

Public Trading Licence Application Form

TIMARU DISTRICT CONSOLIDATED BYLAW 2018

This form is for mobile traders wishing to undertake trade in a public place.

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

- ☐ This is an application for a new public trading licence
- ☐ This is an application to renew an existing public trading licence
- ☐ This is an application to advise change of ownership for existing public trading licence

SECTION ONE: APPLICANT DETAILS

Surname:		First names:	
Business/Society name:			
Trading as:			
Contact address:			
Telephone:		Mobile:	
Email:			

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 Trading in Public Places guidebook for advice on suitable locations.

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.

SECTION THREE CONTINUED: PROPOSED TRADE LOCATION

6. Refer to the Timaru District Plan – www.timaru.govt.nz/services/planning/district-plan

What zone is your proposed location(s) in? (Please circle)

Residential

Rural

Commercial

Other (please specify below)

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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 Unit prior to submitting your licence or resource consent application - phone 03 687 7200 or email planningconsents@timdc.govt.nz

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

Yes

No

<i>If yes, please complete the following:</i>		<i>If no, please advise how you plan to present your goods (e.g. stall, table):</i>
Vehicle type:		
Vehicle registration number:		

SECTION FOUR: DURATION AND HOURS OF TRADE ACTIVITY

1. Is this application for an annual, monthly or one-day trading licence? (Please circle)

Annual

Monthly

One-day

2. What are your proposed days/hours of operation? (If your application is for a one-off event, please specify the date and name of this event)

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CHECKLIST

Before submitting this application, please ensure you have:

- ☐ Completed all sections of this application form
 - ☐ Attached a map pinpointing your proposed trade location
 - ☐ (Optional) 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 Planning Unit Duty Officer if your proposed trade location is in a residential, rural or recreational zone
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DECLARATION

I/We hereby apply for a licence to trade in a public place under the provisions of Chapter 3 of the Timaru District Consolidated Bylaws 2018. I/We also confirm that I/We understand my/our obligation to notify TDC should I/We no longer wish to trade or the business undergoes a change of ownership. I/We also acknowledge that issue of licence is conditional upon payment of applicable fee.

Signed:

Date:

PLEASE EMAIL YOUR COMPLETED APPLICATION FORM TO: environmentalcomplianceadmin@timdc.govt.nz

FOR OFFICE USE ONLY

Fee (GST Inclusive):

Received Date:

Receipt No:

Licence No:

Parcel No:

NAR No:

Invoice No:

Emailed Date:

Environmental Compliance Manager Approval:

Date: