

# Road Use Licence (Footpath) – Sandwich Board Application

Office use only – licence number:

Please refer to the flow chart over the page and complete all white fields below. Incomplete applications will be returned.

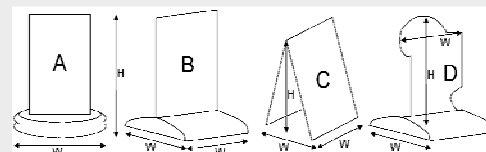
## Applicant details

Business name:			
Shop name:			
Physical address:			
Postal address:			
Contact person:			
Phone number:		Email address:	

Please note: if your application is not approved you will be contacted with a reason why.

## Sandwich board details

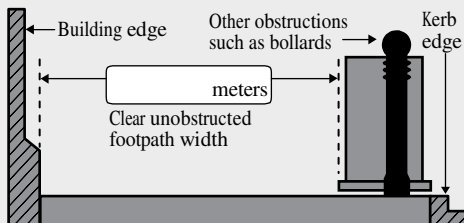
Board type (A, B, C or D):		Height (maximum 900mm):	
Width (maximum 600mm):		Weight (kg):	



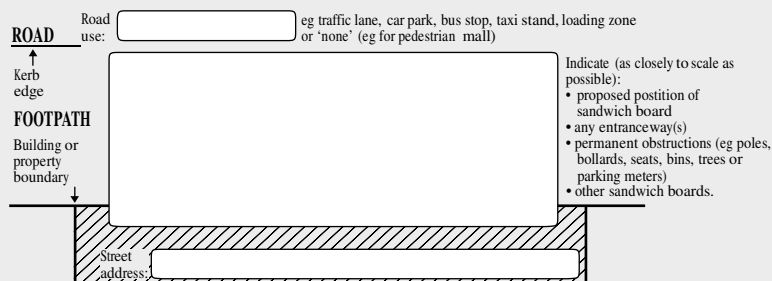
Type C boards only – can the board be locked in an open position?  yes  no

## Location details

### Side view:



### View from above:



## Fees

The application processing fee includes the cost of the licence and GST. The fee is \$180 in the CBD or \$105 in the suburbs. Please make cheque payment to Wellington City Council and send with your application to : Application Processing Officer, Infrastructure, WCC, PO Box 2199, Wellington 6140.

## Declaration

under the provisions of the Wellington Consolidated Bylaw 1991, Part 17 (Public Places):

I declare this information is correct and agree to comply with the provisions of the Wellington City Consolidated Bylaw 2008 and Footpath Management Policy 2007 (available on our website Wellington.govt.nz).

Signature

Date

## Conditions

- Successful applicants will be sent a Licence sticker, a Licence and GST receipt to the address you have provided above. You must keep your Licence onsite for inspection.
- Licence stickers and Licences are non-transferable and application processing fees are non-refundable so it is important that the information provided on this form is as accurate as possible.
- If we issue a Licence and then discover the board is not as it was described or not being used in the approved manner, and believe the owner could have reasonably determined that by using the flow chart on the back of this form, the licence will be revoked and no refund provided.
- Unsafe boards, or boards that aren't altered once owners have been issued with a notice to say they are not compliant, will be confiscated by the Council and the owner will be billed for the confiscation costs of \$150 plus GST.
- Personal information will be used for the administration of sandwich boards in Wellington City and may be made public. All information collected will be held by Wellington City Council, 101 Wakefield Street, Wellington, and applicants have the right to access and correct that information.

# Use this flow chart to determine whether you may\* be eligible for a sandwich board licence

Questions about your location	Options	Reasons for rules
Will the sandwich board be placed on the public footpath?	No →	Sandwich boards placed on private property don't require a licence but may require permission from the property manager (eg for malls). They should be placed safely and not in doorways or access paths.
Yes ↓		
With your sandwich board placed in line with other obstructions, is the remaining clear unobstructed footpath width outside your premises at least: • 4 meters for Lambton Quay or Willis Street; or • 3 meters for Manners Street, Cuba Street, Cuba Mall or Courtenay Place; or • 2 meters for all other locations?	No →	You'll need to consider an alternative to having a sandwich board. Options could include a smaller board, a shared directory sign mounted on an existing pole, a sign suspended from the awning – or you may not be able to use a sign.
Yes ↓		
Is there a bus stop, taxi stand, disability park or pedestrian crossing directly outside your premises?	Yes →	You shouldn't use a sandwich board until you have discussed options with the Council. Please contact 499 4444.
No ↓		
Will your sandwich board be the only sandwich board placed outside your premises?	No →	Locations where pedestrians frequently cross the kerb or have accessibility needs should be kept clear of obstructions for safety reasons.  Too many boards at one location can create obstacles for pedestrians and give the street an untidy, cluttered appearance.
Yes ↓		
Is the total height of the board, including base, equal to or less than 900mm?	No →	The street space is limited and in the event of an emergency the Council may need to remove sandwich boards. Oversize boards are difficult to move and could cause problems such as visibility issues for traffic (eg drivers may not see small children waiting to cross the road).
Yes ↓		
Is the width of your sandwich board, measured at any location including the base, equal to or less than 600mm?	No →	You'll need to modify or replace the board so that it fits the required dimensions.
Yes ↓		
Is the board weighted so that it can't easily be moved by wind or people?	No →	Additional weight could be attached.
Yes ↓		
Is the base a substantially different colour from the pavement?	No →	A highlighting strip could be attached.
Yes ↓		
For folding boards, does it lock in the open position?	No →	A locking clasp could be attached.
Yes or N/A ↓		
Is the board free from sharp edges, protrusions or moving parts?	No →	You'll need to modify the board to make it safe.
Yes ↓		
You may* be eligible for a sandwich board licence.	→	*Most applicants who reach this point will be eligible for a licence. All applications will be consistently and fairly considered in light of factors such as pending changes to the footpath, other street furniture and other applications received in the vicinity.

If you have an item that doesn't fit the description or dimensions of a sandwich board (eg flags, flower pots, welcome mats or menu boards) or if your location or board don't qualify for a licence according to the chart but you'd still like to apply for a sandwich board licence, then you should:

- follow the flow chart above to determine what aspects may not comply with the Footpath Management Policy
- complete a sandwich board licence application form and provide an application processing fee
- supply additional information addressing the aspects that don't comply with the policy and highlighting how the proposed item fits the principles of the policy (for instance – to prioritise footpath space for safe and efficient pedestrian movement while contributing to the character and vibrancy of our public spaces)
- attach a photograph of the proposed item if appropriate.

**If you ask the Council to consider a non-compliant application and it is rejected, the application processing fee is non-refundable.**

Please send the completed application form with payment to:  
Application Processing Officer  
Infrastructure Transport Group  
Wellington City Council  
PO Box 2199  
WELLINGTON 6140