must comply with the requirements of the Road Use Bylaw 2022.
12. For stalls selling food, it must be safe and suitable. Food must be prepared, handled and stored appropriately.
13. For stalls selling food for fundraising purposes, cannot exceed 20 fundraising events per year or else they will be required to register under the Food Act 2014.
14. The stall must not obstruct or impede on pedestrians using the public footpath.

## 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.

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Signature of Operator / Licencee

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Date (DD / MM / YYYY)