

Application for an outdoor dining 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

What you need to do

To process your application:

- pay the correct application fee. This fee is not refundable or transferable
- submit this application form
- supply all requested documentation
 - plan showing requested area of public space with measurements (see section 4)
 - current food licence number.

Note: Auckland Council will process your application which will result in a site visit. If your application is approved, a rental fee must be paid before your license can be issued. For high risk areas Auckland Council may require proof of public liability insurance.

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: _____ Current food licence no.: _____

3. Trading hours and days

Mon Tue Wed Thu Fri Sat Sun

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Shorter licence period

The default licence period is twelve months. If your business only wishes to use the public space for the warmer months of the year, you can opt for a six month licence to use an outdoor public space from 1 November to 30 April.

Tick here to opt for a shorter licence period

4. Use of public space - new applications only

Attach a sketch or drawing of the space you wish to occupy, including dimensions.

What furniture or other items will be used within the space?

Note: Ensure you discuss the type of furniture with the inspector prior to purchasing the equipment, as the area will not be confirmed until after the inspection is complete. For more information on furniture rules visit aucklandcouncil.govt.nz/streettrading

5. Serving alcohol outdoors

Please note: if you hold a current alcohol licence and wish to serve alcohol to the new outdoor dining area, you must apply for a variation to have the area considered as an additional space.

If you have new premises ensure your alcohol licence application includes an outdoor dining area. You must have both licences to be able to serve alcohol in any public areas. For more information visit aucklandcouncil.govt.nz/alcohol

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 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 service centre. Visit aucklandcouncil.govt.nz/contactus

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: _____