

Application for trading licence

Office use only – licence number

Trading licences are required for temporary retail and food stalls, retail kiosks and recreational equipment hire.

Applicant details

Applicant name:	<input type="text"/>	Applicant address:	<input type="text"/>
Phone:	<input type="text"/>		<input type="text"/>
Company name:	<input type="text"/>	Facsimile:	<input type="text"/>
Trading as:	<input type="text"/>	Email:	<input type="text"/>

Trading activity

Application type: New application Renewal Modification

Type of goods to be sold – list all types of goods to be sold under this licence. Once a licence is granted, any goods not included in the application may not be sold.

Types of goods allowed include handcrafted items, art, prepared food for consumption by the public, produce such as fruit, vegetables and flowers and recreational equipment hire. A food hygiene licence may also be required if you intend to sell food or produce. Please indicate if this will be required, as the trading licence will be conditional on the stall holder having a valid food hygiene registration certificate.

Trading hours

Identify the times of the day and days of the week that the trading will be carried out on. Include any additional information such as whether or not you will trade on public holidays, weekends etc.

Public liability insurance

Proof that you have minimum public liability insurance of \$1 million must be attached to this application.

Logistics

Please indicate how you intend to deal with:

- Supply of fresh water
- Toilet facilities for the stall holder
- Disposal of solid waste
- Disposal of liquid waste
- Power supply (electricity/gas)

Consultation

You are encouraged to obtain support from all of the premises adjacent to the proposed site(s) as well as any other stakeholders that may be affected by your proposed activity. You can do this by talking to them or by using the sample feedback letter attached to this application form to identify any concerns, and then incorporating into your plans (and highlighting in this application) any specific means by which you will address any issues or concerns raised. The Council will formally consult with the adjacent properties when considering the application for approval.

Fees

All fees listed below are GST inclusive.

- Application processing fee – for new applications this application form is to be accompanied by an application processing fee of \$300. This is a one-off, non-refundable fee. This fee is not required if this application is a response to a competitive tender issued by the Council or for the renewal of an existing licence.
- Licence fee – licences are to be renewed annually. An annual licence fee of \$400 will be invoiced to the applicant if their application is successful. The licence fee covers the administrative costs involved with the provision of a laminated "Trading Licence", maintenance of the trading register and monitoring of the activity. The fee may be reduced for licence periods shorter than one year on a pro-rata basis (e.g. \$100/quarter).
- Location rental – there may be a fee for the use of public space for private gain. The amount will typically be similar to that for the use of parking spaces (e.g. around \$40/day) but may be adjusted based on likely actual usage, size of stall and impact/parity with adjacent retailers on private property.
- Special considerations – where the Council is required to carry out additional work (e.g. to modify existing licence conditions to allow the sale of a different type of goods etc.) a fee of \$100/hour will be charged.

Stall details

Please attach to the right a photograph or a detailed sketch of the stall.

The licence will be issued on the basis of the information provided, and the licence may not be used for any other stall design or configuration.

Location details

In the space below, please provide an accurate drawing of the site showing all elements of the proposed trading activity.

Show and label on your drawing:

- Your stall, including items such as bins, tables, chairs etc.
- Existing street furniture such as poles, bollards, seats, bins, trees or parking meters.
- Buildings, including entrance and access ways.
- Other items of interest, e.g. bus stops, taxi stands, water or power connections, toilets etc.

Picture of stall

Plan view of site

The proposed layout needs to comply with the Council's Footpath Management Policy, which requires minimum unobstructed footpath widths of:

- 4 metres for Lambton Quay and Willis Street
- 3 metres for Manners Street, Manners Mall, Cuba Street, Cuba Mall and Courtenay Place
- 2 metres for all other locations in the wider city, that is, Wellington District

Declaration

under the provisions of the Wellington City Consolidated Bylaw 2008, Part 5 (Public Places):

I hereby declare this information is correct and undertake to comply with the provisions of the Wellington City Consolidated Bylaw 2008 and Trading in Public Places Policy.

Signature:

Date:

Conditions:

- Licences are non-transferable and application processing fees are non-refundable so it is important that the information provided with this application is as complete and accurate as possible.
- Licences issued that are subsequently found to be used in a non-compliant manner will be revoked and no refund provided.
- Traders found to have unsafe items are required to correct this immediately on notice by the Council (whether verbally or in writing) and any failure to correct unsafe items may result in immediate confiscation of the items.
- Personal information will be used for the administration of trading in public places and may be made public. All information collected will be held by Wellington City Council, 101 Wakefield Street, Wellington, with applicants having the right to access and correct personal information.

Please complete the form and send to:

Application Processing Officer
Infrastructure
Wellington City Council
PO Box 2199
WELLINGTON 6140

Please ensure you have attached:

- Detailed site layout
- Proof of public liability insurance
- Any feedback received from affected parties
- Application processing fee (\$300 made out to Wellington City Council)

If you have any questions regarding this application form please phone 499 4444.

To: The Property Owner / Resident / Business

PROPOSED TRADING ACTIVITY

This is to advise that an application for a licence to trade on public property is going to be submitted to the Wellington City Council:

Location of activity:

Description of the activity:

(e.g. type of goods sold)

Expected hours of work:

If you have any issues regarding this proposed activity could you please contact:

Person proposing activity:

Address:

Telephone:

(daytime land-line)

You may send a copy of any feedback (including the above details) to:

Application Processing Officer
Infrastructure
Wellington City Council
PO Box 2199
Wellington 6140