

# Application for a new mobile trading licence



## 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](http://aucklandcouncil.govt.nz/streettrading)

**Note:** Auckland Council does not administer licences for the following areas: Transport centres, Britomart Precinct, Auckland Waterfront, Aotea Square and privately owned land. For more information, visit [aucklandcouncil.govt.nz](http://aucklandcouncil.govt.nz)

### 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](http://aucklandcouncil.govt.nz/streettrading)
- submit this application form
- supply all requested documentation
  - map of proposed location(s) (see section 4)
  - If your application is approved and you require a health licence you will need to supply the licence number.

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: \_\_\_\_\_

Contact person: \_\_\_\_\_ Position held: \_\_\_\_\_

Preferred contact number: \_\_\_\_\_ Alternative contact number: \_\_\_\_\_

Email: \_\_\_\_\_ Health licence number (if applicable): \_\_\_\_\_

### 3. Product or service

What will you be selling or offering as a service?

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### 4. Trading location(s)

Attach a map showing location(s).

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

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### 5. Is your proposed location on a park, beach or reserve?

Yes

No

If you ticked yes, you will need written approval from Auckland Council Parks prior to submitting this application. To contact your relevant parks adviser phone **09 301 01 01**. Please ensure you attach a copy of the approval with this application.

For information on additional permissions or licences visit our website [aucklandcouncil.govt.nz/streettrading](http://aucklandcouncil.govt.nz/streettrading)

### 6. Attach a photo or detailed sketch of your trading area, including any vehicles, tables, chairs, displays etc.

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### 7. If you are trading from a vehicle, please provide the registration plate number \_\_\_\_\_

### 8. Trading hours and days

Start date:

End date:

Mon     Tue     Wed     Thu     Fri     Sat     Sun

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### 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](http://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:

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## Submit your application

**Apply** online at [aucklandcouncil.govt.nz/streettrading](http://aucklandcouncil.govt.nz/streettrading)

**Drop off** your application to any Auckland Council service centre. Visit [aucklandcouncil.govt.nz/contactus](http://aucklandcouncil.govt.nz/contactus)

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

### Office use only

Application number:

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Receipt number:

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Receipt amount:

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Receipt date:

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Service centre name:

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Cashier name:

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LCS receipt date:

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