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Mobile Trading Licence Application Form

Please read the Mobile Trading Guidelines for the Waimakariri District before completing this application form.

Application Type and Fee

New - \$150: Renewal - \$150: Change - \$100:

Fixed-site Trading: Roaming Trading:

Applicant Details

Company Name: _____

Trading As: _____

Contact Person: _____

Mobile Shop Vehicle Registration N#: _____

Postal address (if different): _____

Phone/mobile: _____ Email: _____

Website (if applicable): _____

Trading Activity

Type of goods and services to be sold – please describe below:

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Trading Site/s

List your proposed trading site/s below – up to a maximum of five for ‘fixed site trading’ or variable sites for roaming trading. Please insert maps or photographs of the location/s and site layout plans:

Operating Hours

Your proposed days and hours of trade – please list below.

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Mobile Shop

Insert an image or photograph of the mobile shop and any equipment you plan to use, i.e. tables, chairs, rubbish bins, etc.

Logistics

Please outline your operating provisions for:

Power: _____

Water: _____

Wastewater: _____

Rubbish/Litter: _____

Patron Toilets: _____

Advertising Signage: _____

Refer to the Council's Signage Bylaw 2012 for general signage rules.

Documentation

What other documentation do you have in place and/or tell us when you plan to secure it?

Yes No Food Control Plan (food premises registration) _____

Yes No Licence to Occupy _____

Yes No Health and Safety Risk Management Plan _____

Yes No Vehicle and Public Liability Insurance _____

Yes No Other _____

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Declaration

- The details provided in this application are true and correct to the best of my knowledge, information and belief.
- I have read and agree to adhere to the 'Mobile Trading Guidelines for the Waimakariri District'.
- If granted a Mobile Trading Licence, I agree to adhere to the terms and conditions of my Licence.

Signature _____ Date _____

Name in full: _____

Form Submission

You can either post or email a signed copy of your application form including supporting documentation to:

Mobile Trading Licence Application

Property Unit

Waimakariri District Council

Private Bag 1005, Rangiora 7440

Email: office@wmk.govt.nz

Please make sure you have included or attached with your application:

- Site location map/s and your site layout plan/s
- A photo of your mobile shop
- A copy of your Health and Safety Risk Management Plan
- A copy of your Food Premises Registration Certificate and Food Control Plan (if registered)
- A copy of your Licence to Occupy (if secured)
- Evidence of your Insurance cover (if secured)

If you have any questions regarding this application form please phone 0800 965 468 (0800 WMK GOV).