

Application to distribute promotional goods/materials in a public place

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: 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, please visit 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
- submit this application form
- supply all requested documentation
 - map of proposed location(s) (see section 3)
 - health and safety plan (see section 5).

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. Goods and distribution method

Explain in detail what goods or materials are proposed and the method of distribution. Alternatively attach a brief of the proposed activity.

3. Proposed location(s)

Attach a map showing the location(s)

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

Note: Auckland CBD has set locations for this type of activity. Contact us on **09 301 0101** for more information.

4. Proposed dates and times

5. Health and safety plan

Attach a basic health and safety plan detailing how your distribution will allow normal flow of pedestrian and vehicle traffic. Consider the use of public space and minimising your footprint. You must also include how you will manage litter.

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: _____