

Hamilton City Council

Application for Mobile Shop Permit 2017/18

Company Name and/or

Applicant Name

Name of Business

Postal Address

Vehicle Registration Number

Contact Person

Phone

Mobile

Email

Please note: mobile shops are not permitted to operate within the Hamilton Central City area except for events and street markets that have the prior permission of Council.

1. Please outline type of mobile shop, i.e. goods to be sold or type of trade:

2. Do you intend to sell food Yes No

3. Do you intend to sell alcohol Yes No

If you answered yes to either of these questions, please attach a copy of your current food registration and/or alcohol licence indicating the area it covers or a completed application for an alcohol licence and/or food registration.

Please note: this permit does not permit you to serve food or alcohol. A separate food registration and alcohol license is required.

4. Proposed location if known

5. Outline the date of first trading and frequency of trading

6. Indicate the proposed hours of operation

7. Outline what provision you have made for the following services/facilities, if applicable:

Potable (i.e. wholesome, clean) water

Waste water collection and disposal

Handwash facilities

Power source (e.g. electricity, gas)

Parking

Other, please specify

CHECKLIST:

- | | |
|--|--------------------------|
| Payment for permit (75% refundable if application declined) | <input type="checkbox"/> |
| Photo(s) of Mobile Shop | <input type="checkbox"/> |
| Copy of current alcohol license or application for alcohol license (if applicable) | <input type="checkbox"/> |
| Copy of current food registration or application for food registration (if applicable) | <input type="checkbox"/> |
| Copy of public liability insurance with minimum value of \$2million | <input type="checkbox"/> |

As part of the processing of your application, a warranted officer of the Hamilton City Council may need to conduct a site visit to view the mobile shop.

It should be noted that Mobile Shops operating within a public place fits within the definition of temporary retail activity as defined within the Hamilton Operative District Plan. Rule 25.3.5.12 of the District Plan a) to e)

<https://www.hamilton.govt.nz/our-council/council-publications/districtplans/ODP/chapter25.3/Pages/25-3-5-Rules.aspx>
specifies the standards for which mobile shops (as temporary retail activity) must adhere to.

Customer Signature

Date

Fees Due

\$85 administration fee + applicable mobile shop fee

*Applications can be delivered to Customer Services, Ground Floor, Municipal Building, Garden Place;
posted to Permits, Hamilton City Council, Private Bag 3010, Hamilton; or emailed to permits@hcc.govt.nz*

OFFICE USE ONLY

Receipt No.

Date

A/C Code

5594

Permit Valid From

To

Staff Signature

PAYMENT OPTIONS

Note: For your application to be processed your payment must be received together with this form and requested information.

Pay in Person

You can make your payment at the Hamilton City Council Offices which is based in Garden Place (between Victoria Street and Anglesea Street) in Hamilton. Payment can be made by cash, cheque, eftpos or credit card (Visa and Mastercard only).

Please note for credit card payments an additional merchant fee of 1.2% will be added to the transaction amount.

Pay by Post

Please send your cheque together with this application form to: Hamilton City Council, Private Bag 3010, Hamilton 3240.

Pay by Direct Credit

You can make an online payment through your internet or phone banking by using the information below.

Account Information

Account details

Name of account

Hamilton City Council

Account number

02 – 0316 – 0030142 - 06

Particulars (to appear on HCC statement)

Debtors

Code (to appear on HCC statement)

GL5594

Reference (to appear on HCC statement)

Business Trading Name