

Application to operate a market on public land

Trading & Events in Public Places bylaw 2015



Before you start

If you would like any help or advice with your application, call **09 301 0101** or visit aucklandcouncil.govt.nz/streettrading

Note: A resource consent may be required if your proposed location is not zoned for this type of activity. Please contact an Auckland Council planner on **09 301 0101** if you wish to investigate, prior to submitting your application.

What you need to do

To process your application:

- pay the correct application fee. This fee is not refundable or transferable. For further information on fees, visit aucklandcouncil.govt.nz/streettrading
- submit this application form
- supply all requested documentation
 - detailed map showing proposed location (see section 3.1)
 - your market plan (see section 3.3)
 - traffic management plan (see section 3.4)

Please tick New Transfer Licence no.: _____

1. Applicant details

Full name: _____

Company name (if applicable): _____

Address: _____

Postcode: _____

Postal address (if different from above): _____

Preferred contact number: _____ Alternative contact number: _____

Email: _____

2. Business details

Trading name: _____

Address of premises: _____

Contact person: _____ Position held: _____

Preferred contact number: _____ Alternative contact number: _____

Email: _____

3. Location details

3.1 Proposed location(s)

Please attach a map detailing location(s) including road names and/or landmarks.

Note: If you are applying online, you may provide a URL to the specific location(s).

3.2 Proposed location(s)

Please provide an aerial photo or detailed sketch showing the dimensions of the proposed market.

Note: if you are applying online, you may provide a URL to the specific location(s).

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3.3 Market plan

Attach a detailed plan including the location of stalls, public toilets, entrances/exits, seating areas and litter bins.

3.4 Traffic management plan

You are required to submit a traffic management plan showing the location of entrances and exits to the market, any parking provided, any temporary measures to control traffic to and from the market site, measures for loading and unloading of market goods including stall set up and pack down, and contact details for the person responsible for implementing the traffic management plan.

4. Trading hours and days

Start date:

End date:

Mon

Tue

Wed

Thu

Fri

Sat

Sun

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Comments:

Important privacy information

The personal information that you provide in this form will be held and protected by Auckland Council in accordance with our privacy policy (available at aucklandcouncil.govt.nz/privacy and at our libraries and service centres) and with the Privacy Act 1993. The privacy policy explains how we can use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. You should familiarise yourself with this policy before submitting this form.

Signature of applicant:

Date:

Submit your application

Apply online at aucklandcouncil.govt.nz/streettrading

Drop off your application to any Auckland Council customer service centre. Visit aucklandcouncil.govt.nz/contactus to find the nearest one to you.

Post your application to: Licensing and Compliance Services, Private Bag 92300, Auckland 1142.

Office use only

Application number: _____

Receipt number: _____

Receipt amount: _____

Receipt date: _____

Service centre name: _____

Cashier name: _____

LCS receipt date: _____